

**Government of Jammu and Kashmir**  
**Office of the Financial Commissioner, (Revenue) J&K**  
**Rail Head Complex Jammu.**

**URGENT**

The Divisional Commissioner,  
Kashmir/Jammu.

No:-FC(A) 164/Misc/2014

Dated:- 30-12-2014.

Subject:- Regularization of fully qualified Girdawars working  
as I/ C Naib Tehsildars.

Sir,

I am directed to inform you that this office is intending to conduct the State level Departmental Promotion Committee meeting shortly for regularization of fully qualified girdawars working as I/C N.Ts/Look after since 2006 to 2009 as per seniority, for which the below mentioned information/documents are required to be updated for getting vigilance clearance of the concerned Incharge/Look after Naib Tehsildars.

1. Service Bio data since appointment till date.
2. APRs for latest three years.
3. Category certificate in original (renewed) if applicable.
4. Fully qualified certificate issued by the J&K, PSC.
5. Integrity certificate.

Yours faithfully,

(R. M. Malik) KAS  
Administrative Officer.

Copy to the:-

1. Commissioner, Survey & Land Records, J&K Jammu. }
2. Deputy Commissioner \_\_\_\_\_ }
3. Relief Commissioner (M) Jammu \_\_\_\_\_ }
4. Principal Revenue Training Institute \_\_\_\_\_ }
5. Mr. Anil Charak, I/C official website for uploading the above letter.

6. I/ officer NIC centre, Jammu.

... for information and necessary action.

*[Handwritten signature]*  
30/12