



**GOVERNMENT OF JAMMU & KASHMIR  
HIGHER EDUCATION DEPARTMENT  
CIVIL SECRETARIAT, JAMMU/SRINAGAR**

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**Circular No: 02 -HE of 2019**

**Dated: 20.05.2019**

It has been observed that the officers/ officials (teaching/ non-teaching) of Higher Education Department are frequently visiting the Higher Education Department, Civil Secretariat with applications/ representations for their transfers, postings, adjustment, attachment or modifications of orders.

It is therefore impressed upon all the concerned to send their applications/ representations with regard to transfer/ postings through proper channel only i.e, Principal and Director Colleges. No such application/ representation shall be accepted by hand through the applicant or any other person. Action shall be taken against the officer/ official violating this circular and visiting the office of the Secretary for above purpose. The Principal and Director Colleges shall recommend the cases, keeping in view the sanctioned strength in that field and vacancy position.

All the officers of the Administrative Department and the staff posted in the clerical hall of this department must also take note of it and not to allow any person to visit and present any applicant/ paper in this regard.

Further, application for transfer shall be preferred before the concerned Principal and Director Colleges in case the applicant has mature stay at present place or in case of medical grounds which should be duly supported with document

Sd/-

Secretary to Government,  
Higher Education Department.

Dated: 20-05-2019

No: HED/Adm./Circular/2019

Copy to the:-

1. Special Secretary to Government, Higher Education Department.
2. Director Colleges, Higher Education Department.
3. Deputy Secretaries /Under Secretaries to Government, Higher Education.
4. Private. Secretary to Secretary to Government, Higher Education Deptt.
5. All Principals of Government Degree Colleges of J&K.
6. All Section Officers/ Head Assistants/Junior Assistants of Higher Education Department.

(Shabir Ahmad Baba)

Under Secretary to Government  
Higher Education Department