

Government of Jammu and Kashmir

Directorate of State Motor Garages Department
Bemina By Pass Srinagar/New Plot Jammu

Subject: - Attendance of the Crew Staff and Release of Salary thereof...

C I R C U L A R No. 10 -DSMG OF 2022

DATED: 07:09:2022

It has been reported that most of the Drivers of this Department performing their duties with various Government functionaries are remaining un-authorized absent from duties without any proper permission from the competent authorities and hand over the vehicles under their charge to un-authorized persons thus creating indiscipline in the Department.

As such, through the medium of this circular, all the Crew staff of this Department who are performing their duties with various Government functionaries are directed to obtain monthly attendance report from their concerned Officers/offices and submit the same to their concerned Drawing and Disbursing Officers/In-Charge District Garages of this Department by **25th of every month positively** otherwise no salary shall be released to the Drivers who fail to submit the same.

By Order.

(N. A. Mattoo)

Administrative Officer,
State Motor Garages Department,

Dated: 07:09:2022

NO.RCD-22/ 3062-67 /DSMG

Copy to:-

1. Deputy Director, State Motor Garages Department, Kashmir/Jammu for information and strict compliance.
2. Accounts Officer, State Motor Garages Department J&K, Jammu for information and strict compliance.
3. In-charge Departmental website, Direction Office, SMG, Department J&K, Srinagar for information and necessary action
4. In-Charge District Garages Depot..... for information and strict compliance
5. Notice Board.