

Government of Jammu and Kashmir

Directorate of Sheep Husbandry Jammu

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Subject: Submission of Official Correspondence — Instructions regarding.

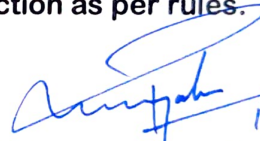
CIRCULAR

It has been observed that officers/officials of this Directorate and sub-offices have developed a tendency to write directly to this and higher offices totally bypassing the prescribed official channels at different levels. Submissions of representations directly to higher authorities bypassing the prescribed channel of communication has been viewed seriously by this office.

Accordingly, it is exhorted upon all the officers/officials working under the control of this Directorate who wish to pursue his claim or seek redressal of a grievance should route their correspondence through proper channel only.

Moreover, Drawing & Disbursing Officers of the department should avoid the practice of mere endorsement of all correspondence to this office and endeavor to scrutinize the case and dispose of the correspondence at their level, wherever, feasible or else give their considered comments regarding the same.

Any deviation from the above instructions will invite action as per rules.


(Pankaj Magotra), KAS
Director,
Sheep Husbandry Department,
Jammu.

No. DSHJ/Esstt-NG/F-23/2021-22/2991-3022

Dated: 20-05-2021

Copy of the above to the: -

1. Joint Director (Extension/Farms), Sheep Husbandry Department, Jammu.
2. Deputy Director, Govt. Sheep Breeding & Research Farm, Reasi/Billawar.
3. Assistant Director, Govt. Sheep Breeding Farm, Thathri/Panthal/Balnoi/DGF Rajbagh.
4. District Sheep Husbandry Officer Jammu/Samba/Kathua/Poonch/Rajouri/Reasi/Udhampur/Ramban/Doda/Kishtwar.
5. Assistant Project Officer, Intensive Sheep Development Migratory Project, Jammu/Warwan and Bhaderwah/Hiranagar.
6. Research Officer, Disease Investigation Laboratory, Kartholi.
7. Principal, Sheep & Wool Workers Training Class, Kartholi.
8. Sheep & Wool Development Officer Bani/Kalakote/Mahore/Reasi/Ramnagar/Banihal/Padder/Marwah.
9. Fleece Testing Officer, Sheep Husbandry Department, Kartholi.
10. I/C Official Website.

--- for information and strict compliance.