



Subject: Protocol of Welcoming Officers/Officials-instructions thereof.

CIRCULAR

Whereas, it has been observed that when any officer visits any school or Education institution, students are made to stand for hours together in queues on both sides of the path for reception & made to wait outside the classes during any function; and

Whereas, it has also been observed that the visiting officer/guest is offered artificial floral bouquet/garlands made of non-biodegradable material which overburdens the environment during its disposal; and

Whereas, during the conduct of different functions in the school, a lot of expenses are incurred on the hospitality & catering arrangements for the guests/officers that doesn't befit the school ambience at all and it also tempts the students who are not offered such eatables during the event which is a clear-cut discrimination; and

Whereas, whenever a new officer joins any office or School, the artificial garlands are offered in bulk and lot of time is consumed in the process of welcoming the incumbent; and

The above mentioned practices can indeed be considered questionable for several reasons viz., its ill effects on the student's opportunity time, learning disruption, productivity loss, negative impact on the self-esteem of students, Mental & emotional Health of students etc.

Instead institutions should strive to create an environment where both students and guests feel valued and respected. Implementing efficient, respectful, and innovative guest reception methods can contribute to a better overall experience for everyone involved.

On the contrary, if at all there is a need of offering some welcome token to the guests or officers it can be done with a simple natural flower and so far as the catering is considered, it should be very simple & modest cup of Tea & Snacks.

It is therefore impressed upon all the functionaries of the department especially mid-level Managers, School heads and Teachers to refrain from such practices in future and be highly modest during such events.

15/09/23
Director School Education,
Kashmir

Dated: 15/09/2023

No: DSEK/NEP/1364-90/23
Copy for the information to:

1. Principal Secretary to Government School Education Department, Civil Secretariat Srinagar
2. Director SCERT J&K.
3. Joint Director _____ (All)
4. Chief Education Officer _____ (All).
5. Principal DIET _____ (All).
6. Complex/Cluster Heads _____ (All).
7. Zonal Education Officer _____ (All).
8. All School heads (both Govt & Private) to strictly follow the above-mentioned instructions.
9. All Teachers (both Govt & Private) to strictly follow the above-mentioned instructions.