



**Office of the
District Magistrate
Reasi**

Ph. No:01991-245587(O)
245586(F)

ORDER

Subject: Leaving of Headquarters by Officers.

A Circular vide No. 12-GAD of 2015 dated. 11-03-2015 issued by the Government of Jammu & Kashmir, General Administrative Department, Civil Secretariat Jammu under endorsement No.GAD(ADM)389/2008-V dated. 11-03-2015 is reproduced as under :-

"Instructions have been issued in the past, vide Circular No. 04-GAD of 2009, dated. 13-01-2009, and Circular No. 13-GAD of 2009 dated. 19-02-2009, in which, inter alia, it was instructed that field officers should not be seen roaming in the Civil Secretariat on any pretext without prior permission of the HoD or the Administrative Secretary concerned.

Despite the above instructions, it has been observed that a large number of field officers, belonging to various Departments/Districts roam around in the Civil Secretariat for the whole day, apparently, without any work or having been called by the Administrative Secretaries. Their absence from the headquarters not only causes inconvenience to the general public but also hampers the working of Offices in the Civil Secretariat.

Accordingly, the Divisional Commissioners/Deputy Commissioners/ Heads of Departments are instructed to ensure that no officers leaves the station without proper permission and in case any officer is found in the Secretariat, without any assignment work, action against such officer shall be initiated by the General Administrative Department."

The Circular instructions have already been issued from this office vide No DC/Rsi/N/3082-3132 dated 05-02-2015 to all the District Officers not to leave the station for any purpose without prior permission of the Deputy Commissioner.

The District Officers of all departments in the district are hereby once again directed to strictly comply the instructions of the Government.

No: PS/DC/Rsi/02/58-98
Dated: 02-04-2015.


Sushma Chauhan (IAS)
**District Magistrate
Reasi**

Copy to :-

- (i) Finance Commissioner, Jammu for information.
- (ii) Divisional Commissioner, Jammu for information.
- (iii) Commissioner Secretary to the Govt. , General Administrative Department, J&K, Jammu for kind information please.
- (iv) All District Officers for compliance. **DIO (NIC) Reasi**
- (v) District Informatics Officer Reasi will be uploaded the order on the Official Website of Reasi.
- (vi) Notice Board
- (vii) Office record.