Government of Jammu and Kashmir
DIRECTORATE OF SCHOOL EDUCATION JAMMU

Sub: Redressal of the grievances --maintenancemaintenance of official decorum thereof:

CIRCULAR NO: 37 DSEJ of 2016
DATED: 27-01-2016

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 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. This office has already notified the public meeting hours (Every
Wednesday, Thursday and Friday 3 PM 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 would be appreciable if the online complaint are registered at
dsejammu@yahoo.in and hellodsej@gmail.com

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. CEO's are further 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.

(Smita Sethi) KAS
Director School Education
Jammu

NO: DSEJ/PR/ 58733-44 Dated: 27-01-2016
Copy to the:-
1. Commissioner/Secretary to Govt. School Education Department, Civil Secretariat,
Jammu for information.
2. Chief Education Officer (all) for information with the direction to
circulate the instructions to all subordinate offices in the district.
3. Notice Board.