



Government of Jammu & Kashmir  
**SCHOOL EDUCATION DEPARTMENT**  
Civil Secretariat, Jammu / Srinagar  
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**Circular No: - 02-Edu of 2017**  
**D a t e d: - 20.06.2017**

**Subject:** Instructions regarding visiting of Government Officers/Officials of School Education Department to the Administrative Department, Civil Secretariat.

It has been already reiterated *vide* Circular issued under No: Edu/Gen/71/part/2015 dated 09.07.2016, that the Government Officers/Officials belonging to the subordinate offices of School Education Department are making a beeline to the Administrative Department in the Civil Secretariat during office hours without taking prior permission from their immediate superior officers, in gross violation of J&K Service (*Conduct*) Rules. Consequently, the functioning of the field departments, especially academic activities in Government Schools, has been adversely affected, which has been viewed very seriously by the authorities.

In order to streamline functioning of the activities of the subordinate offices of the School Education Department, as also put in place a proper 'Grievance Redressal Mechanism' at the level of Directorate of School Education, Kashmir / Jammu, the following instructions are once again hereby issued:

1. Officers in the Civil Secretariat shall reserve the time of 3.00 to 4.00 pm every day for interacting with the officers/officials of subordinate offices, who have sought proper permission from their immediate superior officers for attending such matter which fall within the domain of the Administrative Department.
2. The officers/officials shall visit the Directorate of School Education, Kashmir / Jammu as well as Directorates of SSA/RMSA strictly after obtaining prior permission from their immediate senior officers for redressal of their grievances which fall under the purview of the respective Head of the Departments, as the case may be.

The above instructions shall be followed in letter and spirit and any deviation on this account shall be viewed seriously and action as warranted under rules shall be taken against those who do not abide by these Circular instructions.

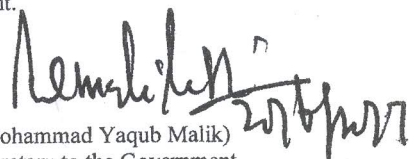
Sd/-  
(Farooq Ahmad Shah) IAS  
Secretary to the Government  
School Education Department

No.Edu/Gen/71 /2015

Dated: 20.06.2017

Copy to the:

1. State Project Director, SSA.
2. Director School Education, Kashmir / Jammu.
3. State Project Director, RMSA.  
*They are requested to give wide publicity to the above Circular instructions for strict adherence.*
4. Secretary, J&K State Board of School Education.
5. OSD to the Hon'ble Minister for Education for information of the Hon'ble Minister.
6. Special Assistant to the Hon'ble Minister of State for Education for information of the Hon'ble Minister.
7. JDs -SIEs / Chief Education Officers (all) / Principals DIETs (all)
8. Private Secretary to Secretary to Government, School Education Department.
9. Section Officers (all)
10. In-charge website.
11. Government Order file (w.2.S.C)

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