

GOVERNMENT OF JAMMU AND KASHMIR
DIRECTORATE OF SCHOOL EDUCATION
KASHMIR

Subject:- In-situ promotion cases of Teaching / Non-Teaching officials.

C I R C U L A R .

It has been observed that most of the In-Situ promotion cases received from concerned Chief Education Officers have different incompletions with the result of which un-necessary hardship is faces the officials, due to delay in finalizing the cases, besides wastage of important time and resources of this Directorate.

It is therefore impressed upon all Chief Education Officer's to submit the In-Situ promotion cases to this office with all the requisite documents as under:-

1. Schedule-I, II & III (duly signed /Countersigned)
2. Complete qualification profile with date & Mode of passing of each degree
3. 1st appointment/ engagement / regularization / Promotion /confirmation order.
4. Complete attested copy of service book with upto date service verification certificate from 1st appointment and mode of passing of each degree acquired after appointment recorded in it
5. Qualification/marks certificates of all degrees acquired after appointment.
6. Leave periods, if an unsettled to be settled before submitting the cases.
7. Engagement order of RRT's (Wherever silent regarding nature of post against which engaged should be clarified in the Service books under proper seal /signatures of DDO concerned).
8. All other documents as required in terms of SRO-14 of 1996 and instructions issued from time to time.

Incomplete cases, if any, received from concerned CEO's shall not be entertained.

Chief Accounts Officer,
Directorate of School Education
Kashmir
Dated: 7/2/19

NO: DSEK/Acctt/737/Circular/AU/298

Copy to the:

1. Chief Education Officer _____ (All) for information and necessary action. He is requested to circulate the instructions to all DDO's working under his jurisdiction. The DDO's be further instructed to route all documents /clarification through concerned CEO's and in no case make direct correspondence with this Directorate.
2. I/C Web-site, Computer Section, for information.
3. In-Charge Receipt /Despatch Section, DSEK, for information.
4. Office record/file.