



Government of Jammu and Kashmir
Higher Education Department
Civil Secretariat, Jammu


Subject:- Instructions for submission of cases to the Administrative Department.

C I R C U L A R

As per the J&K Employees Conduct Rules, 1956 and instructions issued by the Government from time to time. All the Principals of GDCs/GCWs of UT of J&K are requested to submit the following cases to the Administrative Department through Director Colleges, J&K after completing all the codal formalities /requisite documents under rules.

1. Submission of APRs (as per Circular dated 26-11-2020).
2. Completion of Probation Period of Teaching/ Non-teaching staff.
3. Grant of Ph.D permission (part-time) to regular faculty.
4. Placement cases of faculty under CAS after vetted by Technical Committee of Higher Education Department.
5. Grant of permission to visit outside Country.
6. Grant of Earned Leave/Medical Leave/Extra ordinary/ dies- non case etc.
7. Grant of NDC to retiring faculty.

The Director Colleges, J&K is requested to examine properly above mentioned cases in terms of rules/regulations/instructions of Government/ Higher Education Department before submitting to the Administrative Department. The cases submitted by the Director Colleges, J&K to Administrative Department shall be completed in all respect, alongwith all required documents and no incomplete case shall be accepted in the Department.


(Anil Sharma) 11/3/22
Under Secretary to Government
Higher Education Department
Dated:- 11-03-2022

No:- HE/Adm/Cir/2022

Copy to the:

1. Director Finance, Higher Education Department.
2. Special Secretary to Govt. Higher Education Department.
3. Director Planning, Higher Education Department.
4. Director Colleges, J&K.
5. OSD to Hon'ble Advisor (B).
6. Nodal Principal, Jammu/Kashmir
7. Principal GDC/GCW _____.
8. PS to Principal Secretary to Govt. Higher Education Department.