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**Government of Jammu and Kashmir**  
**Public Works (R&B) Department**  
*Civil Secretariat, Srinagar/Jammu*  
(HRM Branch)

**Subject:- Cancellation of Appointment Order.**

**Circular No. :- 07 -PW(R&B) of 2021**  
**Dated:- 27 .04.2021**

It has been observed by the authorities that various Heads of Departments (HODs) of Public Works (R&B) Department, while issuing appointment orders do not keep a cancellation clause in the appointment order of deemed cancellation of appointment order, if the appointee doesn't join with in a period of 21 days from the issuance of the said appointment order. It is therefore enjoined upon all the HODs to keep a clause of cancellation as mentioned below in each appointment order being issued in respect of the non-gazetted employees by them.

**"This appointment order shall be deemed cancelled if the appointee fails to join within a period of 21 days and no further notice shall be served to the appointee in this regard"**

HOD's are further advised not to refer such case in future to Administration Department for cancellation of appointment in respect of the appointment orders being issued after the issuance of this circular.

**(Shahid Mahmood), KAS**  
Additional Secretary to the Government  
Public Works (R&B) Department

Dated: 27 .04.2021

No. PWD/HRM2/03/2021-efile

Copy to the :-

1. Managing Director, JKPCCLtd.
2. All Chief Engineer \_\_\_\_\_