



Government of Jammu & Kashmir,  
OFFICE OF THE FINANCIAL COMMISSIONER (Revenue), J&K  
[Rail Head Complex Jammu, 180001[Nov-April] /Amar Niwas, Tankipora Srinagar, 190001 [May-Oct]

**CIRCULAR**

It has come to notice of the Authorities that the Time Bound/In-situ Promotion cases of the non gazetted staff in the Revenue Department are not being processed in time. As a result, a number of requests for sanction of the in-situ promotion cases are received after a lapse of considerable time from the due date, followed by requests for arrear claims in the office of Financial Commissioner Revenue J&K. This has been viewed seriously by the authorities.

All the Controlling Officers are directed to ensure that all Time Bound/In-situ Promotion cases be processed and submitted to this office within a period of 01 month for the due date. The DDOs shall be personally responsible if the admissible cases are not submitted in time.

Further the following documents / record is required to be appended with each case to avoid unnecessary delay in the sanction of such cases :

- i. APR's of last 03 years attested in all respects
- ii. Integrity certificate and work and conduct certificate.
- iii. Vigilance clearance certificate
- iv. Under taking in terms of Schedule 2 & Form of option Schedule -3.
- v. Service Bio-data attested by concerned DDO.

**A monthly statement is to be submitted by all DDOs in the enclosed format by or before 10<sup>th</sup> of every month.**

Dr. Priya Badyal,(JKAS)  
Chief Accounts Officer  
Financial Commissioner (Rev)  
J&K,Jammu

NO:-FCR-GAZ/12/2021-06(20696)

Dated:-17.07.2023

Copy to the :

1. Divisional Commissioner, Kashmir.
2. Commissioner, Survey and Land Records, J&K
3. Divisional Commissioner, Jammu.
4. Deputy Commissioners-- All districts.
5. Principal RTI, Jammu Srinagar.
6. All SDMs.
7. All Tehsildars

**Annexure-A Circular No. FCR-GAZ/12/2021-06 (20696) dated 17.07.2023**

**Monthly Statement**

Name of the DDO	No. of cases pending at the beginning of the month (A)	No. of cases processed during the month (B)	Total number of cases (A+B)	Number of cases sanctioned during the month	No. of cases pending at the end of month.	Remarks/ Reasons for pendency, if any
1	2	3	4	5	6	7

Dr. Priya Badyal, JKAS  
Chief Accounts Officer  
Financial Commissioner (Rev)  
J&K, Jammu