



**GOVERNMENT OF JAMMU AND KASHMIR**  
**CIVIL SECRETARIAT: FINANCE DEPARTMENT**  
**Srinagar/Jammu**

**CIRCULAR**

**Subject:- Undue retention/overstayal in Government service beyond the date of retirement.**

Despite clear-cut instructions issued on the subject from time to time, instances still come to the notice of Finance Department where the Government employees continue/are allowed to continue to remain in service beyond the normal date of their retirement on one pretext or the other, contrary to the explicit provisions of rules. Consequently, proposals for regularization of such irregular overstayal are forwarded to Finance Department for agreement thereto in relaxation of rules without any corrective/ coercive action being taken/initiated by the Departments against the defaulting officers. This practice has been viewed seriously in Finance Department.

2. Accordingly, all the Administrative Secretaries to Government are requested to impress upon their subordinate HoD's/ Controlling officers to desist from such practice and strictly adhere to the codal provisions while dealing with such issues. The Government instruction No 2 below Article 226 (1) of J&K CSR's Vol. I should be the guiding factor while coming across/ disposing off such issues.

3. Furthermore, the HoD's/Controlling Officers are again reminded of being duty bound to have framed and issued Retirement Memos bi-annually (on 1<sup>st</sup> January & 1<sup>st</sup> July) every year of all Gazetted/Non-Gazetted Government Servants..due to retire within next 24 to 30 months as prescribed/laid down under Article 285(a)1 of J&K CSR's Vol. I.

4. The officers involved/responsible for overstayal of employees in service beyond their due dates of retirement be identified and appropriate action as prescribed under rules initiated against them to overcome such situations.


**Sd/-**  
**(Navin.K Choudhary), IAS,**  
Commr/Secretary to Government,  
Finance Department  
Dated: 04.07.2017

No: A14(85)-II-SSG

Copy to the:-

1. Advocate General J&K High Court Srinagar/Jammu.
2. All Financial Commissioners.
3. Principal Accountant General, J&K Srinagar/ Jammu.

4. All Principal Secretaries to Government.
5. Principal Secretary to Hon'ble Governor.
6. Principal Secretary to Hon'ble Chief Minister.
7. Principal Resident Commissioner, 5-Prithvi Raj Road New, Delhi.
8. Chief Electoral Officer, J&K Jammu.
9. All Commissioner / Secretaries to Government.
10. Divisional Commissioner Kashmir/ Jammu.
11. Chief Vigilance Commissioner, J&K Srinagar/Jammu.
12. Principal Secretary to Lord Chief Justice J&K High Courts Srinagar/Jammu.
13. Registrar General, J&K High Court Srinagar/ Jammu.
14. Director General Funds organization J&K.
15. Director Audit & Inspections.
16. Director General Budget, J&K.
17. Director General Accounts & Treasuries, J&K.
18. Director Information J&K.
19. All Head of Departments / Managing Directors/ Chief Executive of State PSU's / Autonomous Bodies.
20. Secretary J&K Public Service Commission.
21. All District Development Commissioners.
22. Secretary, J&K Legislative Assembly / Legislative Council.
23. Director Finance, Principal Northern Zonal Accountancy Training Institute Jammu.
24. Director Accounts & Treasuries Srinagar /Jammu.
25. Principal Accountancy Training School Srinagar.
26. All Director Finance/Financial Advisors & CAO's.
27. Joint Director Funds organization Srinagar/Jammu.
28. All Treasury Officers.
29. General Manager, Government Press for publication in Government Gazette.
30. Director Local fund Audit & Pensions, J&K.
31. General Manager, J&K Bank Corporate Office, Srinagar/Jammu.
32. Private Secretary to Chief Secretary.
33. Private Secretary to Hon'ble Ministers/ Hon'ble Ministers of State for information of the Hon'ble Ministers.
34. All officers / Section officers of Finance Department.
35. President Non-Gazetted Employees Union Civil Secretariat Srinagar/ Jammu.
36. I/c Website, FD. ([www.jakfinance.nic.in](http://www.jakfinance.nic.in)).
37. I/c Website, GAD. ([www.jkgad.nic.in](http://www.jkgad.nic.in)).
38. Government order file (W2scs).

  
**(M. R. Andrabi),**  
Director (Codes),  
Finance Department.