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Government of Jammu and Kashmir  
DIRECTORATE OF SCHOOL EDUCATION, JAMMU.  
Muthi Camp, JAMMU-181205

**Sub: - Grant of In- Situ Promotion of Higher Standard Pay Scale Scheme to Librarians.**

ORDER No: DSEJ/TBP/ 76 of 2025  
Dated : 28-2-2025


Sanction is hereby accorded to the grant of Time Bound Promotion (In-Situ) to Higher Standard of pay scales scheme in terms of SRO-14 of 1996 dated 15-01-1996, SRO-225 dated 04-07-1997 & SRO-42 dated 02-02-2011 in favour of 09 (nine nos.) Librarians of Jammu Division (List enclosed at Annexure "F", in the corresponding pay scale/pay band/grade pay as shown against each in the annexure to this order. However, the monetary benefit on account of In-Situ Promotion to be regulated in terms of General Financial Rules-2017 (Rule-289-296)

The In-Situ Promotion to the higher standard pay scale in favour of the Officials, whose detailed particulars are indicated in the Annexure 'F' is granted/released subject to the fulfillment of the following conditions:-

1. That the Chief Education Officer/Drawing and Disbursing Officer concerned shall verify the particulars of each official with reference to his/her original service records before allowing (In-Situ) promotion benefits and he/she shall be personally responsible for correctness of the particulars of the employees working under him/her. In case any variation is noticed in the particulars of any such officials, the benefit of the in-situ promotion shall not be released and the case shall be referred to this Directorate for further orders/clarification;
2. That the incumbents have completed required spell of 09/18/27 years as the case may be satisfactorily and without any interruption as defined in rule 4(k) of SRO-14, Dated 15.01.1996. In case the employees availing the benefit shall give an undertaking to the effect that as and when he/she becomes due for functional promotion he/she will not refuse
3. That no higher standard pay-scale shall be granted to the employee who is under suspension on the date of eligibility or who is charge-sheeted under provision of J&K classification control and appeal rules or any other rules for the purpose.
4. That the present In-Situ promotion shall not change /affect the existing designation/seniority/duties of the employees.
5. That such period of leave without allowances, as had not been agreed to by the competent authority to be counted for purpose of annual increment shall not be taken in account for reckoning of the period of 9/18/27 years for Higher standard pay-scale as the case may be.
6. That the benefit of promotion shall not be given to such employee, who relinquishes promotion for any reasons, what so ever.



7. That the work and conduct of the concerned eligible employee has remained satisfactory as per APR's together with the result for preceding three years.
8. That before implementing the order, the concerned CEO shall ensure that the employees are holding substantive appointment and his/her appointment is genuine, before endorsing this order to sub-office for implementation or in his/her own office.
9. That there are no criminal cases/proceedings pending against the above official before any investigating agency Viz (VOJ/Crime branch) or court of law and the genuineness of appointment have has been ascertained /established in respect of the employees.
10. That the requisite Proforma has been obtained along with undertaking in schedule 1 and 2 from the concerned eligible employees.
11. That the officials whose lien/promotion prospectus have been retained in Kashmir Division, their In-situ promotion under SRO-14 of 1996 dated 15-01-1996 /SRO-225 of 1997 dated 04-07-1997 has not been considered.
12. That if there is any case pending in the department/Vigilance Department/ACB/ Court of Law, the In- Situ Promotion granted in such case should not be implemented and his/her case be referred to this Directorate for cancellation of his/her In- Situ promotion immediately.
13. Recovery due to the Government Employee on any account will be the sole responsibility of the concerned DDO.
14. In case of transfer of the concerned Govt. Employee the fixation and monetary benefit can be settled by any of the two officers (DDO's).
15. **The Service Verification upto the date of issuance of the order will be the sole responsibility of the DDO concerned to check and record on the service book.**

  
**Director School Education**  
**Jammu**

No: DSEJ/Gen/TBP/ 6492-6503

Dated: 28-2-2025

Copy to the:

- 1 All Joint Directors of Jammu Division for information.
2. Personnel Officer Directorate of School Education Jammu for information.
3. Chief Accounts Officer DSEJ for information and necessary action.
4. Chief Education Officer **Jammu/ Udhampur/Reasi/Samba for** information and necessary action.
5. I/C computer section for uploading on the Directorate website. The said order will be applicable /valid of uploaded on the website of this Directorate.



