

GOVERNMENT OF JAMMU AND KASHMIR

**DIRECTORATE OF INDUSTRIES AND COMMERCE, KASHMIR**

1ST FLOOR, SANAT GHAR, QAMARWARI ROAD, NEAR BEMINA WOOLEN MILLS, SRINAGAR - 190018

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## CIRCULAR

It has been observed time and again that gazetted officers of this Directorate are proceeding on casual leave without prior intimation which is not a healthy practice. To make things easier it is hereby informed that all gazetted officers working in the Directorate of Industries & Commerce Kashmir as well as District Industries Centres of Kashmir shall mandatorily be required to obtain prior permission before proceeding on casual leave.

In order to make things simpler, official email address of Directorate of Industries & Commerce Kashmir ([director-industries@jk.gov.in](mailto:director-industries@jk.gov.in)) will be used and all officers requiring to proceed on casual leave can request simply through their official emails IDs which will be responded to and approval/ response of the HOD can be saved for future references. Without prior approval no gazetted officer shall proceed on casual leave.

For other kind of leave(s) viz Earned leave, Half pay leave, Child Care leave etc., physical applications still need to be submitted.

  
18/21

( Nazim Zak Khan ) KAS  
Director  
Industries & Commerce  
Kashmir

No. DI&C/Estt/2021/C-470/469-87

Dt:- 03 -03-2021

Copy to the:

1. Principal Secretary to Govt., Industries & Commerce Department Civil Secretariat Jammu for information.
2. Joint Director ( Dev) Directorate of Industries & Commerce Kashmir.
3. General Manager DIC \_\_\_\_\_(All).
4. Custodian, TFC Uri, for information.
5. Chief Accounts Officer, Directorate of Industries & Commerce Kashmir.
6. Deputy Director (P&S), Directorate of Industries & Commerce Kashmir.
7. Assistant Director (Dev.), Directorate of Industries & Commerce Kashmir.
8. Functional Managers, Directorate of Industries & Commerce Kashmir.
9. Public Law Officer, Directorate of Industries & Commerce Kashmir.
10. Incharge website for information & necessary action.