

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

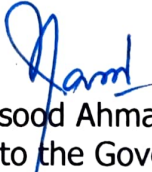
Subject: General Advisory - conduct of Enquiry.

Circular No. 05 –JK(Edu) of 2024
Dated: 12 .09.2024.

It has been observed that departmental enquires are being conducted in a most careless manner and without proper investigation pursuant to which the Inquiry Officers are again asked to conduct a comprehensive enquiry. Because of this, no action, either punitive or ameliorative is taken. The set procedure as per the standing instructions of General Administration Department for conducting enquires by the inquiry officer to whom the inquiry is entrusted upon is not being followed in letter and spirit, which defeats the very purpose of investigation and deciding the matter within the prescribed timelines, resulting into protracted delay in concluding the enquiry cases which provides undue advantage to the delinquent public servant.

The same has been viewed seriously and it has been found that the Inquiry Officers are leaving many loose ends in the inquiry reports and the enquiries are conducted in a careless manner.

Accordingly, it is emphasized that the official responsibilities must be discharged with all seriousness and alacrity and there is no scope of any perfunctoriness. The job of enquiry is a serious one and shall be performed with utmost seriousness. In case, any carelessness on official responsibilities is found, the displeasure shall be conveyed by HoDs and Administrative Department and same shall be recorded in the service book of the Investigating Officer(s).


(Masood Ahmad Wani)
Deputy Secretary to the Government

Dated: 12 .09.2024

N o . E du/180/2023-01

Copy to the:-

1. Director, SCERT, J&K.
2. Secretary, JKBOSE.
3. Director, School Education, Kashmir/Jammu.
4. Special Secretary to Government, School Education Department.
5. Project Director, Samagra Shiksha, J&K.
6. Director Finance, School Education Department.
7. Director Planning, School Education Department.
8. Additional Secretaries to the Government, School Education Department.
9. Additonal Secretary, (Legal), School Education Department.
10. Deputy Secretaries to the Government, School Education Department.
11. Under Secretaries to the Government, School Education Department.
12. Private Secretary to Principal Secretary to Government, School Education Department.
13. I/c Website, School Education Department.
14. Circular File.