



**حکومت جموں و کشمیر**

**OFFICE OF THE DEPUTY COMMISSIONER**  
**GANDERBAL**

(Mini Secretariat Complex Duderhama)

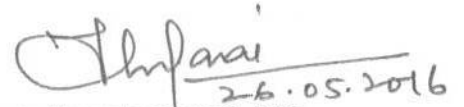
**Circular No.01 of 2016**  
**Dated: 26-05-2016**

During the routine inspection of various offices located in the Mini Secretariat Complex Ganderbal today on **26<sup>th</sup> May, 2016**, it was observed that not only employees at the lower & middle level but the top level officers were also found absent. This attitude on the part of Officers/Officials is un-acceptable and by any standards amounts to indiscipline.

Through the medium of this circular all the Officers/Officials posted in the District Ganderbal are advised to be punctual. In case the Officers/Officials are required to move in connection with some official work proper permission should be obtained from the concerned Incharge of the Office/ department. A proper movement register of officials in each department shall be maintained from now onwards.

Any deviation from these circular instructions shall be viewed seriously & action initiated against the erring officers/officials.

All concerned to please note.

  
26.05.2016

(Tariq Hussain Ganai), KAS  
Deputy Commissioner  
Ganderbal

**No:-DC/Gbl/PS/F-85/189**

**Dated: -26/05/2016**

Copy to the:-

1. All Concerned \_\_\_\_\_ for strict compliance.
2. District Informatics Officer, Ganderbal with the directions to upload the circular on official District website.