



Government of Jammu and Kashmir.  
**STATE MISSION DIRECTORATE, ICDS, J&K.**  
H-9B Polo View first floor Srinagar/Haj House 3<sup>rd</sup> Floor Rail Head Jammu -j

Subject: - **Leaving of Headquarters by Officers/Officials/AWWs**

**C I R C U L A R**

Time and again many instructions have been conveyed to the field functionaries not to leave the station without prior permission from the competent authority. However, it has been observed that many officers/officials/AWWs/ are making rounds of Civil Secretariat and Head Offices without any permission which has been viewed seriously by the higher authority.

Further, their absence from the Headquarters not only causes inconvenience to the public but also impedes the working of offices where they visit.

So it is once again impressed upon all the officers/officials/ field functionaries that they shall not leave the station without the prior permission of the Competent Authority. Any deviation from this instruction shall be viewed seriously and action as warranted under law shall be initiated against the violators.

**Talat Pervez**

State Mission Director  
ICDS, J&K Jammu.

*Handwritten initials*

Dated: - 8 -03-2017

No: - **SMD/ICDS/Estt/ 6097-264**

**Copy to the:-**

- 1 Secretary to Govt.Social Welfare Department, Civil Sectt.Jammu.
- 2 Special Assistant to Hon'ble Minister for Social Welfare Science and Technology ,ARI & Trainings for information of the Hon'ble Minister.
3. District Program Officer, \_\_\_\_\_(All)
- 4 Deputy Director, ICDS Jammu/Srinagar for information.
- 5 CDPO, \_\_\_\_\_(All)