



SRINAGAR DEVELOPMENT AUTHORITY
Bemina, Bye Pass Near SKI MS Medical College, Srinagar, Kashmir-190018
TEL:0194-2493191,FAX:0194-2493180,AIL:srinagardevelopmentauthority@gmail.com

C I R C U L A R

Subject :- Attendance of employees Gazzetted /Non Gazzetted

All Officers / Officials of Srinagar Dev. Authority shall mark their attendance w.e.f. 2nd August 2021 regularly through Bio-metric attendance system installed in the Office complex twice daily at 10.00 AM and 4.30 PM, which shall be monitored on daily basis.

The pay of the Officers/ Officials who do not mark their attendance twice daily through Biometric attendance system shall not be released .


Sd/-
Vice Chairman
Srinagar Dev. Authority

No :- SDA/VC/762-69

DT :- 31-7-2021

Copy to the :-

- 01) Director Land Management, SDA for inf.
- 02) Senior Town Planner, SDA for inf.
- ✓ 03) Secretary, SDA for inf.
- 04) Financial Advisor/CAO, SDA for inf. He shall draw and disburse the salary of officers/officials subject to a satisfactory attendance report of Officers/ officials to be furnished by Secretary SDA.
- 05) Ex. Engineer, SDA for inf.
- 06) Dy. Director Technical, SDA for inf.
- 07) Computer Programmer, SDA with the instructions the attendance report will be generated on daily basis and list out the Officers/ officials who do not mark their attendance in time or remain absent from duty without any leave be placed before the Vice Chairman on daily basis.
- 08) Notice Board


Secretary
Srinagar Dev. Authority