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**GOVT. OF JAMMU & KASHMIR**  
**OFFICE OF THE DISTRICT DEV. COMMISSIONER, RAMBAN**

No:-DDCR/Plg/Circular/2016-17/5013-8  
Dated:- 02/11/2016

**CIRCULAR**

Sub:- **Casual leave - Regarding.**

Circular instructions issued by General Administration Department, having approval of Hon'ble Chief Minister, have been issued from time to time regarding procedure to be followed while leaving the station by District Officers/Other Officers and same stands communicated by this office through various circulars issued and being followed in the district in the interest of administration. However, it has been observed that some District Officers/ Other Officers are proceeding on casual leave without following due procedure established under service rules in light of Cabinet Decision (s) related to the matter; which creates an impediment to the development administration due to uninformed non-availability of officers in the district.

Attention of all District Officers/Other Officers is invited to, Cabinet decision No. 526 dated:- 07-10-1976, Government Order No:-2380-GD of 1976 dated:-13-10-1976 and Government Order No:- 2973-GD of 1976 dated:-28-12-1976 read with (His Excellency) Governor's Administrative Council decision No. 85 of 1993 dated:-11-09-1993 and Government Order No:-741-GD of 1993 dated:-09-03-1993, wherein procedure for sanction of Casual Leave in favour of all district officers has been clearly laid down. The relevant sections are quoted herein below for reference:-

1. Government Order No:- 741-GD of 1993 dated:-09-03-1993 Part C -  
***"Sanction of Casual Leave for all the District Officers is to be done by the District Dev. Commissioner."***
2. Government Order No:-2973-GD of 1976 dated:-28-12-1976 Part IV (2)  
- ***"The District Development Commissioner shall sanction Casual Leave to all District level Officers."***

Further, the Administrative and Functional control of all the departments has been vested with the Deputy Commissioner designated as ex-officio District Development Commissioner. In this regard the

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following relevant section of Cabinet Decision/Government Order are quoted herein below:-

1. Government Order No:-741-GD of 1993 dated:-09-03-1993 : Point No. 18 "District Development Commissioners will be incharge of overall development of District and shall exercise powers of a Major Head of Department for all the Departments functioning in the District. All the Departments in the District will continue to function under the administrative and operational control of the District Development Commissioner concerned" and Point No. 22 : "***The overall day to day control of all the District Line Departments shall vest in the District Development Commissioner.***"
2. Government Order No:-2973-GD of 1976 Dated:-28-12-1976 - Part IV (2) (e) (ii) "***The District Development Commissioner shall exercise the powers of a Major Head of Department concerned to place an officer working within a district under his administrative control (as per provision of Single Line Administration) under suspension.....***"

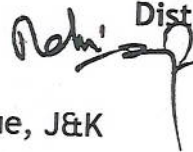
These Government Orders and Instructions are also brought into notice of Heads of Departments for their information and ensuing necessary instructions to the officers concerned.

Therefore, all District Officers/Other Officers working in territorial jurisdiction of District Ramban are advised to strictly adhere to the provisions laid down as per the above quoted Cabinet Decisions and Government Orders to avoid any action as warranted under Civil Services Rules failing which the period of such absence may be treated as Dies-non apart from regular departmental action in the matter.

Chief Planning Officer, Ramban shall get these circular instructions noted by and returned from all District Officers/Other Officers within a period of one week and District Informatics Officer shall host these instructions on District Website apart from forwarding to all officers on official e-mail IDs.



Mohammad Aijaz, IAS  
District Dev. Commissioner,  
Ramban



Copy to the:-

1. Financial Commissioner, Revenue, J&K

2. Administrative Secretary \_\_\_\_\_ Department.
3. Chief Electoral Officer, J&K
4. Divisional Commissioner, Jammu, for information.
5. Commissioner/ Secretary to Govt, General Administrative Department
6. Special Secretary to Hon'ble Chief Minister
7. Special Secretary to Hon'ble Chief Secretary
8. Director/HOD \_\_\_\_\_ Department
9. All Managing Directors \_\_\_\_\_
10. Addl. District Dev. Commissioner, Ramban for information.
11. Sr. Superintendent of Police, Ramban for information.
12. Addl. Deputy Commissioner, Ramban for information.
13. Chief Planning Officer, Ramban for information & necessary action.  
He shall maintain Casual leave register of all District officers/ Other Officers strictly as per Government Orders and intimate all officers through communication in this regard indicating page number to each officer for ready reference.
14. All SDMs \_\_\_\_\_
15. All District/Sectoral Officers \_\_\_\_\_
16. District Treasury Officer, Ramban for information.
17. I/C, website.
18. Circular file.

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