



GOVERNMENT OF JAMMU & KASHMIR
SCHOOL EDUCATION DEPARTMENT
CIVIL SECRETARIAT, J&K

Subject: Administrative Inspection of schools/institutions-*field visits thereof.*

Circular No. 02-JK(Edu) of 2024
Dated: 15.02.2024

It has been felt that there is a need to reinvigorate administrative inspections as well as field visits of Offices/Institutions by the officers of the department on a regular basis with strict monitorable outcomes.

In order to monitor/streamline and improve the standards of Teaching, Academics, and Administrative functioning of the Institutions/offices, it is enjoined upon the officers of the School Education Department to conduct field visits/tours in the following manner and submit reports thereof by or before the 5th of every month.

1. Special/Additional Secretaries to the Government, Director Finance, Director (Planning) and Deputy/Under Secretaries to the Government shall conduct **visits in different educational zones of any district twice a week** and shall submit a report to the Administrative Secretary of the Department.
2. Director, School Education Jammu/Kashmir, shall conduct visits in different educational zones of different district(s) **twice a week** and submit a report to the Administrative Department. The Directors shall submit a consolidated report alongwith their recommendations to the Administrative Department.
3. All Chief Education Officers/Deputy Chief Education Officers and Zonal Education Officers/Cluster heads/Head of Institutions shall conduct visits to different schools in far flung areas of the District and shall submit a report to the respective Directors.
4. In case of any departmental meeting during the scheduled visit, the tour shall not be cancelled unless conveyed by the Administrative Secretary. Efforts can be made to attend the said meeting through online.

The above instructions shall be complied in letter and spirit and any deviation on this account shall be taken seriously.

Further, the Adm. Section shall compile all reports/recommendations of a month and shall submit them for the perusal of the Administrative Secretary before every 7th of next month.

Sd/-
(Dr. Piyush Singla) IAS

Administrative Secretary
 School Education Department

Dated: 15.02.2024

No:-Edu-Gen/607/2022-01

Copy to the:-

1. Commissioner/Secretary to the Government, General Administration Department.
2. Director, SCERT-JK.

3. Secy GEN/60789/22-01-SCHOOL EDUCATION DEPARTMENT

4. Director, School Education, Jammu/Kashmir

5. Project Director, Samagra Shiksha, J&K.

6. OSD to Advisor (B) to Hon'ble Lt. Governor, J&K.

7. All Chief Education Officers/Zonal Education Officers/Cluster heads/Head of Institutions.

8. I/c website.

9. PA to Administrative Secretary, School Education Department.

10. Circular file (w.2.s.c)

(Thannaji Bhat)

Under Secretary to the Government
School Education Department

15.02.2024