



Government of Jammu and Kashmir
General Administration Department

(Services) Civil Secretariat,
Srinagar.

Subject: Deputation of officers for attending training programmes outside UT-instructions thereof.

Circular No. 29-GAD of 2023

Dated: 25.09.2023

Comprehensive guidelines have been issued through Circulars No. 22-GAD of 2006 dated 30.08.2006, 21-GAD of 2007 dated 06.06.2007 and Circular No. 29-GAD of 2018 dated 19.07.2018, outlining the process for obtaining approval for the temporary assignment (Personal Visits, Training and other official purposes) of officers and officials outside the country or state.

However, it has been observed that the departments are sending/deputing officers outside the Union territory of J&K without prior consultation or approval from the competent authority, and seeking subsequently post-facto approval. This practice is in violation of the circular instructions issued on the matter.

Therefore, it is once again emphasized to all the Administrative Secretaries that proposal related to deputation of officers for training programs or other official tasks, outside the Union territory or country, must be submitted to the competent authority, well in advance, for obtaining approval. Administrative Secretaries are accordingly advised to desist from submitting proposals for post-facto approval and follow the *ibid* instructions strictly.

Sd/-

(Sanjeev Verma), IAS

Commissioner/Secretary to the Government

No: GAD-SERV0GENL/125/2022


Dated: 25.09.2023

Copy to the:-

1. All Financial Commissioners (Additional Chief Secretaries).

Sanjeev Verma
25/09/2023

2. Director General of Police, J&K.
3. Director General, J&K Institute of Management, Public Administration and Rural Development.
4. All Principal Secretaries to the Government.
5. Principal Secretary to the Lieutenant Governor.
6. All Commissioners/Secretaries to the Government.
7. Chief Electoral Officer, J&K.
8. Divisional Commissioner, Kashmir/Jammu.
9. Additional Resident Commissioner, J&K Government, New Delhi.
10. Chairperson, J&K Special Tribunal.
11. Director Archives, Archaeology and Museums, J&K.
12. Secretary, J&K Public Service Commission.
13. Director Information, J&K for publication in two leading Dailies, each from Srinagar and Jammu.
14. All Heads of Departments/Managing Directors.
15. All Deputy Commissioners.
16. Director Estates, Kashmir/Jammu.
17. Secretary, J&K Services Selection Board.
18. General Manager, Government Press, Srinagar/Jammu.
19. Private Secretary to the Chief Secretary.
20. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
21. Incharge website, GAD.
22. Government Order file/Stock file.


25/09/2023

(Akshay Rajan) JKAS

Deputy Secretary to the Government.