



Government of Jammu and Kashmir.

# STATE MISSION DIRECTORATE, ICDS, J&K.

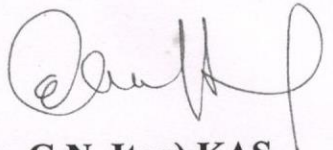
Haj House, Block - A 3<sup>rd</sup> Floor Rail Head Jammu

## C I R C U L A R

While perusing the cases of employees applying for different posts in various Departments through Public Service Commission / Service Selection Board and forwarded to this Directorate by the District Programme Officers/Child Development Project Officers for onward transmission to concerned agencies, ~~the~~ ~~personal~~ ~~of~~ ~~such~~ ~~cases~~, it has been observed that the complete service bio-data and other relevant information is not being attached with these cases and resultantly, this office is not able to ascertain the genuineness of such employees with regard to their service details. Due to non availability of service records such cases get delayed in forwarding to the concerned quarters.

In order to overcome this issue, it is impressed upon all the sub-ordinate offices that while submitting such cases to this office the following information may be attached with each case:-

- Full service bio- data of the employees along with attested copy of Service Book.
- Recommendation of Drawing & Disbursing Officer concerned.
- Recommendation/comments of DPO concerned.

  
( Dr. G.N. Itoo) KAS,  
State Mission Director,  
ICDS J&K.  
3/3/15

No.SMD/ICDS/45/2015/ 3497-3593

Dated: 03 - 03 - 2015

### Copy to the:-

01. Secretary to Government, Social Welfare Department, Civil Sectt; Jammu.
02. District Programme Officer, ICDS \_\_\_\_\_ (All) – for inf. & n/a.
03. Deputy Director, ICDS Jammu / Kashmir – for information.
04. Concerned File.
04. I/c Website.