



**GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
CIVIL SECRETARIAT, J&K**

Subject: Priority and Protocol in Attending to Elected Representatives – reg.

**Circular No.05-JK(GAD) of 2025
Dated:07.02.2025**

The elected Members of the Legislative Assembly of Union territory of Jammu & Kashmir are expected to play a crucial role in process of governance at the grass-root level and it therefore becomes imperative that all Government Departments, Officers and officials extend due cooperation and accord priority to issues highlighted/flagged by these public representatives.

It is accordingly enjoined upon all officers/officials working in various Government Departments of the Union territory of Jammu & Kashmir that elected representatives shall be attended on priority in public offices and proper protocol, as per established government norms and guidelines, shall be adhered to in all such interactions. Communications, requests and grievances raised by elected representatives shall be acknowledged and processed on priority and Government Officers/Officials shall deal with elected representatives in a professional and respectful manner. It shall also be ensured that the elected representatives are invited to all official functions and meetings organized in their jurisdiction as also in the event of official visit of any dignitary in their jurisdiction.

These instructions are brought to the notice of all concerned for immediate and strict compliance.

**Sd/-
(M. Raju) IAS
Commissioner/Secretary to the Government**

No. GAD-ADM0III/7/2025-01-GAD

Dated:07.02.2025

Copy to:

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Principal Secretary to Hon'ble Lieutenant Governor, J&K.
5. All Commissioner/Secretaries to the Government.
6. Chief Electoral Officer, J&K.
7. Principal Resident Commissioner, J&K Government, New Delhi.
8. Joint Secretary (JKL), Ministry of Home Affairs, Government of India.

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9. Divisional Commissioner, Kashmir/Jammu.
10. Director, J&K Institute of Management, Public Administration & Rural Development.
11. All Deputy Commissioners.
12. Director Information, J&K.
13. Chairperson, J&K Special Tribunal.
14. All Heads of the Departments/Managing Directors.
15. Secretary, J&K Public Service Commission.
16. Director, Archives, Archaeology and Museums, J&K.
17. Director Estates, Kashmir/Jammu.
18. Secretary, J&K Services Selection Board.
19. OSD/Private Secretary to Hon'ble Chief Minister, J&K.
20. Secretary, J&K Legislative Assembly.
21. Private Secretary to Chief Secretary, J&K.
22. Private Secretaries to all Hon'ble Ministers, J&K.
23. Private Secretary to Advisor to Hon'ble Chief Minister, J&K.
24. Private Secretary to Commissioner/Secretary to the Government, GAD.
25. Circular/Stock file/Website, GAD. **"Hindi and Urdu versions shall follow"**.


07.02.2025

(Rohit Sharma)JKAS

Additional Secretary to the Government


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