



**GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT**

Civil Secretariat, J&K

NOTIFICATION

Srinagar, the 23rd of May, 2023

**Subject: Incorporation of Section Officers and Senior Stenographers of
Heads of Departments Cadre in Seniority List(s)**

Whereas, vide Government Order No. 500-JK(GAD) of 2021 dated 08.06.2021, a common seniority list of Section Officers of Heads of Departments/Offices was notified; and,

Whereas, vide Government Order No. 485-JK(GAD) of 2021 dated 04.06.2021, a common seniority list of Senior Stenographers of Heads of Departments/Offices was also notified; and,

Whereas, during the intervening period, the names of various Section Officers and Senior Stenographers of Heads of Departments/Offices were recommended for inclusion in the respective seniority lists; and,

Whereas, the name(s) of such Section Officers/Senior Stenographers whose cases were found complete were required to be incorporated in the seniority lists and the cases of those officials who have been promoted as Administrative Officers/Private Secretaries, or have retired on superannuation, or have expired, were required to be excluded from the seniority lists; and,

Whereas, vide notification dated 13th of February, 2023 and 27th of January, 2023 tentative seniority lists of Section officers and Senior Stenographers of Heads of Departments, respectively, as they stood on 01.01.2022, have been notified; and,

Whereas, it was stipulated in the said notifications that any Section Officer/Senior Stenographer who may not be satisfied with the position assigned to him/her in the common tentative seniority list, may submit his/her representation/objections, if any, with documentary proof to the concerned Heads of the Department within a week's time, who shall forward the same with specific recommendations to the General Administration Department within a period of 15 days from the date of issuance of said notifications and after expiry of the stipulated period, no objection in this regard shall be entertained; and,

Whereas, in respect of the cases where deficiencies were observed, clarifications were sought from the concerned offices/departments vide this

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department's letters dated 13.02.2023 and 27.01.2023 with the stipulation that failure to provide the requisite information shall entail non-inclusion in the seniority list of Section Officers/Senior Stenographers; and

Whereas, on examination of the cases, it has been observed:

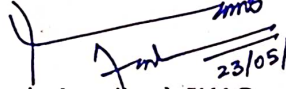
- a) That most of the offices/departments have not furnished the clarifications/deficiencies, as sought by this department, till date.
- b) That several cases recommended for inclusion in the seniority lists do not conform to circular instructions notified vide Circular No. 05-JK(GAD) of 2023 dated 27.01.2023.
- c) That the cases of senior most Section Officers and Senior Stenographers have not been recommended for inclusion by various departments and an arbitrary, selective method is being adopted while forwarding the cases to this department;
- d) That despite the fact that the Hon'ble Supreme Court in the case titled Suraj Parkash Gupta and Ors. v/s State Of J&K and Ors. has directed that there shall be no relaxation of basic recruitment rules for direct recruitment or for the purposes of regular promotions/recruitment by transfer, and the fact that vide Circular No. 07-GAD of 2003, dated 12.03.2003, followed by Circular No. 25-GAD of 2003, dated 29.08.2003 a blanket ban has been imposed on encadrement in violation of the supra judgment of the Hon'ble Apex Court, the cases of some Section Officers and Senior Stenographers who have been granted promotions at various levels in violation of recruitment rules and judgments passed by the Hon'ble Court, are being recommended for incorporation in the seniority lists.

Whereas, on account of the above, the final seniority lists of Section Officers and Senior Stenographers could not be finalized till date, a matter which has been viewed with concern by the authorities;

Accordingly, a final opportunity is granted to all Heads of Departments to submit the cases of Section Officers/Senior Stenographers of Heads of Departments cadre, whose names are not figuring in the Tentative Seniority lists, **within a period of 15 days** from the date of issuance of this notification.

All concerned Section Officers and Senior Stenographers are also enjoined upon to furnish the requisite documents to their concerned HoD for the purpose. Failure/Lapse on part of any official in this regard shall be taken on record by the concerned HoD and communicated to this department for further reference. Failure to submit cases or clarify deficiencies, as already sought by this department from time to time, by the Head of the Department within the stipulated period, shall entail non-inclusion of such officials in the final seniority lists.

It is further reiterated that the cases of Section Officers/Senior Stenographers whose names have not be incorporated in the tentative seniority lists notified vide notification dated 13th of February, 2023 and notification dated 27th January, 2023, respectively, shall be considered only if they conform strictly to circular instructions issued vide Circular No. 07-GAD of 2003, dated 12.03.2003, Circular No. 25-GAD of 2003, dated 29.08.2003 and Circular No. 05-JK(GAD) of 2023 dated 27.01.2023. It is also clarified that receipt of cases beyond the stipulated period shall not be entertained under any circumstances and the seniority of such Section Officers/Senior Stenographers **shall be reckoned at the bottom of the seniority lists in future for all practical purposes.**


(Shakeeb Arsalan) JKAS
23/05/23

Under Secretary to the Government

No. GAD-ESTB/58/2021-09-GAD

Dated:23.05.2023

Copy to:

1. All Administrative Secretaries.
2. All Deputy Commissioners.
3. All Heads of Departments.
4. Director, Information with the request to publish the notification in two leading newspapers of both, Kashmir and Jammu division for three consecutive days for information of the concerned.
5. Special Secretary to the Government, General Administration Department.
6. Private Secretary to Commissioner/Secretary to Government, General Administration Department.
7. All concerned officials.
8. In-charge Website, GAD.
9. Notification/Stock files. "*Hindi and Urdu Versions shall follow*".