



J&K Economic Reconstruction Agency

Hotel Tramboo Continental, Dalgate Srinagar
13 C/C Gandhi Nagar, Jammu



Circular

It is observed that some officials/employees do not possess a biometric attendance card, and are not able to mark their attendance online. In this regard the following directions are passed.

1. The officials/employees, who have not applied for biometric card, shall immediately apply for the one. The form is available with the respective system managers. The filled in form along with photograph needs to be submitted personally or through an authorized person at J&K Bank Moving Secretariat Branch. The biometric card takes 5 to 10 days at the bank and needs to be collected personally from Moving Secretariat Branch of J&K Bank.
2. The officials/employees who have lost or damaged their cards shall immediately report it to J&K Bank Moving Secretariat Branch and apply for the fresh one.

All officials/employees shall mark their attendance through a biometric card. From 1st July 2012, the attendance of all the employees shall be monitored through biometric system only.

**Director Finance
J&K ERA**

no: ERA/CEO/719/Adm/5105-07.
dt: 14-06-2012.

Copy to:

1. Chief Executive Officer, j&K ERA for information.
2. ERA Notice board and Web site