



Government of Jammu and Kashmir  
**Directorate of Colleges**  
Higher Education Department  
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**Subject: Routing of all the communications/ references through proper channel.**

**CIRCULAR**

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It has been observed that the faculty/ Non-teaching staff of different Colleges are directly addressing letters and representations/ Grievances to the undersigned for redressal.

It is not an official procedure. Accordingly, it is enjoined upon all the faculty/ Non-teaching staff to route their applications through their Principal and not to visit the office of the undersigned without proper permission of the principal.

  
**Dr. Sheikh Ajaz Bashir**  
**Director Colleges**

No.: DC-HE/K/Circular/144/2024

Dated: 01-08-2024

**Copy to:**

1. Principals of Govt. Degree Colleges, UT of Jammu and Kashmir for information and circulation among College staff for compliance.
2. Master file/office record.