



UNIVERSITY OF JAMMU

Baba Saheb Ambedkar Road, Jammu
Jammu (J&K) – 180006

CIRCULAR

The General Administration Department, Civil Secretariat, Srinagar had issued a circular No. 38-JK (GAD) of 2021 Dated 20.09.2021 regarding instruction for employees bypassing proper channel for redressal of grievances (Attached at "A").

Accordingly, it is enjoined upon all the employees working in the University to desist from approaching higher offices, follow the prescribed procedures and approach the appropriate authorities for redressal of their genuine grievances (if any). Any violation of these instructions by any employee shall invite strict disciplinary action under Rules.

Moreover, University of Jammu has constituted Grievance Redressal Cell for Non-Teaching Employees vide Order No. Estab/24/4275-4374 dated 19.06.2024 for redressal of genuine issues of the Employees.


REGISTRAR

No. Estab./24/4855-4954

Dated: 24-06-2024

Copy to:

1. Spl. Secretary to Vice-Chancellor.
2. Sr. P.A to Dean Academic Affairs/ Dean Research Studies.
3. Sr. P.A to Registrar/Controller of Examinations.
4. Director, DDE/CDC/DLL/DIQA/Physical Education/Academic Staff Colleges/Centre for Studies in Museology & Sheikh Noor-Ud-Din-Noorani Museum of Heritage/DSRS/Centre for History of Culture of Jammu and Ladakh Region/SHTM/ICCCR& HRM/Disaster Management Centre/School of Visual and performing Arts. Design and Architecture/Centre for New Literature, Culture and Communications/Centre for Women's Studies.
5. Dean Students Welfare/Provosts (Boy's /Girl's Hostels)/Dean Student Placement.
6. All Heads of the Teaching Departments of the University.
7. I/c General Zorawar Singh Auditorium.
8. I/c Computer Centre/Centre for IT Enabled Services & Management.
9. I/c Librarian, Dhanvantri Library/Post M.A. Urdu Professional Course.
10. Sr. P.A to Joint Registrar (Finance/Exams/CDC/DDE).
11. Chief Proctor, Proctor Office.
12. Programme Coordinator, NSS.
13. Medical Officer, UHC.
14. All Wardens of University Hostels.
15. All Dy. Registrars/Assistant Registrars.
16. Incharge e-Governance Initiative Cell
17. Executive Engineer/Manager Guest House.
18. Security officer.
19. All Sections.

**GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
CIVIL SECRETARIAT, SRINAGAR**

Subject: Instruction for employees bypassing proper channel for redressal of grievances - reg.

**Circular No.38-JK(GAD) of 2021
Dated:20-09-2021**

It has been observed that some officers/officials working in various Government Departments of the Union territory of Jammu and Kashmir are bypassing proper channels and approaching higher offices viz. that of Hon'ble President's Secretariat, Hon'ble Prime Minister's Office, Hon'ble Lieutenant Governor's Secretariat and the Office of the Chief Secretary, for redressal of grievances pertaining to service matters. These acts being in violation of the Jammu and Kashmir Civil Services Conduct Rules, 1956 have been viewed seriously by the authorities.

Accordingly, it is enjoined upon all employees working in various Departments/Organizations to desist from approaching such offices henceforth, follow the prescribed procedures and approach the appropriate authorities for redressal of their genuine grievances. Any violation of these instructions by any employee shall invite strict disciplinary action under Rules.

Sd/-

(Manoj Kumar Dwivedi) IAS

Commissioner/Secretary to the Government

No. GAD-ADMOII/20/2021-09-GAD

Dated:20.09.2021

Copy to the:-

1. Financial Commissioner(Additional Chief Secretary), Finance Department.
2. Financial Commissioner(Additional Chief Secretary), Health & Medical Education Department
3. All Financial Commissioners.
4. Director General of Police, J&K.
5. All Principal Secretaries to the Government.
6. Principal Secretary to the Lieutenant Governor.
7. Principal Resident Commissioner, J&K Government, New Delhi.
8. All Commissioner/Secretaries to the Government.
9. Chief Electoral Officer, J&K.
10. Director General, J&K Institute of Management, Public Administration & Rural Development.
11. Divisional Commissioner, Jammu/Kashmir.
12. Chairperson, J&K Special Tribunal.
13. Director Information, J&K.
14. All Deputy Commissioners.
15. All Heads of Departments/Managing Directors/Secretary, Advisory Boards.
16. Director, Archives, Archaeology and Museums.

