

GOVERNMENT OF JAMMU AND KASHMIR
DEPARTMENT OF SOCIAL FORESTRY

Sub: - Entry of updated qualification details in Service Book/
Records-reg.

C I R C U L A R

It has been observed that some employees of the Department make requests for updating/entering higher qualification in the seniority lists against their names without ensuring that the said qualification is properly recorded in their service books. I am thus directed to circulate following instructions for compliance by all the Drawing and Disbursing Officer(s) of the Department for streamlining the process/procedure on the subject: -

1. *If the official has acquired such qualification before his/her appointment, the reasons/justification for not entering the same in the service book needs to be recorded as well while making updated entry in the service book.*
2. *If such qualification has been acquired by the official during the service career, the permission of competent authority and details of study/other leaves availed by the official needs to be recorded as well in the service book.*
3. *It is to be ensured that all such qualifications have been got verified from the issuing authority before making any entry in the service book.*

After making proper entries in the service book as per above instructions, the concerned DDO can recommend the case to higher offices for any updation in any service records including in the seniority lists. All the existing requests of the officials on the subject, if any, be dealt with as per the aforesaid instructions.

This is issued with the approval of the PCCF/Director.


Zuhair Chowdhary,

Dy. Conservator of Forests (C&E),
Department of Social Forestry, J&K

No: *Dir/DF/SM/1020-35*

JCF Dated: 17-12-2022

Copy for information and necessary action to the: -

1. Regional Director, Department of Social Forestry, Jammu.
2. Regional Director, Department of Social Forestry, Kashmir.
3. All Divisional Forest Officer (s), Department of Social Forestry, J&K. They will ensure to disseminate above information among all concerned.
4. I/C Website for uploading on official website (jksocialforestry.nic.in).
5. PS to PCCF/Directo, Department of Social Forestry fkie of the Director.