

**OFFICE OF THE DEPUTY COMMISSIONER/CEO,**  
**LAHDC, LEH.**

**Sub :- Attendance of the employees-furnishing of daily status.**

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

The State Government in the General Administration Department has issued Circular No. 29 GAD of 2013 dated 28<sup>th</sup> September, 2013 regarding frequent strikes and hartals by the State Government Employees of various departments. The Govt. has viewed the frequent strikes/hartals and the resulting absence of employees from offices very seriously and has issued instructions for strict compliance of all the Deputy Commissioners.

I am accordingly requiring all district officers to take the following actions every day till further orders :-

- 1/ All district officers shall furnish the details of the attendance of their employees on daily basis indicating the 'total No. of employees; 'employees present on duty' & 'employees absent with reasons for such absence'. The above information shall be furnished to the Deputy Commissioner, Leh at the following email address dcleh-jk@nic.in by 1 pm positively, every day.
- 2/ In case the network is not working, the same should be sent through special messenger.
- 3/ Departments failing to furnish information shall be deemed as absent and the same shall be reported to Divisional Commissioner, Kashmir in compliance with GAD's Circular instructions.

  
**Deputy Commissioner,**  
**Leh.**

No. DCL/PS/Circular/2013.

Dated :- 30/09/2013.

Copy to all concerned :-

1-45. \_\_\_\_\_ for  
information and strict compliance.