



**Office of the Principal**  
**Government Polytechnic College Kupwara**  
Karihama, Kupwara – 193222

Website: [www.govtpolytechnickupwara.in](http://www.govtpolytechnickupwara.in)

Email : [gpolycollegekup@gmail.com](mailto:gpolycollegekup@gmail.com)

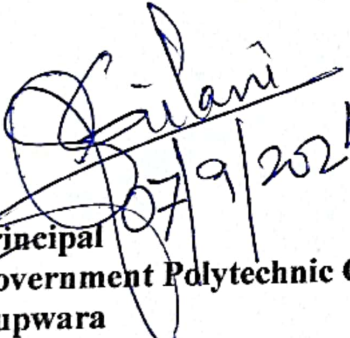
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**CIRCULAR**

In order to maintain smooth functioning of Institution all staff members are hereby informed to remain punctual. No staff member shall remain absent from duties unless obtaining prior sanction for leave from undersigned. In case of urgency the leave may be mailed on official mail id of the Institution [govt.polytechkupwara@gmail.com](mailto:govt.polytechkupwara@gmail.com).

It is further ordered that all the staff of this Institution shall mark their attendance through Biometric Apparatus installed in the establishment section at the time of arrival and departure. The staff members who don't mark their attendance through Biometric device on arrival as well as departure shall be treated as absent for the day.

Any violation in this matter will be viewed seriously.

  
Principal  
Government Polytechnic College  
Kupwara

No: GPCK/Estt/2024/ 416

Dated: 07/09/2024

Copy to:

1. All Staff members for information.
2. Record File.

