

Office Of the Chief Education Officer Mini-Secretariat Kulgam

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Subject: - Grant of in-situ promotion of Higher Standard pay scale.
 Reference: - Commissioner Secretary to Government, School Education Department vide Govt. order No. 01-Edu of 2020, dated: 01-01-2020 for constitution of Departmental Promotion Committees for Non-Gazetted cadres in School Education Department.

ORDER No: - 04 CEOKGM of 2025

Dated: 22/08/25

Sanction is hereby accorded to the grant of in-situ promotion to the Higher standard pay scale in terms of J&K Civil Services (Higher Standard pay scheme) Rules 1996 issued by J&K Government vide SRO-14 dated: 15.01.1996 in favour of (08) Non-Teaching personnel cleared by the District Level Committee constituted as per the order referred above under the chairmanship of Chief Education Officer, Kulgam and members of District Level Committee constituted by Chairman and one member from Directorate of School Education Kashmir nominated by DSEK vide Order no. 17-DSEK of 2025, dated: 25-01-2025,, the pay level/pay band with grade pay from the date as indicated against each in the Annexure to this order. **However, the monetary benefit on account of In-situ promotion shall be regulated in terms of General financial rule 2017 (Rule 289-296).**

The In-situ promotion arrears of officials shall not be drawn till additional funds for the specific purpose are released by the Competent authority (except retired officials) for which the concerned DDOS shall figure out the provision and submit the requisition accordingly in consolidated manner to this office for adopted Budget 2025-26. Deviation if any shall warrant strict disciplinary action against DDO concerned.

The particulars of these officials in whose favour of time bound promotion is being granted/ released are shown in the Annexures to this order.

The in-situ promotion to the higher standard pay scale in favour of teaching/non-teaching officials is granted/released subject to the fulfillment of the following conditions.

1. That the drawing & Disbursing Officer concerned will verify the particulars of each official with reference to his/ her original service records before allowing (in-situ) promotion benefit and he/she shall be personally responsible for correctness of particulars of the employees working under him/her. In case any variation is noticed in the particulars of any such official, the benefit of In-situ promotion shall not be released as such case shall immediately be referred to this office for further orders/clarification.
2. That the incumbents have completed required spell of 09/18/27 years as the case may be, satisfactorily and without any interruption as defined in Rule 4(K) of SRO-14 dated: 15.01.1996.
3. That the incumbent was not under suspension or contemplated in any charge or charge-sheeted under classification control and Appeal Rules 1956 or any other rules and his/her work and behavior has remained satisfactory.
4. That the present in-situ promotion shall not change/ affect the existing designation / sanction /duties of the employees.
5. That the benefit of the in-situ promotion shall not be applicable, if the official has earlier forgone regular/functional promotion or will forego his functional promotion in future.
6. That before implementing the order, the concerned DDOS shall ensure that the employees are holding genuine appointment on substantive basis in the department.
7. That no time bound promotion has been accorded by the DDO at his own level in favour of any official and none of the official has received this benefit so far.
8. Consequently, upon grant of HSPS, their pay fixation and pay/pension arrears admissible from the date the HSPS as have been granted shall be regulated strictly in accordance to the provisions laid down in SRO-193 DATED:- 24.01.2018, SRO-93 dated: 15.04.2009 and Govt. order No.07-F and Govt. order No; 08-F dated: 18.01.2011 read with SRO-42 dated:- 02/02/2011, Govt. order No.238-F of 2011 dated.30.09.2011 and SRO-193 dated.24.04.2018 & GFR 2017 (Rule 289-296).
9. The DDO/CEO concerned shall allow the benefit of In-situ promotion in respect of erstwhile FAT/Migrant teachers only after verification of their service bio-data with original documents viz; service book, appointment order, qualification certificate and regularization order of the competent authority.
10. The officials in whose favour In-situ promotion has been released have been appointed / promoted to the present status by competent authority.
11. That recovery of excess pay and allowance, if any, pointed out shall be attended on priority, while payment of arrears on a/c of In-Situ promotion.
12. That there are no criminal cases proceedings pending against the above officials before any investigating agency viz;(VOK Crime branch) or court of law and the genuineness of appointment has been ascertained / established in respect of the employee/s.
13. The DDO concerned will follow all codal formalities before making fixation or releasing the arrears of in-situ promotion.
14. The DDO concerned shall strictly adhere to the instructions envisaged in order to rule out any mistake

