



J&K KHADI AND VILLAGE INDUSTRIES BOARD
SANAT GHAR BEMINA SRINAGAR / UDYOG BHAWAN JAMMU
e-mail-secretarykvib@gmail.com

CIRCULAR

Administrative Department has forwarded formats for Monthly Attendance and Monitoring Report which has been shared with all the officers of J&K KVIB on official Whatsapp group for strict compliance.

In view of the above, it is enjoined upon both the Divisional officers and all District officers of J&K KVIB that they shall submit the requisite information upto 22nd April, 2021 as per the **format-A** enclosed by return mail positively, failing which, one day salary of the concerned officer shall be deducted as a penalty for non-compliance. Thereafter, the monthly information as per the said format shall reach this office by or before 5th of every month.

Furthermore, the key performance indicators viz-a-viz employment generation programmes (JKREGP/PMEGF) as per the **format-B** may also be submitted to this office by both the Divisional officers by or before 5th of every month.

By Order

Nishant
(Nishant Deol)
Administrative
officer,
22/04/2021

No.: KVIB/Adm/M-101-II/ *419-25*
Copy to the:-

Dated: *22-04-2021*

1. Financial Advisor/ CAO, J&K KVIB, Jammu for information.
2. Dy. Chief Executive Officer KVIB Kashmir Division Srinagar for information and necessary action.
3. Dy. Chief Executive Officer KVIB Jammu Division for information and necessary action.
4. All District officers of J&K KVIB for necessary action.
5. P.A to Vice Chairperson for kind information of Hon'ble Vice Chairperson, J&K KVIB, Jammu.
6. P.A to Secretary /CEO for kind information of Secretary /CEO, J&K KVIB, Jammu.
7. Circular File/ Concerned File.

FORMAT-A

Date Wise Attendance for all Districts Offices of J&K KVIB

S. No	Date	District:							age (c+d/b)
		Name of the Department/ Office	Total number of employees establishment	Number of employees attended office	Number of employees tour	Number of employees on leave	Number of employees absent	% (c+d/b)	
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
		TOTAL							

