

1/407111/2024



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: Retirement Notification on Superannuation Pension during the Calendar Year 2025.

CIRCULAR

In terms of Article 285(a)(1) of Jammu and Kashmir Civil Service Regulations Volume-I, every Head of the Department have to prepare a list of Government servants who are due to retire within the next calendar year.

As such, all the DDO's of Sheep Husbandry Department Jammu are impressed upon to submit all cases with regard to issuance of retirement notification in respect of employees due for retirement on superannuation during the Calendar Year 2025, with the following supporting documents duly authenticated by the concerned DDO: -

1. Date of Birth Certificate.
2. 1st three pages of the Service Book.
3. A certificate to the effect that the retiring employee is holding genuine appointment and has been appointed by the competent authorities on the substantive post.
4. A certificate to the effect that nothing is outstanding against the enlisted employees.

The requisite information shall reach this Directorate within a week's time positively, as per the following format:-

S. No.	Name of the Official	Designation	Date of Birth	Date of Retirement	Supporting Documents enclosed
1	2	3	4	5	6

Sd/-
(Dr. Naseem Javaid Chowdhary) JKAS,
Director.

No. DSHJ-ESTTONG/45/2022-01/3265-95

Dated: 08-06-2024

Copy to the:-

1. Joint Director (Extension/Farms), Sheep Husbandry Department Jammu.
 2. All DDO's of Sheep Husbandry Department, Jammu.
 3. Accounts Officer, Sheep Husbandry Department Jammu.
- for information and necessary action.

(Dr. Surinder Gupta),
Deputy Director (Central).

08.06.24