

DIRECTORATE OF SCHOOL EDUCATION, KASHMIR

SUBJECT: Regulation of visiting hours.



CIRCULAR

It has been observed that the officials belonging to the sub-ordinate offices of the Department, as well as non-departmental persons, keep visiting the office of the Chief Accounts Officer, and the associated sections, right from the time the offices open in the morning till the time of closure of offices in the afternoon consequently proving detrimental to the working of the office.

All the officials of the Department are therefore enjoined upon to strictly restrict their visiting hours to this office between 2.00 pm & 4.30 pm. In addition, the Chowkidars/Gatekeepers of this Directorate are hereby directed to ensure that no outside person, official or otherwise, is allowed to visit this office before the above designated time, for which they shall be responsible. Further, they shall also ensure that the officials of the Department visiting this office during the designated hours have with them the proper permission granted by their CEOs/DDOs.

No: DSEK/Acctts/Bgt/1092 - 1112

Dated: 16.03.2020


Chief Accounts Officer
Directorate of School Education
Kashmir


Copy to:

1. All Chief Education Officers/Principal DIETs/DDOs for strict compliance.
2. I/c website for uploading on the Departmental website as well as circulation through e-mail & whatsapp.
3. I/c Fax for circulation.
4. Office record.