

**Subject: - Exemption of Biometric Attendance for field Staff of TAQAC for the days they visit the sites.**


**Office Order No: 23.JTFRP of 2021**

**Dated: 22.01.2021**

In reference to the subject cited above, it is hereby ordered that the field staff of TAQAC is exempted from biometric attendance for the days they visit sites, however, the tour diary of activities performed for the same shall be mandatory and should be authenticated by the site officers of PIU and also be countersigned by the Project Manager (Transport/Hydraulic) Jammu/Kashmir respectively. Further, the Team Leader TAQAC should sent tour plan to Project Manager (Tpt./Hyd.) Jammu/Srinagar to be forwarded to system Manager Jammu/Srinagar for OD entry in the biometric system.

Furthermore, all the other staff of TAQAC working in the office and the field staff during the days they are present in the office shall mark their attendance in the biometric attendance as usual.

**By Order**

  
**Tasawuf Amin (KAS)**  
**Administrative Officer**  
**JKERA/JTFRP**

**No: - JTFRP/PMU/DT/CS/08/441-444.**

**Dated: 22-1-2021.**

**Copy to the:**

1. Director P&C/Kashmir/Technical/Jammu, JKERA/JTFRP for Information.
2. Project Manager (Hyd./Transport) ERA, Jammu/Kashmir for information.
3. Assistant Accounts Officer JTFRP for information and necessary action.
- ✓ 4. System Manager ERA/ JTFRP PIU Jammu for digitization.