



Subject: Retirement Notification of employees retiring on attaining superannuation.

CIRCULAR

In continuation to this office Circular instructions conveyed vide No. DSEK/PS/10 dated 23/01/2023, **all the Chief Education Officers/ Drawing and Disbursing Officers** are enjoined upon to submit the issuance of retirement notification cases of their retiring employees in advance in a consolidated manner (separately for Teaching/Non-Teaching) twice in a particular calendar year i.e **1st week of January and 1st week of July** with the following supporting documents duly authenticated by the concerned Chief Education Officer.

1. **First three pages of service book.**
2. **Date of birth certificate.**
3. **A certificate with the effect that enlisted employees are holding genuine appointments and have been appointed by the competent authorities on the substantive post.**
4. **A certificate to the effect the date of birth recorded in respect of each of the enlisted employees at relevant column of 1st Page of Service Book have been verified and found genuine.**
5. **A certificate to the effect there is nothing outstanding against these enlisted employees.**

All the Drawing and Disbursing Officers and Chief Education Officers are requested to adhere to the above instructions strictly. **Any violation if noticed by this Directorate shall be viewed seriously.**

**Sd/-
Director
School Education Kashmir**

Dated: 22/06/2023

No. DSEK/NT/Retire/2023/1004-70

Copy to the:

1. **Principal Secretary to Govt. School Education Department, Civil Secretariat, Srinagar for information.**
2. **Joint Director _____ (All) for information.**
3. **Chief Accounts officer, Directorate of School Education Kashmir for information.**
4. **Chief Education Officer _____ (All) for information and necessary action and wide circulation to all the sub-ordinate offices/institutions.**
5. **Principal DIET _____ (All) for information and necessary action.**
6. **Circular File.**
7. **I/c website, DSEK for information.**

Personnel Officer
Directorate of School Education (K)
Srinagar.