



Government of Jammu and Kashmir
School Education Department
Civil Secretariat, Srinagar/Jammu

Circular

It has been observed that a large number of personnel under employment of the Education Department visit Civil Secretariat / Directorate/ CEO Office without prior permission of the controlling officer. This has been viewed seriously. In future, all such persons shall necessarily obtain prior permission of their controlling officer.

To streamline the grievance redressal mechanism, it is directed that officers in the Secretariat shall reserve the time of 3:00 to 4:00 P.M. every day for interacting with the employees as well any other applicants. However, they shall first satisfy themselves that the official has taken prior permission of the controlling officer which shall be carried on person, in writing. If any instance come to their notice where an official is visiting Secretariat without prior permission, it should be immediately brought to the notice of the Commissioner/Secretary as well as the controlling officer for appropriate necessary action. The Director and Chief Education Officers shall take appropriate action on the same lines in respect of their offices.

(Shaleen Kabra)
Commissioner /Secretary
Dated: 09-07-2015

No: Edu/Gen/71/part/2015
Copy to the:

1. Director School Education Jammu/Kashmir for wide publicity in the field staff.
2. Director SSA for information and necessary action.
3. Secretary, State Board of School Education, J&K for information and necessary action.
4. All Chief Education Officers/Principal DIET/Principal SIE Jammu/Kashmir.
5. Under Secretary () School Education Department for immediate necessary action.
6. All Section officers School Education Department for necessary action.

Mr. Gaurav
7
8/10/15
25/7/15

I/CMW
Endorse these directions
to all sub-ordinate
offices.
23/7/15

DIRECTORATE OF SCHOOL EDUCATION, JAMMU

No. DSEJ/MW/V-41/2015/473-83 dated: 24-07-2015

Copy of the above is forwarded to the Chief Education Officers, all of Jammu Division with the direction to issue necessary directions to all the sub-ordinate offices for its wide publicity in the field staff.

4 (Dr. Arvind Karwani), KAS,
Personnel Officer.
23/7/2015
shw