

**CIRCULAR**

**Subject: Furnishing of Attendance of Non-Teaching Staff of SKUAST-Kashmir**

As desired by Competent Authority, the attendance statement both biometric as well as manual for February 15, 2018 and onwards on daily basis in respect of all Non-Teaching employees should reach to this office by fax or mail. Those who are found absent from duty and involved in any illegitimate activities shall be dealt with strictly as per J&K Government Employees Service Conduct Rules.

All Controlling Officers shall ensure furnishing of the attendance statement of the staff to the Headquarter Office without fail.

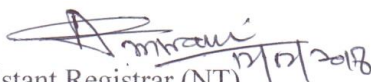
Sd/-  
Registrar

No: Au/Adm/2018/26686-756

Dated: 12.02.2018

Copy to the:

- All Officers of the Univeristy
- All Heads of Divisions/Stations/Institutes/Centres/Units/KVKs
- All Joint/Deputy/Assistant Registrars
- All Deputy/Assistant Comptrollers/DDOs
- Secretary to Vice-Chancellor for kind information of Honøble Vice-Chancellor.
- President, SNTEA-K, SKUAST-Kashmir, Shalimar.

  
Assistant Registrar (NT)