



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

Circular No. 02-JK (EDU) of 2023

Dated: 18.07.2023

Subject: Un-necessary delay on the part of dealing assistants/ officials while dealing with important issues pertaining to School Education Department.

Vide Circular No. 16- JK (GAD) of 2022 dated 10.05.2022 and Circular No. 08-JK (GAD) of 2023 dated 11.03.2023 instructions have been issued by the General Administration Department for processing of files as well as efficiency and speedy disposal of files in the Secretariat and other Government offices.

It has been observed that the said instructions are not being strictly implemented in the Department and a number of files are being processed/ examined by the officials of the School Education Department in a very casual manner by tossing the files from one e-office account to another, thereby leading to unnecessary delay in timely disposal of important issues which has been viewed seriously by the authorities.

Accordingly, it is impressed upon all the officials working in School Education Department to adhere to the instructions issued by the General Administration Department from time to time on the subject and also avoid unnecessary delay in processing the files/receipts.

Sd/-

(Alok Kumar)IRS

Principal Secretary to the Government,
School Education Department.

No: Edu-Gen/370/2021-01

Dated: 18.07.2023

Copy for information to the:

1. Director Finance, School Education Department.
2. Special Secretaries to the Government, School Education Department.
3. Additional Secretary to the Government, School Education Department.
4. Deputy Secretaries to the Government, School Education Department.
5. Under Secretaries to the Government, School Education Department.
6. All officials for strict compliance.
7. Private Secretary to Principal Secretary, School Education Department.
8. I/c Website.
9. Circular file.

Deputy Secretary to the Government,
School Education Department.