

Government of Jammu and Kashmir
Public Works (R&B) Department
Civil Secretariat Jammu/Kashmir

Managing Director,
J&K PCC, Ltd.

Chief Engineer
PW(R&B) _____

Chief Engineer
PMGSY (JKRRDA)
Kashmir/ Jammu

Chief Engineer,
Mechanical & Hospital Engineering
Kashmir/ Jammu

No. PWD-GAZZ/191/2023-05 (7329587)

Dated:- 03 -05-2024

Subject:- Instructions for submitting the case of Engineers for issuance of Retirement Notification.

Sir,

I am directed to invite your attention towards the above quoted subject and to inform that this department from time to time has issued necessary instructions/ directions on the subject to all the HODs that a consolidated list of all such cases alongwith authentic documents / dully attested / complete in all respect shall be submitted/ forwarded to the Administrative Department for issuance of retirement notification.

However, during examination of the issue, it has been noticed that such cases are received through HODs in piecemeals that too in incomplete manner/ without authentication which has been viewed seriously by the authorities.

It is once again impressed upon you to compile list of all such employees who have retired or going to be retired upto 31.12.2024 and furnish a consolidate list alongwith authenticated copies of first two pages of service book and DOB certificate dully attested/ by the concerned DDO to the Administrative Department as per following devised format :-

S.No.	Name	Designation	Place of posting	Date of birth	Date of retirement
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The said consolidated list alongwith authenticated documents shall reach in the Administrative Department within **20 days positively**, failing which no such communication shall be entertained in the department. Besides, no individual case shall be entertained by the Department in future.

Yours faithfully,

(Namita Bhan, JKAS)

Under Secretary to the Government

[Signature]

[Signature]

Bhan
03-05-2024