



Union Territory of Jammu and Kashmir  
Office of the Relief & Rehabilitation Commissioner (M) J&K  
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**ELECTION URGENT**

**CIRCULAR No: 02-RRCM of 2024**

**Dated : 29.06.2024**

**Subject: Maintaining of daily attendance and leave account of the officers/officials-reg**

In view of several time bound assignments in hand viz the Summary Revision of Electoral Rolls ordered by Election Commission of India vide communication No. 23/2024-ERS(Vol-II) dated: 20.06.2024, the exercise of integration of Migrant Ration Cards on NAFSA database, exercise regarding drafting of agenda for the Screening Committee reconstituted by the Government under the Chairmanship of Principal Secretary to Government Home Department, J&K, allotment of Quarters to the Hon'ble Prime Minister's Package Employees and monitoring of construction works across the Kashmir Valley, it is hereby ordered that no leave of whatever kind shall be sanctioned ordinarily in respect of any officer/official. Further it is enjoined upon all officers of the Head Office and Zonal Officers/Camp Commandants not to sanction any leave of their subordinate, without prior approval of the undersigned.

Further, regarding Gazetted Officers working in Relief Organisation the leave account shall be maintained by Private Secretary to Relief & Rehabilitation Commissioner (M) J&K, and regarding Non-Gazetted Officials the leave account shall be maintained by the Establishment Section. Further all officers/officials shall mark attendance daily on biometric attendance system, on arrival and departure from the office. The Chief Accounts Officer shall release the salary only on receipt of attendance of the Biometric Attendance System, through the officer incharge at the Head Office.

Sd/-

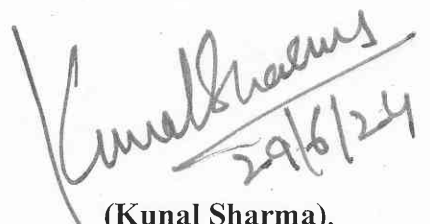
**(Dr.Arvind Karwani) JKAS**  
Relief & Rehabilitation Commissioner (M)  
J&K

No: RRCM/Estt/2024-25/334-38

Dated: 29.06.2024

Copy for information to the:

1. Secretary to Government, Disaster Management, Relief, Rehabilitation & Reconstruction Department, Civil Secretariat, J&K.
2. Deputy Commissioner (Relief) Jammu.
3. Chief Accounts Officer, Relief
4. All Assistant Commissioners, Relief
5. All Zonal Officers/Camp Commandants.

  
29/6/24

**(Kunal Sharma),**  
Tehsildar (HQ)  
Relief Organisation(M) Jammu