



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

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Subject:- Subject: Strict Adherence to Proper File Routing and Communication Procedures.


**Circular No. 03/TSM of 2025**

**Dated: 01.09.2025**

All Heads of Departments (HoDs) under the administrative control of the Tourism Department are hereby directed to ensure that all official files are routed strictly through the proper channel, in accordance with the laid-down norms and procedures. Under no circumstances shall files be submitted directly to the Financial Commissioner (ACS), Tourism Department, bypassing the prescribed process.

Further, all officers of subordinate offices of the Tourism Department are instructed to refrain from approaching the Administrative Department directly. They must adhere to the established protocol by submitting matters through their respective Controlling Officers or Heads of Departments.

Any deviation from these instructions will be viewed as a serious violation and shall invite strict disciplinary action under the relevant rules.

  
01.09.2025

**(Arshad Hussain Bhat)  
Under Secretary to Government**

No: TSM-SB/5/2025

Dated: 01.09.2025

**Copy to the:**

1. All HODs of Tourism Department.
1. Private Secretary to the Financial Commissioner (ACS)  
Tourism Department