Government of Jammu and Kashmir
Directorate of Colleges
Higher Education Department
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Subject: Strict adherence to attendance norms and prescribed working hours

Circular No. 01/DC-HE of 2026
Dated: 03.11.2026

It has come to the notice of the Directorate that instances of non-adherence to prescribed working hours and unauthorised absence from duty are adversely affecting institutional discipline and the teaching-learning process.

All Principals of Government Degree Colleges are hereby enjoined upon to ensure strict compliance with attendance norms and prescribed working hours by all teaching and non-teaching staff. Regular biometric attendance, punctuality and uninterrupted conduct of classes shall be ensured. No employee shall leave the college premises during working hours without prior permission of the competent authority.

The Heads of Institutions shall personally monitor compliance and ensure accountability. Any violation shall be viewed seriously and invite appropriate disciplinary action under the applicable rules.

Non-compliance with these directions or submission of incorrect information shall invite strict action against the officials responsible, under the applicable rules.

Prof. (Dr) Twinkle Suri
Director Colleges, J&K
Higher Education Department

No.: DC-HE/K/2026/Circular /688 Dated: 03 .11.2026

Copy to:

1. Secretary to Government Higher Education Department for information.
2. Director Finance, Higher Education Department for information
3. Principals of Government Degree Colleges/GCET's, UT of Jammu and Kashmir

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4. PS to Hon'ble Minister, Higher Education Department, School Education Department and Jal Shakti Department for information of worthy Hon'ble Minister.
5. PS to Commissioner Secretary to Government, Higher Education Department for information of Commissioner Secretary, Higher Education Department.
6. Master file for office record.

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