



Government of Jammu and Kashmir
General Administration Department
(Administration) Civil Secretariat
Jammu

Subject: Visits of Officers/Officials to Civil Secretariat.

Circular No : 04 -GAD of 2009
D a t e d : 13 - 01 - 2009

Instructions have been issued from time to time enjoining upon all the District Officers and Divisional/ State level Heads of the Departments not to leave their headquarters without prior permission of District Development Commissioner/ Divisional Commissioner/ Administrative Secretary concerned. These instructions are hereby reiterated for strict compliance.

Hon'ble Chief Minister has further directed that in order to ensure accountability and timely response of the State Administration to the pressing needs of the people, the Heads of the Departments as well as other field officers shall concentrate on their work in their areas of operation/jurisdiction and shall visit the Secretariat only when they are specifically called for attending any official meeting convened by the Hon'ble Minister or the Administrative Secretary concerned. The Administrative Secretaries shall also put in place monitoring arrangements with a view to ensuring that the field officers are not seen roaming in the Civil Secretariat on any pretext without prior authority of the Head of the Department or the Administrative Secretary concerned. In case any such violation comes to the notice of the Administrative Secretary or the Government, disciplinary action shall be initiated against the concerned officer/official.

Sd/-
Commissioner/Secretary to Government
General Administration Department

No: GAD(Adm)235/2005-I

Dated: 13 -01-2009

Copy to the:-

1. All Administrative Secretaries.
2. Principal Secretary to Hon'ble Chief Minister.

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3. Divisional Commissioner Jammu/Kashmir.
4. All Divisional Level officers.
5. All District Development Commissioners.
6. All Heads of the Department.
7. Director Information
8. Private Secretary to Hon'ble Deputy Chief Minister
9. Private Secretaries to all Hon'ble Cabinet Ministers
10. Private Secretary to Political Advisor to Hon'ble Chief Minister
11. Principal Private Secretary to Chief Secretary.
12. Incharge website
13. Circular file.



13.01.2009

Deputy Secretary to Government
General Administration Department