



**Government of Jammu and Kashmir
Tourism Department, Civil Secretariat
Jammu/Srinagar.**

Subject: Submission of Files to Personal Section for Issuance of Government Orders – Instructions for Compliance.


**Circular No. 02 /TSM of 2025
Dated: 11.08.2025**

It has been observed that in several instances, files submitted to the Personal Section for issuance of Government Orders are not consistent with the approved notes and drafts contained within the respective files. This reflects a lack of diligence and seriousness on the part of the concerned officials and is being viewed with concern.

In this regard, and with the approval of the competent authority, the following instructions are hereby issued for strict compliance:

- a) All Section Heads must ensure that no file requiring the issuance of a Government Order is submitted to the Personal Section without being routed through the first-level Gazetted Officer of the concerned section.
- b) The concerned Gazetted Officer shall scrutinize the file carefully, verify its completeness, and ensure that it is in full conformity with the approved notes and drafts before forwarding it for further processing.

Any deviation from these instructions will be treated as a serious lapse and may invite disciplinary action under the relevant rules.


Under Secretary to Government
Tourism Department

No:TSM-Adm/ 8 /2025

Dated: 11.08.2025

Copy to the:

1. All officers of the Tourism Department.
2. Private Secretary to FC/ACS Tourism Department
3. All Non-Gazetted Officials of the department for compliance.