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**Government of Jammu & Kashmir  
DIRECTORATE OF SCHOOL EDUCATION, JAMMU**

Annexure "E" to this office Order No. DSEJ/TBP/ 76 dt 20-02-2025

S. No.	District	Name Smt./Sh.	Designation	Place of posting	Date of Birth	Date of Retirement	Date of 1 <sup>st</sup> Apptt. (As Tr)	Date of Time Bound already sanction	Present pay scale held	Functional promotion	Non-functional	Date of Prom. If any	Date from which present pay scale held	Total Qualified service rendered	Requisite documents	Deficiency if any	Proposed		
																	1st/2nd/	Pay scale	Date from which 1st/2nd TBP due
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19
1	Jammu	Neeru Bala	Librarian	Govt GHSS Miran Sahib	28.10.1980	31.10.2040	16.10.2006	01.11.2015	Level 6A (35500-112600)	Nil	1	Nil	01.11.2015	+9 Years	Yes	Nil	2nd	Level 6 B (35600-112800)	01.11.2024
2	Jammu	Shenaz Jabeen	Librarian	Govt HSS Jhiri	23.09.1981	30.09.2041	29.09.2006	01.10.2015	Level 6A (35500-112600)	Nil	1	Nil	01.10.2015	+9 Years	Yes	Nil	2nd	Level 6 B (35600-112800)	01.10.2024
3	Jammu	Nisha Rotra	Librarian	Govt BHSS Bakshi Nagar	03.03.1978	31.03.2036	03.10.2006	01.11.2015	Level 6A (35500-112600)	Nil	1	Nil	01.11.2015	+9 Years	Yes	Nil	2nd	Level 6 B (35600-112800)	01.11.2024
4	Jammu	Sani Ji Dhar	Librarian	Govt HSS Jhajjar Kottli	03.08.1970	31.08.2030	27.01.2011	Nil	Level 6A (35500-112600)	1	Nil	18.08.2015	18.08.2015	+9 Years	Yes	Nil	1st	Level 6 B (35600-112800)	01.09.2024

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**Government of Jammu & Kashmir**  
**DIRECTORATE OF SCHOOL EDUCATION, JAMMU**

Annexure "A" to this office Order No. DSEJ/TBP/ 76 dt 28-02-2025

S. No.	District	Name Smt./Sh.	Designation	Place of posting	Date of Birth	Date of Retirement	Date of 1 <sup>st</sup> Apptt. (As Tr)	Date of Time Bound already sanction	Present pay scale held	Functional promotion	Non-functional	Date of Prom. if any	Date from which present pay scale held	Total Qualified service rendered	Requisite documents	Deficiency if any	Proposed		
																	1st/2nd/	Pay scale	Date from which 1st/2nd TBP due
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19
5	Jammu	Deepa Sharma	Librarian	Govt GHSS Bishnah	04.04.1978	30.04.2038	30.09.2006	01.01.2016	Level 6A (35500-112600)	Nil	1	Nil	01.01.2016	+9 Years	Yes	Nil	2nd	Level 6 B (35600-112800)	01.01.2025
6	Udhampur	Rajni Sharma	Librarian	Govt HSS Chak Rakwalan	20.06.1970	30.06.2030	30.09.2006	01.10.2015	Level 6A (35500-112600)	Nil	1	Nil	01.10.2015	+9 Years	Yes	Nil	2nd	Level 6 B (35600-112800)	01.10.2024
7	Udhampur	Kuldeep Kumar	Librarian	Govt HSS Krimachi	18.04.1976	30.04.2036	29.09.2006	01.10.2015	Level 6A (35500-112600)	Nil	1	Nil	01.10.2015	+9 Years	Yes	Nil	2nd	Level 6 B (35600-112800)	01.10.2024
8	Reasi	Surjeet Singh	Librarian	Govt HSS Kotli Bhaga	28.08.1979	31.08.2039	29.09.2006	01.10.2015	Level 6A (35500-112600)	Nil	1	Nil	01.10.2015	+9 Years	Yes	Nil	2nd	Level 6 B (35600-112800)	01.10.2024

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**Government of Jammu & Kashmir**  
**DIRECTORATE OF SCHOOL EDUCATION, JAMMU**

Annexure "A" to this office Order No. DSEJ/TBP/ 76 dt 28-02-2025

S. No.	District	Name Smt./Sh.	Designation	Place of posting	Date of Birth	Date of Retirement	Date of 1 <sup>st</sup> Apptt. (As Tr)	Date of Time Bound already sanction	Present pay scale held	Functional promotion	Non-functional	Date of Prom. If any	Date from which present pay scale held	Total Qualified service rendered	Requisite documents	Deficiency if any	Proposed		
																	1st/2nd/	Pay scale	Date from which 1st/2nd TBP due
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19
9	Samba	Divya Jyoti	Librarian	DIET	17.09.1978	30.09.2038	28.11.2006	01.12.2015	Level 6A (35500-112600)	Nil	1	Nil	01.12.2015	+9 Years	Yes	Nil	2nd and Final	Level 6 B (35600-112800)	01.12.2024

  
Assistant Accounts Officer  
DSEJ

  
Chief Accounts Officer  
DSEJ

  
Personnel Officer  
DSEJ

Joint Director  
Poonch, Rajouri

Joint Director  
Udhampur, Reasi, Ramban

Joint Director  
JKS

  
Director School Education  
Jammu.