



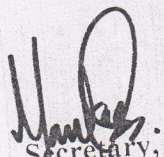
SRINAGAR DEVELOPMENT AUTHORITY
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TEL: 0194-2493191, FAX: 0194-2493180, EMAIL: srinagardevelopmentauthority@gmail.com

CIRCULAR

In continuation to Circular No.SDA/VC/2794-2800 dt:07/11/2020 it is impressed upon all the officers/officials of SDA to:

- Mark their attendance through biometric system not only in the morning but in the evening as well. As observed, employees mark their attendance only once a day.
- Devise/suggest a mechanism to mark attendance of the field staff, as most of the employees in Engineering and Enforcement Wings are deputed in field with no current mechanism in place to monitor their attendance.
- Desist from arriving late at office. As observed, many employees are habitual of arriving at noon, which if not changed shall result in stoppage of their salaries.

NO:SDA/VC/320/-07
DT:12/12/2020.


Secretary,
Srinagar Dev. Authority.

Copy for information to:

1. Director, Land Management, SDA
2. Senior Town Planner, SDA
3. Financial Advisor/CAO SDA
4. Deputy Director Enforcement SDA.
5. Executive Engineer, SDA
6. Pvt.Secy.to Vice Chairman.
7. Computer Programmer, SDA.