

**Government of Jammu and Kashmir
Directorate of School Education
Kashmir**

Subject:- In-Situ promotion of Teaching/ Non-Teaching Officials.

C I R C U L A R.

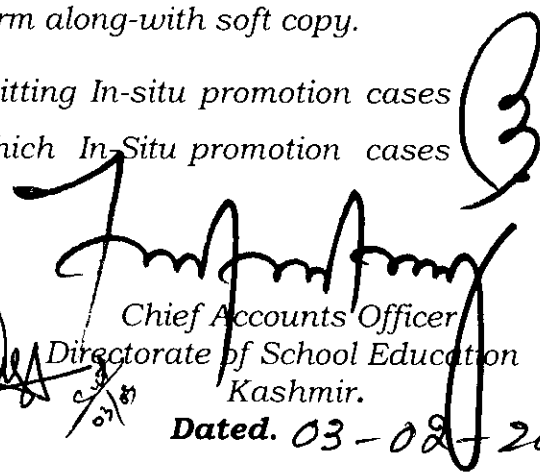
It has been time and again observed that the Chief Education Officer concerned, while submitted IN-SITU promotion cases of Teaching Personnel to this Directorate entirely rely upon the feedback of the drawing and disbursing Officer concerned without verifying/ consulting records and examining them at their own level, with the result the recommended list is entirely different from the final In-SITU promotion orders issued by this office.

Further, the CEO's/DDO's, while examining the qualification certificates (especially in the case of RRT's) rely upon statement of the officials instead of approaching the concerned College/ University for ascertaining mode of acquiring such degree.

It is, as such, therefore, impressed upon all the CEO's/DDO's to examine In-Situ promotion cases properly with reference to original service records before submitting to this Directorate and only recommend cases upon satisfaction of the conditions laid down in SRO-14 of 1996, in consolidated form along-with soft copy.

A re-devised format for submitting In-situ promotion cases in further is enclosed in absence of which In-Situ promotion cases shall not be entertained.

2nd-01


Chief Accounts Officer
Directorate of School Education
Kashmir.

No.DSEK.Cir1/TBP/Acctts.3425/17

Dated. 03-02-2017

Copy to the:-

1. Chief Education officer, _____(All) for information and n/a.
2. Principal, DIET/SIE, _____(All) for information.
3. In-charge Web-site, Computer section, DSEK for information.
4. Order file/ Office file.
- 5.

Office of the _____

In-Situ promotion cases of Teaching/ Non-Teaching officials

S.NO	Name of the Official	Designation	Place of posting	Present Grade	Date of Istt.Apptt.	Desig at the time of apptt.	No. of functional promotion taken	No of Non-functional prom availed	Date of Promotion to the present grade	Date of TBP is to be given	Higher standard pay scale admissible	Quali at the time apptt	Present qualification	Mode of Passing	Date of passing	Univ/ College BOSE/ through which degree acquired.	whether permission granted or not.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Sig. CEO

1. That the entries made against the above are correct.
2. That the Incumbent are holding genuine appointment on regular substantive posts and his/her work and conduct remained satisfactory and the incumbent are not involved in nay fake appointment.
3. That the eligibility have been verified with their original service records.
4. That the incumbent by means standard criteria as envisaged in the revenant SRO falls within the purview for grant of time bound promotion by way of financial increase or up-liften or up-gradation to the level.
5. That the officials have continuous satisfactory service of 09/18/27 years.
6. That the official are not under suspension on the date of submission of the case.
7. The option forms as required under rules has been tendered by the concerned officials.
8. The officials has submitted under taking in Schedule 02 in terms of rules 10 of J&K Civil services (HSPS) scheme rules-1956.
9. That the qualification and other related entries as give above correct as per relevant records verification report regarding genuineness / mode /date of passing.

Sig. CEO