



Government of Jammu and Kashmir  
Civil Sectt. School Education Department  
J&K, Jammu/ Srinagar

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**Subject: - Charter of Duties of functionaries of the Department of School Education.**

**Government Order No: - 67 - Edu of 2017**

**Dated: - 16 / 02 / 2017**

In order to bring clarity in the functions and duties assigned to various functionaries of School Education Department and to assist all Head of Institutions and teachers in running schools in a more effective manner, sanction is hereby accorded to adoption of the Charter of Duties as prescribed in the form of Booklet titled "Department of School Education; Charter of Duties" annexed herewith, with immediate effect.

All functionaries of the School Education Department shall be duty bound to follow the charter for meeting the expectations of the society in general and the parents and students in particular.

Further, the Booklet shall form part of the duties and responsibilities of all cadres for assessment of their performance.

All Head of institutions shall ensure that the booklet on charter of duties is prominently displayed at conspicuous places for general information.

**By order of the Government of Jammu & Kashmir.**

Sd/-

**(Shaleen Kabra)**

Principal Secretary to Government,  
School Education Department

Dated: - 16 / 02 / 2017

No: - Edu/NC-SE/13/2017

**Copy to the:-**

1. Chairman, State Board of School Education Jammu.
2. State Project Director, SSA/RMSA, J&K, Jammu.
3. Director School Education, Jammu / Kashmir.
4. Spl. Assistant to Hon'ble Education Minister for information of HEM.
5. Spl. Assistant to Hon'ble Minister of State for information of HMOS.
6. PS to Principal Secretary to Government School Education Department.

  
(Mussarat Islam)

Addl. Secretary to Government,