

Government of Jammu & Kashmir
Directorate of School Education
Kashmir

Subject: Competent Authority to Detain/retain a vocational employee on duty during vacations.

CIRCULAR

Attention of all Chief Education Officers / Principal DIETS/ DDOs is invited towards the provisions of J&K Civil Services Rules Vol I (as amended from time to time) laying down there in the provisions under which Earned Leave can be earned by an employee.

Despite definite & clear-cut instructions in this matter, and clarifications made ad nauseam by this office through various circulars (especially vide circular no. 3121-3371; dated 07/12/2005) it has been observed that the claims for Cash-in lieu of Leave Salary submitted to this Directorate are without approvals of competent authority wherever required.

It is once again reiterated that competent authority for detaining a vocational employee on duty is Director, School Education for non gazetted employees and Administrative department for gazetted employees and needs prior approval.

It is therefore impressed upon all the Chief Education Officers / Principal DIETS/ DDOs to desist from entertaining claims of detention during winter vacations in the cash in lieu of Leave salary cases of the employees where orders of competent authorities are not available. The leave accounts submitted along with Cash in lieu of leave salary cases shall henceforth not contain such entries. *In case of repeated mistakes/ errors in preparation /submission of Leave Salary cases henceforth, the concerned CEO, DDO & Dealing assistants shall be personally held responsible and the amount of claim shall be recovered from them and paid to the concerned claimants.*

All Leave Salary cases shall be strictly submitted in accordance with this circular and circular no. 760-Acctts of 2019 with immediate effect.

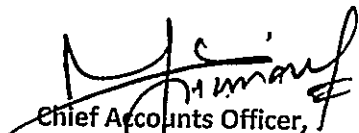
Sd/-
Director,
School Education. Kashmir.

No: DSEK/Acctt/Bgt/2512-2533

Dated: 11/05/2022

Copy to:

1. All Chief Education Officers/ Principal DIET's/ DDO's for information and strict compliance.
2. Incharge computer section/Fax for circulation.
3. File


Chief Accounts Officer,
Directorate of School Education
Kashmir
