



Government of Jammu and Kashmir  
Public Works (R&B) Department  
Civil Secretariat, J&K, Srinagar.

Subject:- **Direct correspondence/addressing of applications/representations to the Advisor – Reg.**

**Circular No. 01 PW(R&B) of 2018**

**Dated: 25 -07.2018**

Instances have come to the notice of Administrative Department where some Officers/Officials of Public Works (R&B) Department have entered into direct correspondence through applications/representations with the Advisor regarding service matters particularly transfers/ grant of study leave etc without being eligible for such consideration under Rules.

The role of the Head of Department/ every Government employee is to ensure that accepted standards and norms, as laid down by the Government, are followed in these matters as well as other related issues. The Administrative Department is seriously concerned with the casual manner in which such Officers/Officials are addressing applications/ representations directly to the Advisor for considering the request made by them.

Accordingly, the undersigned is directed to urge upon all Heads of Departments in the Public Works (R&B) Department to take immediate necessary steps for curtailing the tendency of direct correspondence by their subordinate Officials to the Advisor for any issue falling outside the ambit of rules, without any compelling and justifiable reasons.

  
(Dr. Kavita Pandoh)

Under Secretary to the Government,

Dated: 25 -07-2018

No: PW(R&B)NG/99/2018

**Copy to the:-**

1. Development commissioner (Works), Public Works (R&B) Department, Civil Secretariat, Srinagar.
2. Chief Engineer, PW(R&B) Department Jammu/Kashmir.