

**Government of Jammu and Kashmir,  
Directorate of School Education,  
Kashmir.**

**Subject:-** Grant of In-Situ Promotion under Higher Standard Pay scale Scheme.

**ORDER NO. 103- DSEK OF 2025.**

**DATED. 24 / 04 / 2025.**

Sanction is hereby accorded to the grant of (In-Situ) promotion of the higher pay scale in terms of J&K Civil Services (Higher Standard Pay Scale Scheme) Rules 1996 under SRO-14 Dated.15.01.1996, in favour of following **(03) Three Non-teaching officials of District Srinagar. Baramulla and Budgam**, in the corresponding pay scale as shown below:-

S. No	District	Name of the official	Desig.	Place of posting	Present grade	Date of apptt	Desig at the time apptt	Functional promotions availed	Non-functional promotions availed	Date of prom to the present grade	Date from which TBP due.	HSPS Due
1	Srinagar	Hassina Gowhar	Sr. Asstt	BHSS Mujund	Level-5(29200-92300)	16-05-2006	Jr. Asstt	One	One	15.12.2015 as Sr. Asstt	01-01-2025	Level-6(35400-112500)
2	Baramulla	Farooq Ahmad Sofi	Sr. Asstt	GHSS Baramulla	Level-5(29200-92300)	16-05-2006	Jr. Asstt	One	One	15.12.2015 as Sr. Asstt	01-01-2025	Level-6(35400-112500)
3	Budgam	Bashir Ahmad Pall	Sr. Asstt	Zone Budgam	Level-5(29200-92300)	09.12.2002	Jr. Asstt	One	One	15.12.2015 as Sr. Asstt	01-01-2025	Level-6(35400-112500)

The In-situ Promotion to the higher standard pay scale in favour of said official is granted/ released subject to the fulfillment of the following conditions:-

- That the Chief Education Officer / Drawing and disbursing officer concerned will verify the particulars of official with reference to his/her original services records before allowing (In-Situ) promotion benefit and he/she shall be personally responsible for correctness of the particulars of the employee working under him/her. In case any variation is noticed in the particulars of official, the benefit of the in-situ promotion shall not be released and the case referred to this Directorate for further orders/ clarification.
- The CEO/DDO concerned shall not implement the order in case there is any case /enquiry pending against the official in any investigation agency or department.
- That the incumbents have completed required spell of 09/18/27 years as the case may be satisfactorily and without any interruption as defined in rule 4(K) of SRO-14. Dated.15.01.1996.
- That the incumbents were not under suspension or contemplated in any charge or charge sheeted under classification Control and Appeal Rules 1956 or any other rules and his/her work and behavior has remained satisfactory.
- That the present promotion In-Situ shall not change/ affect the existing designation/ seniority /duties of the employee.
- That the benefit of the promotion In-Situ shall not be applicable, if the officials have earlier foregone regular / functional promotion or will forego his/her functional promotion in future.
- That the work and behavior of the officials have remained satisfactory during the preceding 03 (three) years.
- That before implementing the order, the concerned CEO shall ensure that the employees are holding substantive appointment and his/her appointment is genuine, before endorsing this order to sub- office for implementation.
- That no time bound promotion has been granted by the DDO/CEO at his own level in favour of the incumbent.
- Consequent upon grant of HSP's it shall be ensured that the pay has been regulated strictly in accordance to the provisions laid down in SRO-14 and SRO-93 dated.15.01.1996 dated.15-04-2009, and SRO-193 of 2018 dated.24.04.2018.
- It shall be personal responsibility of the concerned Chief Education Officers to verify the particulars of the employee and observance of all Codal formalities and conditions mentioned herein above and the DDO's concerned shall give effect/ draw the arrears on account of time bound promotion after getting the entries to this effect recorded in the service book, duly countersigned by the Concerned Chief Education Officer.
- That the appointment order of official has been issued by the Competent authority.
- That there are no criminal case/ proceedings pending against the above official before any investigating agency viz; (VOK/ crime branch) or court of law and the genuineness of appointment has been ascertained/ established in respect of the employee.

**Sd/-**

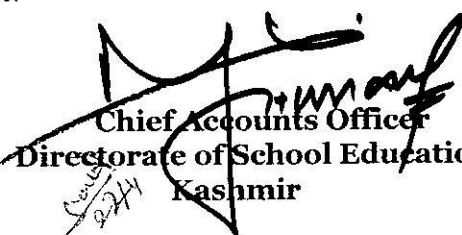
**Director School Education,  
Kashmir.**

Dated. 24/04/2025

**NO.DSEK/Accts/TBP/ 7664384 / 1299**

**Copy to the:-**

- Principal Secretary to Government, Education Department, Civil Secretariat Srinagar/ Jammu for information.
- Chief Education Officer Srinagar/ Baramulla & Budgam for information and necessary action. Before endorsing/ implementing the order, the Chief Education officer concerned shall verify the eligibility/ entitlement of the officials for In-Situ promotion as mentioned above, and will strictly adhere the terms and conditions as laid down in the aforesaid order in each and every case before effecting endorsement to this order to the DDO concerned. However, any variation discrepancy if found while verification of the documents in respect of the any official, that should be brought to the notice of this Directorate for fresh orders and time Bound Promotion order in favour of such officials shall not be endorsed to the concerned DDO at any case.
- Section officer, N-Teaching, DSEK, for information.
- I/C Computer section, DSEK, for information.

  
**Chief Accounts Officer**  
**Directorate of School Education,**  
**Kashmir**