



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

Subject: Timely submission of cases for obtaining approval of competent authority – **Instructions thereof.**

Circular No. 04–JK(HME) of 2024
Dated:23 .01.2024

It has been observed that the case(s) relating to grant of study leave/permission for visiting outside the country on private affairs/ grant of deputation for tenure postings and other issues, where approval of the competent authority is required, are received in the Department on or after the date of commencement of the proposed date from the concerned HoDs. As a result, the Department is not in a position to examine such case(s) in short span of time for obtaining necessary approval(s) of the competent authority which results for submission of the cases to the competent authority for sanction on post facto basis, against the extant rules/regulations governing the subject. To obviate the chances of such post facto approvals/sanctions, it has been desired to circulate necessary instructions in this regard.

Accordingly, it is impressed upon all the Head of the Institutions to submit the case(s) relating to grant of study leave/permission for visiting outside the country on private affairs/deputation for tenure postings and other issues to the Administrative Department well in advance i.e. 15 days before the commencement of the proposed date for examination and obtaining approval of the competent authority.

Further, it is also instructed that, henceforth, no such case(s) shall be entertained by the Administrative Department and the concerned Hol(s) shall be responsible for timely submission of such case(s) to the Administrative Department.

All the HoDs shall comply the above instructions in letter and spirit, without fail.

Sd/-

(Dr. Syed Abid Rasheed Shah) IAS
Secretary to the Government

Dated:23.01.2024

No. HD-Gaz0Gen/23/2024-02 (E- 7386900)
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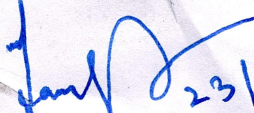
1. Director, SKIMS Soura, Srinagar.
2. Mission Director, National Health Mission, J&K.
3. Commissioner, Food & Drugs Administration, J&K.
4. Chief Executive Officer, State Health Agency, J&K.
5. Director Information, J&K Jammu.
6. Principal Government Medical College Jammu/Srinagar/Anantnag/ Doda/ Baramulla/ Rajouri/ Kathua/ Handwara/Udhampur.

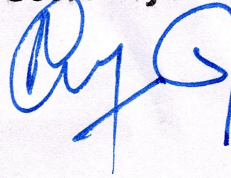
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7. Principal SKIMS Medical College, Bemina.
8. Principal Government Dental College, Srinagar.
9. Principal Indira Gandhi Government Dental College, Jammu.
10. Project Director, AIDS Control Society, J&K.
11. Director, Health Services, Kashmir.
12. Director, Health Services, Jammu.
13. Director, Ayush J&K.
14. Private Secretary to Secretary to the Government, Health & Medical Education Department.
15. I/C Website Health & Medical Education Department.
16. Government Order File/Stock File.


(Rajeshwar Singh Charak) JKAS
Additional Secretary to the Government


23/1/2024
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