



**Government of Jammu and Kashmir**  
**General Administration Department**

(Services) Civil Secretariat,  
Srinagar.

Subject: Revision of Recruitment Rules by way of issuance of Executive Orders.

**Circular No.20–JK(GAD) of 2023,**  
**Dated:19.07.2023.**

Instructions have been issued from time to time regarding revision of Recruitment Rules of all services in the Government departments/autonomous bodies by placing them before the Standing Committee constituted vide Government Order No. 1359-JK (GAD) of 2022 dated 15.11.2022, so that based on the recommendations of the said Committee, Recruitment Rules are updated/finalized with the approval of the competent authority.

While few Departments have updated the Recruitment Rules, many departments are yet to do so. This is despite the fact that the departments have also been advised for not referring the posts to the recruiting agencies in cases where Recruitment Rules for the said posts have not been notified. Finance Department has also issued Circular instructions vide No. FD-Code/106/2021-03-698 dated 23.05.2023, clarifying that the referral of vacancies shall not be made by any department to the recruiting agencies on the basis of executive orders.

Notwithstanding the clear instructions on finalization/ updation of Recruitment Rules, it has been seen that departments still continue to submit the proposals to General Administration Department for amending Recruitment Rules of the services administered by them on adhoc basis by issuing executive orders. In fact, in some cases, recourse has also been sought to be taken to make referral of the posts to the recruiting agencies by prescribing

  
19/07/2023

recruitment criteria for the relevant posts by way of issuance of executive orders.

Accordingly, all the Administrative Departments are advised to desist from submitting proposals for amending the Recruitment Rules through executive orders and instead take urgent steps towards finalizing the Recruitment Rules of the services under their administrative control within a month positively. All departments shall ensure that no recruitment/promotion be carried out in services without proper Recruitment Rules.

Sd/-

(Sanjeev Verma) IAS

**Commissioner/Secretary to the Government.**

No.: GAD-SERVOGENL/60/2023

Dated:19.07.2023

Copy to the:

1. Financial Commissioner (Additional Chief Secretary), Home Department.
2. Director General of Police, J&K.
3. All Principal Secretaries to Government.
4. Principal Secretary to the Lieutenant Governor.
5. All Commissioner/Secretaries to the Government.
6. Joint Secretary (Jammu, Kashmir and Ladakh), Ministry of Home Affairs, Government of India.
7. Divisional Commissioner, Kashmir/Jammu.
8. All Heads of the Department/ Managing Directors.
9. All Deputy Commissioners.
10. Director, Archives, Archaeology and Museums, J&K.
11. Director Information, J&K.
12. Director, Estates, Kashmir/Jammu.
13. General Manager, Government Press, Jammu/Srinagar.
14. Private Secretary to Advisor (B) to Lieutenant Governor.
15. Private Secretary to the Chief Secretary.
16. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
17. Incharge Website, GAD.
18. Circular file.



(Akshay Rajan) JKAS

**Deputy Secretary to the Government.**