

**GOVERNMENT OF JAMMU & KASHMIR**  
**DIRECTORATE OF SCHOOL EDUCATION JAMMU**

\*\*\*\*\*

**Sub: Visiting of Employees/Visitors in the Directorate/Secretariat and instruction thereof.**

**CIRCULAR NO: 05 DSEJ OF 2025**

**D A T E D: - 07-03-2025**

It is informed to the general public visiting the Directorate that henceforth the public meeting hours shall be **between 3:00 PM and 4:00 PM** on all working days. Therefore, all the visitors visiting the Directorate are requested to follow the timing and visit the Directorate between **03:00 PM and 04:00 PM**.

Further, all the employees of the School Education Department are instructed not to approach/visit the Directorate/Secretariat without prior permission of their respective Head of the Institutions/officers. In case, any employee is found visiting in the Directorate/Secretariat without prior permission of his/her Head of Institution the disciplinary action under rules shall be taken against him/her.

  
(Dr. Naseem Javaid Chowdhary) JKAS  
Director School Education  
Jammu

**No: DSEJ/PS/ 7535-49**  
**Copy to the: -**

**Dated: 07-03-2025**

1. Financial Commissioner (Additional Chief Secretary) to Government, School Education Department, Civil Secretariat, J & K, Jammu for favour of information.
2. Joint Director, School Education (All) of Jammu Division for information and necessary action.
3. All CEOs of Jammu Division for information & necessary action.
4. Principal, DIETs of Jammu Division for information & necessary action.
5. Principals, HSS\_\_\_ (All) of Jammu Division for information & necessary action.
6. ZEOs\_\_\_ (All) of Jammu Division for information & necessary action.
7. Headmasters\_\_\_ (All) of Jammu Division for information and n/a.
8. I/c Computer Section for its uploading on official website.