

Government of Jammu and Kashmir  
Housing & Urban Development Department  
Civil Secretariat: J&K, Jammu.

**Subject:- Advisory with regard to approaching of the Employees of all HODs, directly to the Administrative Department.**

**Circular No: 02 of 2020**

**Dated: 06.03.2020**

All the HoDs, under the administrative control of Housing & Urban Development Department, are informed that the Authorities in this Department have observed that the employees belonging to different HODs are addressing their issues/representations directly to the Administrative Department, instead of approaching concerned immediate Authorities. Many of these issues can be resolved at the level of HODs themselves. In others, intervention of the Administrative Department may be required.

Accordingly, all the HODs, under the Administrative Control of Housing & Urban Development Department are enjoined upon to disseminate general instructions to all the concerned officials/officers under their command and control to get such issues resolved at their level. In case intervention of the Administrative Department is required, the HODs may forward these representations with clear recommendations.

The matter be treated as **Most Urgent**.

Sd/-

(Dheeraj Gupta) IAS

Principal Secretary to the Government  
Housing & Urban Development Department.

No. HUD/LSG/ULBK/43/2020

Dated:- 06.03.2020

Copy to the:

01. All concerned HoDs.
02. Private Secretary to the Principal Secretary to the Government, Housing & Urban Dev. Department.
03. Stock File.
- ✓ 04. In-charge website. (hudd.jk.gov.in).

(Syed Nazir Ahmad)

Under Secretary to the Government  
Housing & Urban Dev. Department