



**Directorate of Fire & Emergency Services J&K,
Jammu/Srinagar.**

Subject:- **Punctuality in offices- reiterating of instructions**

ORDER

With a view to ensure punctuality of the staff posted in different offices of the Department including the Directorates at Jammu/ Srinagar, it is hereby ordered that:-

- a) The staff posted at the Directorate of F&ES at Jammu/ Srinagar shall henceforth mark their attendance through face recognition attendance system already installed in the Hqrs at Gandhi Nagar/ Batamaloo Srinagar respectively. AO F&ES Hqrs Jammu/ADO F&ES Hqrs Srinagar shall submit the daily attendance report of the staff available at the respective locations to the Directorate at info.fesjk@gmail.com and also in e-office at 1100 hours positively.
- b) The Command officers shall ensure that similar attendance system (face recognition) are installed in their respective Command offices (if not already done) and submit the attendance of their respective Command offices to Range offices Kashmir/Jammu on daily basis at 1100 hours.
- c) The Range offices shall furnish a consolidated report on attendance of their respective Commands as well as the staff posted in concerned Range Offices to the Directorate on daily basis at info.fesjk@gmail.com.

These instructions shall be implemented in letter and spirit.

(Dr B. Srinivas) IPS
Director

Fire & Emergency Services,
Jammu & Kashmir.

NO: DF&ES/GB/2021/20/2021-02-10344 Dated: 22.12.2021
Copy to the:-

1. Joint Directors F&ES Jammu/Kashmir Range for information.
2. DD Command Jammu/Srinagar
3. All Command officers in F&ES Department J&K
4. ADO/AO F&ES Hqrs J&K.
5. SO(IT) to upload in official website
6. Master File/Order Book

..... for information and necessary action.