



**Government of Jammu and Kashmir**  
**DIRECTORATE OF SCHOOL EDUCATION JAMMU**

**Sub: Redressal of the grievances -----maintenance of official decorum thereof:**

**CIRCULAR NO: 32- DSEJ of 2015**

**DATED: 03-10-2015.**

It has been observed that many Lecturers and Masters are in habit of attending this Directorate without proper prior permission from their Controlling Officers regarding their salaries, attendance certificates and many other trivial issues. Besides distracting the officials of the Directorate from the daily work by such unsolicited visits, unfortunately the schools also suffer on this count due to absence of teaching staff. Therefore, it is impressed upon all the controlling officers that the grievances of the teaching staff should be brought to the notice of this office by concerned DDO through Chief Education Officer and no official should face any sort of harassment for duty slip/attendance certificate and should not be made to frequent the offices for this issue, in future. This office has already notified the public meeting hours (Every Wednesday, Thursday and Friday 3PM to 5 PM) and asked the officials to present their grievance in person on these days if required, after proper prior permission from Controlling Officer concerned. But it has been observed that there is flagrant violation of these instructions.

**It is once again impressed upon all the Principals, ZEO's and Headmasters not to make correspondence with the directorate directly and to ensure that the officials under their administrative control do not visit directorate without prior written permission and that too on the meeting days only. The CEO's of Jammu division are instructed to furnish the updated list of Masters/Lecturers whose salaries are pending indicating reasons for the same, within three days without fail. CEO's are further also instructed to direct all the subordinate offices under their control to desist from approaching this Directorate directly. All the correspondence by the subordinate offices with the Directorate should be submitted through concerned Chief Education Officer.**

**This is issued with the approval of Director.**

*Arvind Karwani*  
03/10/2015  
**(Dr. Arvind Karwani) KAS**  
**Personnel Officer**

NO: DSEJ/Gen/30183-95

Dated: 03-10-2015

Copy to the:-

1. Chief Education Officer \_\_\_\_\_ (all) for information.
2. All Section Heads of this Directorate.
3. Notice Board.



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**DIRECTORATE OF SCHOOL EDUCATION JAMMU**

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**Corrigendum**

Please read "**Wednesday Thursday and Friday**" instead of "**Monday, Tuesday and Wednesday**" appearing in this office Circular No:32-DSEJ of 2015 dated. 03-10-2015.

*Arvind Karwani*  
*03/10/2015*  
**(Dr. Arvind Karwani) KAS**  
**Personnel Officer**

No; DSEJ/NG/ *30207-18* Dated: *03-10-2015*  
Copy to the:-

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