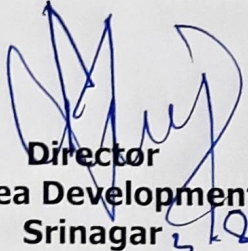


**Subject: Maintenance and monitoring of monthly
Biometric attendance**

CIRCULAR

It is enjoined upon all the Drawing and Disbursing officers of Command Area Development Kashmir to draw the salary bills of employees under their control only after regular scrutinizing of the following documents on monthly basis.

- 1- Machine generated, Monthly Biometric Attendance Report (hard copy)
- 2- Certificate/Duty slip etc. endorsed by Director CAD Kashmir in case of short of attendance
- 3- Employees performance monitoring (EPM) report from the concerned Nodal Officer
- 4- Attendance Certificate from the officer in whose office the employee is attached


Director
Command Area Development Kashmir
Srinagar

NO: *Eostt/CADK/2022-23/180-84* Date *03/08/22*

Copy to the:

- 1- Financial Commissioner (Additional Chief Secretary) Agriculture Production Department JK for information
- 2- Deputy Director CAD Kashmir for information and necessary action
- 3- ASCO CAD Sub-division Pulwama for necessary action
- 4- ASCO CAD Sub-division Budgam for necessary action
- 5- Accounts Officer CAD Kashmir for information and N/A