



**Government of Jammu and Kashmir
School Education Department
Civil Secretariat, Jammu/Srinagar**

Subject: Efficiency and speedy disposal of files in School Education Department-
instructions thereof.

**Circular No: 07-JK (Edu) of 2024
Dated: 26.11.2024**

The e-office platform has been implemented to enable seamless digital documentation, communication, and workflow management with the aim of enhancing productivity, transparency and accountability in the functioning of the department. However, it has been observed that the processing of the files/receipts is being delayed/processed casually and this lack of diligence has been viewed seriously by the competent authority.

Accordingly, it is impressed upon all the officers/officials of the School Education Department to strictly adhere to the following guidelines in letter and spirit:-

1. Ensure timely creation/processing of file/receipt to avoid unwarranted delays.
2. Time bound matters must be disposed off on priority basis.
3. Proper categorization, tagging, and indexing of documents should be followed to ensure easy retrieval and tracking.
4. Use digital signatures by the signing authorities (Deputy Secretaries/Under Secretaries) to sign the Govt. Orders/Office orders/ circulars/letters etc.
5. Monthly audit of pendency of Files/receipts should be conducted and action be taken against delinquent officers/officials.

(Thannaji Bhat)

Under Secretary to Government,
School Education Department

Dated: 26.11.2024

No. Edu-ADM/2/2021-02

1. Special Secretary to Government, School Education Department.
2. Director Finance, School Education Department
3. Director Planning, School Education Department.
4. Additional Secretaries to the Government, School Education Department.
5. Additional Secretary, (Legal), School Education Department
6. Deputy Secretaries to the Government, School Education Department.
7. Under Secretaries to the Government, School Education Department.
8. All Officials for strict compliance.
9. P.A to Principal Secretary to Government, School Education Department.
10. I/c Website, School Education Department.
11. Circular File.