



Government of Jammu and Kashmir  
School Education Department  
Civil Secretariat, Srinagar/Jammu

**Circular No:- 01 -Edu of 2018**  
**D a t e d :- 04-01 - 2018**

**Subject:-** Instructions regarding furnishing of documents for issuance of retirement notification.

It has been observed that both the Directorates of School Education Department Jammu/Kashmir are furnishing the documents/information in respect of the employees of the School Education Department in piece meals for issuing retirement notification.

Accordingly, it is impressed upon both the Directorates of School Education Department, Jammu/Kashmir to furnish the documents/information in respect of employees of School Education Department who are retiring on superannuation during the calendar year in two spells (i.e in the month of January and in the month of May every year) so that Administrative Department will be able to issue requisite retirement notification well in time so that retiring employees may not face any difficulty in processing their pension cases.

**Sd/-**

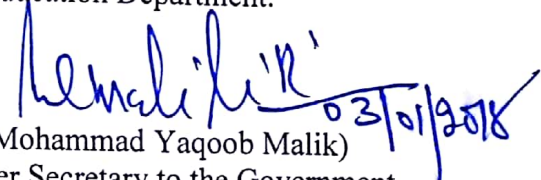
(Farooq Ahmad Shah) IAS  
Secretary to the Government  
School Education Department

No. Edu/GAZ-A/114/2017

Dated:- .01.2018

Copy to the:-

01. Director School Education, Jammu/Kashmir.
02. All Chief Education Officers.
03. Private Secretary to Secretary to Government, School Education Department.
04. Section officers (all).
05. Incharge website.

  
(Mohammad Yaqoob Malik)  
Under Secretary to the Government  
School Education Department  
