

**Government of Jammu and Kashmir**  
**Health & Medical Education Department**  
**Civil Secretariat, Jammu/Srinagar**

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**Subject:** Submission of representations to higher authorities, bypassing official channels-**instructions thereof.**

**Circular No:03-JK (HME) of 2024**

**Dated: 18-01-2024**

The Health & Medical Education Department has been receiving numerous representations from employees of different cadres of subordinate offices for their inter-cadre deputation on reciprocal basis and for their transfer/ deputation from one cadre to the other, without knowledge of their controlling officers as well as the Heads of Departments. Some officers/officials are also directly approaching the Administrative Department for redressal of their grievances pertaining to services matters without adopting proper procedure and official channels.

These acts being in violation of the Jammu and Kashmir Civil Services Conduct Rules, 1956, have been viewed seriously by the authorities, as direct communication by the officers/officials with the Administrative Department bypassing all official channels, besides triggering avoidable correspondence with subordinate offices results in wastage of time and resources.

Accordingly, in order to arrest this practice, it is impressed upon all the officers/officials of Health & Medical Education Department to desist from directly approaching the Administrative Department henceforth, follow the prescribed procedures and approach appropriate authorities (Controlling Officers/HODs) for redressal of their genuine grievances. However, the HODs who receive requests for inter-cadre deputation from

officials under their control may submit such cases to the Administrative Department along with unreserved NOCs from both the cadre controlling authorities and subject to fulfillment of following conditions:

- (i) The officials must have completed their probation satisfactorily.
- (ii) Their inter-cadre deputation on reciprocal basis is against identical posts.

Further, inter-cadre deputation of any official(s) without reciprocal basis shall only be considered on pressing and genuine Medical/humanitarian grounds.

The above instructions shall be adhered to in letter and spirit, and any violation by any employee shall invite strict disciplinary action under rules.

**Sd/-**

**Dr. Syed Abid Rasheed Shah, IAS  
Secretary to the Government**

Dated: 18.01.2024

No. ME-NG/453/2023-02(CC: 7250575)

**Copy the:**

1. Director SKIMS, Soura.
2. All HODs of Health & Medical Education Department.
3. OSD with Advisor (B) to the Lieutenant Governor.
4. PS to Secretary to the Government, Health & Medical Education Department.
5. Incharge Website, H&ME Department.
6. Circular/Stock file.

(Waqar Talib) JKAS  
**Under Secretary to the Government**