



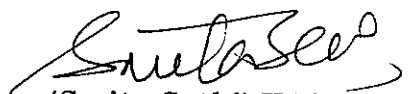
**Government of Jammu and Kashmir**  
**DIRECTORATE OF SCHOOL EDUCATION JAMMU**

**Sub: Redressal of the grievances -----maintenance 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](mailto:dsejammu@yahoo.in) and [hellodsej@gmail.com](mailto: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  
Copy to the:-

Dated: 27-01-2016

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.