

HIGH COURT OF JAMMU AND KASHMIR
(Office of the Registrar General at Srinagar)

CIRCULAR

No.: 83

Dated: 28/06/2018

In order to ensure punctuality of the Officers/Officials of the High Court/ Subordinate Courts, the implementation of Biometric Attendance System in the High Court and the Subordinate Courts is absolutely necessary. It is, therefore, directed as under:

- a) The Registrar Judicial J&K High Court Jammu/ Srinagar and all the DDOs of Subordinate Courts shall ensure installation of Biometric Attendance System in the High Court Complexes/Subordinate Court Complexes at the places to be identified by these officers in consultation with the CPC High Court of J&K/ e-Court staff of the concerned Subordinate Court.
- b) From 15.07.2018 onwards, the marking of attendance in the system is made compulsory for all categories of employees and wage earners and only after the scrutiny of monthly attendance, the DDOs shall prepare Salary/Wage bill and certificate shall accordingly be furnished alongwith the bill to the Treasuries concerned.
- c) In the case of employees and wage earners who are deputed at the residential offices of the Hon'ble Chief Justice/ Hon'ble Judges or are working as domestic helps with Hon'ble Former Chief Justices/ Judges or their spouses, a certificate regarding their attendance from the Secretary to the Hon'ble Chief Justice/ Hon'ble Judge or from Hon'ble



Former Chief Justice/Judge or the spouse, as the case may be, shall be obtained so that the concerned DDO records the certificate of attendance on the Salary/Wage bill.

- d) In case of employees and wage earners deputed to places outside the Court complex on official duties, a certificate regarding their attendance from the head of the concerned Section shall be obtained so that the concerned DDO records the certificate of attendance on the Salary/Wage bill.
- e) The Biometric Attendance System/Machines be procured at the earliest by purchasing the same after observing the codal formalities or through GeM Portal out of OE/ 'Machinery and Equipment' Head.
- f) The e-Court staff attached to the two wings of the High Court as well as to the Subordinate Courts shall provide necessary guidance and support for implementation of the Biometric Attendance System.

By Order.

(Sanjay Dhar)


Registrar General

No.: 11759-807/NR Dated: 28/06/2018

Copy to the:-

1. Principal Secretary to Hon'ble Chief Justice, High Court of J&K, Srinagar.
2. Secretary to Hon'ble Mr. Justice _____
.....for information of their Lordships.
3. Registrar Vigilance, High Court of J&K, Srinagar, for information.
4. Registrar Judicial, High Court of J&K, Srinagar/Jammu.
5. Director, State Judicial Academy, Srinagar
for information and necessary / immediate compliance.
6. All Principal District and Sessions Judge for information and with direction to ensure necessary / immediate compliance by the all Judicial Officers/ DDOs working under their respective jurisdiction.

7. All DDOs of the Subordinate Courts for information and necessary / immediate compliance.
8. CPC, e-Courts for information and necessary compliance as well as for uploading the same on official website of the High Court of J&K.
9. Chief Accounts Officer , High Court of Jammu and Kashmir.
10. Deputy Registrar Accounts, High Court, Main Wing, Srinagar.
11. Accounts Officer , High Court Wing Jammu/Srinagar.
for information and necessary compliance.
12. Office file .


Registrar General