



**Government of Jammu and Kashmir  
General Administration Department**

(Services) Civil Secretariat,  
Srinagar.

Subject: Details of Junior Scale JKAS officers for considering their appointment to the Time Scale of the Jammu and Kashmir Administrative Service.

**Circular No. 25–JK(GAD) of 2024,  
Dated: 08-11-2024.**

The General Administration Department has initiated the process for considering the appointment of eligible Junior Scale JKAS officers to the Time Scale of Jammu and Kashmir Administrative Service. In this regard, the suitability of the officers has to be evaluated as per the following considerations:

- (i) the officer must have completed four years of service in the Junior Scale of JKAS.
- (ii) the officer must have successfully completed the period of probation.
- (iii) the officer must have satisfactory Annual Performance Reports and clear Vigilance Status.

Accordingly, all the Administrative Departments, where Junior Scale JKAS Officers are presently posted, are requested to furnish the following details within week's time:

1. Complete posting details of the officers, alongwith the latest vigilance status of these officers, if already obtained by the department.
2. Certificates regarding:
  - a) departmental/criminal proceedings, if any, pending against the officer(s).
  - b) integrity certificate duly signed by the Administrative Secretary.
  - c) court order(s), if any, as would have bearing on the preparation of the select list of the service.

  
08/11/2024

3. APRs for the last five years, duly initiated/  
reviewed/accepted.

Sd/-

(Sanjeev Verma) IAS

**Commissioner/ Secretary to the Government**

No: GAD-SERVOKAS/148/2024

Dated: 08.11.2024

Copy to the:

1. Financial Commissioner (Additional Chief Secretary), Jal Shakti Department.
2. Additional Chief Secretary to the Hon'ble Chief Minister.
3. Director General of Police, J&K.
4. All Principal Secretaries to Government.
5. Principal Secretary to the Hon'ble Lieutenant Governor.
6. Joint Secretary (Jammu, Kashmir and Ladakh), Ministry of Home Affairs, Government of India.
7. All Commissioner/Secretaries to the Government.
8. Chief Electoral Officer, J&K.
9. Principal Resident Commissioner, J&K Government, New Delhi.
10. Divisional Commissioner, Kashmir/Jammu.
11. Chairperson, J&K Special Tribunal.
12. All Heads of the Department/ Managing Directors.
13. All Deputy Commissioners.
14. Secretary, J&K Public Service Commission.
15. Director, Archives, Archaeology and Museums, J&K.
16. Director Information, J&K.
17. Director, Estates, Kashmir/Jammu.
18. Secretary, J&K Services Selection Board.
19. Private Secretary to Hon'ble Chief Minister.
20. General Manager, Government Press, Jammu/Srinagar.
21. Private Secretaries to all Hon'ble Ministers.
22. Private Secretary to Advisor to Hon'ble Chief Minister.
23. Private Secretary to the Chief Secretary.
24. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
25. Incharge Website, GAD.
26. Government Order file/Stock file.



(Akshay Rajan) JKAS

**Deputy Secretary to the Government**

संघ राज्य प्रशासन, लद्दाख



सत्यमेव जयते

THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH

सामान्य प्रशासन विभाग

GENERAL ADMINISTRATION  
DEPARTMENT

F.No: M – 13 / 154 / 2024 - GAD SEC

ई-मेल/email:

[gad.utladakh@ladakh.gov.in](mailto:gad.utladakh@ladakh.gov.in)

यूटी सचिवालय/UT Secretariat

लेह/Leh, Dated: 08.11.2024

**OFFICE MEMORANDUM**

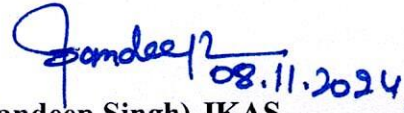
**Subject: Details of Junior Scale JKAS officers for considering their appointment to the Time Scale of the Jammu and Kashmir Administrative Service.**

Ref: Government Order No. 25-JK(GAD) of 2024, Dated: 08.11.2024, from GAD, J&K

Vide Order No. 25-JK (GAD) of 2024, dated: 08.11.2024, the GAD of J&K, has issued order for the details of Junior Scale JKAS officers for considering their appointment to the Time Scale of the Jammu and Kashmir Administrative Service.

In this regard, the undersigned is directed to invite the kind attention of all Administrative Secretaries towards the captioned subject and request to furnish the following details within a week's time:

1. Complete posting details of the officers, along with the latest vigilance status of these officers, if already obtained by the department.
2. Certificates regarding:
  - a) Departmental/criminal proceedings, if any, pending against the officer(s).
  - b) Integrity certificate duly signed by the Administrative Secretary.
  - c) Court order (s), if any, as would have bearing on the preparation of the select list of the service.
3. APRs for the last five years, duly initiated/reviewed/accepted.

  
(Sandeep Singh) JKAS,  
Under Secretary,  
General Administration Department.

1. All Administrative Secretaries  
UT Secretariat, Ladakh

Copy to:

1. Private Secretary to Advisor to Hon'ble Lt. Governor, UT of Ladakh for kind information of Advisor to Hon'ble Lt. Governor.