



Government of Jammu and Kashmir
STATE MISSION DIRECTORATE, ICDS J&K
Haj House, 3rd Floor, Rail Head Jammu

Subject: Forwarding of complete cases of in-service candidates.

C I R C U L A R

Attention of all the District Programme Officers (ICDS) is invited towards the subject referred above. In this context it has been observed that DPOs/CDPOs are forwarding incomplete case of employees who intend to apply for another service through Service Selection Board/Public Service Commission. Similarly case of ICDS functionaries including AWW/AWH are forwarded for grant of NOC of the department for obtained Indian Passport. It is enjoined upon all the concerned controlling officers that the cases should be forwarded in complete form giving full details of service bio-data along with attested copy of first page of service book in respect of permanent employees and engagement order in case of AWW/AWH and categorical certificate about the work and conduct of the employees and their track record in the department. Besides this, a categorical recommendation may also be given by the concerned officer which should be counter signed by next senior authority along with attested copy of Identity Card.

(Dr. G.N. Itoo) KAS,
State Mission Director,
ICDS J&K.

No.SMD/ICDS/129/2015/2540-68

Dated: 23 - 02 - 2015

Copy to the:-

01. Secretary to Government, Social Welfare Department, Civil Sectt. Jammu.
02. District Programme Officer, ICDS _____ (All) – for information and n/a.
03. Deputy Director, ICDS Kashmir/Jammu – for information and n/a.
04. Incharge Web Site.