

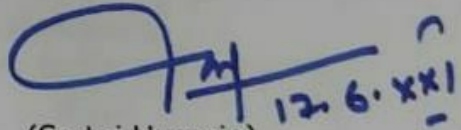
**Government of Jammu and Kashmir
Industries & Commerce Department
Civil secretariat J&K Srinagar/Jammu.**

Subject: Retirement Notification on Superannuation Pension.

C I R C U L A R

It has been observed that the Heads of Department(s) submit cases with regard to issuance of retirement notification(s) in respect of retiring employees in piece meals and even on person to person basis. There are also instances where cases in this regard have been received / issued after retirement on superannuation of the employees. Such practice on the part of HoDs creates confusion while issuing retirement notification(s) and even some of the employees are put to unnecessary hardships.

Accordingly, in order to streamline the process, all the Heads of Departments are impressed upon to submit all the cases with regard to issuance of retirement notification(s) (in respect of the employees due for retirement on superannuation in the subsequent Calendar Year, by 10th of December every year, so that the requisite retirement notification(s) are issued by the start of a particular Calendar year.


(Sartaj Hussain)

Deputy Secretary to the Government

No.: - IC-DIC/22/2021-07/DI&C

Dated: - 17 .06.2021

1. All the Heads of Department(s) _____ for information and Compliance.
2. Additional Secretary to the Government, Industries & Commerce department.
3. Deputy Secretary (A) to the Government, Industries & Commerce department.
4. Under Secretary to the Government, Industries & Commerce department.
5. Pvt. Secretary to Principal Secretary to Govt. I&C Department.
6. All Section Officers.
7. Office Circular file (w.3.s.c)