No: CEO/K/Accts/TBP/ 4917-21/25
 Dated:- 22/08/25

Copy to the:-

1. Principal Secretary to Government, School Education Department, Civil Secretariat, Jammu/Kashmir for information.
2. Director School Education Kashmir Srinagar, for information.
3. **Principal / Zonal Education officer/ Headmaster Concerned** for information and necessary action. Before implementing the order, the DDO concerned shall verify the eligibility/entitlement of the officials for IN-SITU promotion as listed in the Annexures and will strictly adheres the terms and conditions as laid down in the aforesaid order in each case. However, any variation/discrepancy, if found on verification of the documents in respect of the any officials, should immediately be brought to the notice of this office for fresh orders and the in-situ promotion order in favour of such officials shall not be implemented by the concerned DDO at any case.
4. Office records.

(Moid Shabir)
 Chief Education Officer
 Kulgam
 Jammu

OFFICE OF THE CHIEF EDUCATION OFFICER KULGAM

Annexure

to Order No:-CEO/K/Accts/TBP/

Dated:-

S.No	Zone	Name of Employee	Desig.	Place of Posting	Present Grade	Date of 1st Appt	Desig. at the time of appt	No of Functional Promotion Availed	No of Non Functional Promotion availed	Date of Promotion to the present Grade	Date from which TBP Granted	Higher Standard Pay Scale Admissible
1	Devsar	Nazneen Akhter	MTS	HSS Devsar	SL1 (14800-47100)	18-Oct-2014	Safiwala	Nil	Nil	18-Oct-2014	1-Nov-2023	SL2 (15900-50400)
2	HC Gam	Haleema Bano	MTS	HS Mohammadpora	L1 (18000-56900)	3-Sep-1997	Peon	Nil	2	1-Oct-2015	1-Oct-2024	Level 2(19900-63200)
3	Kulgam	Manzoor Ahmad Dar	Lab. Assistant	HS Chambgund	L4 (25500-81100)	3-Dec-1997	Lab. Bearer	1	1	1-Oct-2013	1-Oct-2022	Level 5 (29200-92300)
4	Kulgam	Mohd Ashraf Ganie	MTS	GHSS Kulgam	L1(18000-56900)	5-Dec-1997	Class IV	0	2	1-Jan-2016	1-Jan-2025	Level2 (19900-63200)
5	D.H.Pora	Javid Ahmad Wani	Lab. Assistant	HSS D.K.Marg	L2 (19900-63200)	3-Dec-1997	Orderly	1	1	2-Jun-2015	1-Jul-2024	Level 4 (25300-80500)
6	HC Gam	Amina Akhter	MTS	HSS Nehama	SL2 (15900-50400)	16-Dec-2006	Orderly	0	1	1-Jan-2016	1-Jan-2025	L1(18000-56900)
7	D.H.Pora	Mushtaq Ahmad Wagay	Lab Bearer	GHS Khull	L1(18000-56900)	10-Jan-1998	Class IV	0	2	1-Feb-2016	1-Feb-2025	Level 2(19900-63200)
8	D.H.Pora	Manzoor Ahmad Gors	Lab. Assistant	GHSS DHPora	L2 (19900-63200)	17-May-2002	Class IV	1	1	9-Jun-2015	1-Jul-2024	Level4 (25300-80500)


Chief Education Officer
Kulgam