

Government of Jammu and Kashmir
Directorate of Sheep Husbandry Jammu

Rail Head Complex, Jammu-180004

Phone 0191-2470075 Fax 0191-2470754 Email ID: directorshdjammu@gmail.com

Subject: Proceeding on Casual Leave - reg.

CIRCULAR


In terms of Rule 45 of Jammu & Kashmir Civil Services (Leave) Rules 1956, Casual Leave may be granted to all Government servants who are on the permanent establishment or not, by the immediate Head of the office concerned for a short period not exceeding 15 days in a year in aggregate.

However, it has been noticed that some officers/officials have exhausted their Casual Leave and are still proceeding on Casual Leave, which is against the spirit of leave rules.

As such, it is enjoined upon all the employees of this Directorate not to proceed on Casual Leave, other than those prescribed under rules.

Casual Leave account of all employees of this Directorate attached as Annexure-A for ready reference.

Any violation of these circular instructions shall invite action warranted under law.


(Krishan Lal) JKAS,
Director,
Sheep Husbandry Department,
Jammu.

Dated: 25/11/22 25.11.22

No. DSHJ-ESTTONG/15/2022/10555-96
Copy to the: -

1. DDO _____ (All) for kind information and similar necessary action.
2. All Section Head for information and necessary action.
3. All employees of Directorate of Sheep Husbandry Jammu for information.
4. Incharge Website, Directorate of Sheep Husbandry Jammu for information and necessary action.

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Annexure-A

Casual Leave Account of employees of Directorate of Sheep Husbandry Jammu
for the Calendar Year 2022 as on 25.11.2022

S. No.	Section	Name of the Officer/Official (Mr./Ms.)	Designation	Casual Leave availed up to 25.11.2022	Casual Leave Balance for the Calendar Year 2022
1	Administration	Dr. Ajay Sudan	Deputy Director Central	0	15
2		Iftkhar Layaqit Bhatti	Section Officer	15	0
3		Arshad Ayub	Head Assistant	11.5	3.5
4		Abdul Rehman	Gestetner Assistant	12	3
5		Sumit Choudhary	Junior Assistant	12	3
6		Suman Devi	MTS (Orderly)	14	1
7	Personal Section	Sunita Sharma	MTS (Orderly)	17	-2
8		Sanjeev Singh	MTS (Orderly)	13	2
9	Supply	Bishan Dass	Section Officer	11	4
10		Rajinder Singh	Head Assistant	10	5
11	Accounts	Anita Jamwal	Accounts Officer	2	13
12		Geeta Devi	Assistant Accounts Officer	7	8
13		Kavita Kumari	Accountant	12	3
14		Supneel Kour	Accounts Assistant	9	6
15	Planning	Shivali Sethi	Deputy Director (P&S)	11	4
16		Yogesh Gupta	Statistical Officer (Plan)	13.5	1.5
17		Rekha Kumari	Statistical Officer (Survey)	16	-1
18		Preeti Slathia	Statistical Assistant	14	1
19		Neeru Salathia	EDPS	12	3
20		Krishan Lal	MTS (Helper WB)	6	9
21	Feed & Fodder	Satish Sharma	Dy. Director (F&F)	7	8
22	Technical	Dr. Nasir Altaf Zargar	Technical Officer	12	3
23		Jasneet Kour	Wool Classer	9	6
24		Rekha Devi	MTS (Orderly)	13	2
25	Store	Dr. Pankaj Sharma	Store Officer	11	4
26		Dewan Raj	Storekeeper	14	1
27	Publicity	Asheesh Sharma	Publicity Officer	6	9
28	Driver	Surinder Singh	Chauffeur	8	7
29		Bishva Mitter	Chauffer	9.5	5.5
30		Anil Kumar	Driver	8	7
31		Dara Singh	Driver	11	4
32		Jugal Kishore	Driver	10	5
33		Hardeep Singh	Driver	4.5	10.5
34		Sunil Kumar	Flock Inspector	14.5	0.5
35		Swati Sharma	Stock Assistant	12	3
36		Suman Singh	Junior Assistant	8.5	6.5
37		Krishan Singh	Assistant Stockman	9	6

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38	Miscellaneous	Ashok Kumar Thapa	MTS (Fieldman)	12	3
39		Parveen Kumar	MTS (Orderly)	11	4
40		Titak Raj	Assistant Wool Collector (WB)	11	4
41		Ashok Raj	MTS (Helper WB)	11	4
42		Vijay Kumar	MTS (Helper WB)	9	6

25.11.22
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BDC
25/11/22