

**GOVERNMENT OF JAMMU & KASHMIR**  
**DIRECTORATE OF SCHOOL EDUCATION, JAMMU**  
**Muthi Camp, Jammu -181205**  
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Sub: Punctuality in the subordinate offices/educational institutions.

**C I R C U L A R**

Circular instructions have been issued from time to time for ensuring punctuality in the offices. However, it has been observed that some of the officers/officials are not reporting on time for the duties in the morning and leave the office earlier before office time in the evening. Accordingly, it is impressed upon all the employees of this Directorate to remain punctual in future and mark their biometric attendance. The record of late attendance of employees shall be maintained and appropriate debit shall be made to the leave account.

Besides, staff posted in all subordinate offices/educational institutions shall ensure that the instructions issued are implemented by their staff.

Therefore, all the officers/officials are enjoined upon to comply with the instructions & any dereliction on this account shall be viewed seriously. Disciplinary action shall be taken against those abstaining from duty unauthorisedly.

  
(Subah Mehta) JKAS  
Joint Director

No: DSEJ/2024/ 27052-27253.

Dated: 30-11-2024.

Copy to the:-

1. Principal Secretary to the Govt., School Education Department, Civil Secretariat Jammu for kind information.
2. Joint Director\_\_\_\_ (All) Jammu Division for information.
3. Personnel Officer, DSEJ for information.
4. Chief Accounts Officer, DSEJ for information.
5. Deputy Director (P&S) DSEJ for information.
6. Senior Law Officer, DSEJ for information.
7. CEO\_\_\_\_ (All) Jammu Division for information and necessary action.
8. Principal/ZEO (All) Jammu Division for information and necessary action.
9. P.A/All Section Heads of this Directorate for information and strict compliance.
10. I/c DSEJ Website for uploading of circular.
11. Office record.