



गणतन्त्र जम्मू और कश्मीर

**Government of Jammu & Kashmir  
Department of Rural Development and Panchayati Raj  
Civil Secretariat**

Email ID : secyrd11@gmail.com

website: jkpr.gov.in

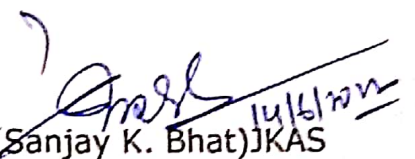
Tel. No. 0191-2564763 (3), 0194-2506269 (5)

**Subject:-** Leaving of headquarters by officers/officials – instructions thereof.

**Circular No.:-** 02-JK(RD & PR) of 2022  
**Dated:-** 14-06-2022

Instructions to all Officers/Officials working under the administrative control of the Department of Rural Development and Panchayati Raj have been issued from time and again, for not leaving station/Headquarter without the permission of the competent Authority. However, it has been observed by the authorities that the instructions are not being followed in letter and spirit and the officers/officials are found leaving their stations without prior permission of the competent authorities.

It is, therefore, impressed upon all the Officers/officials of this Department to follow J&K Civil Services (Leave) Rules, 1979 and seek the prior permission from the competent authority before leaving the station. Any officer/official applying for Earned leave shall also proceed to avail the same only after the same is being sanctioned by the Competent Authority. Compliance of Leave Rules and all administrative instructions for taking leave/leaving station should be followed carefully.

  
(Sanjay K. Bhat)JKAS

Additional Secretary to the Government

No. RDD/Adm/Circular/7/2015

Dated: 14.06.2022

Copy to the:-

- 1- All HODs of the Department of Rural Development and Panchayati Raj for information and necessary action.
- 2- All Officers/Officials of Administrative Department.
- 3- Pvt. Secy to Commissioner/Secretary to the Government, Department of Rural Development and Panchayati Raj.
- 4- Circular file/Stock file/Website.