

**UNION TERRITORY OF JAMMU AND KASHMIR**  
**OFFICE OF THE CHIEF EDUCATION OFFICER KATHUA**  
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**CIRCULAR**

*Most Urgent.*

Whereas, it has come to the notice of the undersigned that most of the officials are wondering in Zonal Education Offices/Office of the undersigned without essential official duties which affects the studies of students. In this context, all the Principals/ZEOs/Headmasters are hereby directed not to depute any Lecturer/Master/Teacher, if need arises, then depute the **Non-teaching/ Multi-Tasking staff** for the submission of **urgent dak**.

If any Lecturer/Master/Teacher will found in the Zonal Education Offices/Office of the undersigned without prior permission from their concerned DDOs, strict action shall be initiated against defaulter.

No:-CEOK/ 41944-42116

Dated:- 10-01-2025.

Copy to the:-

1. Director School Education Jammu for favour of information, please.
2. Deputy Commissioner Kathua for favour of kind information, please.
3. Joint Director (JKS) range for information, please.
4. Principals/ZEOs/Headmasters\_\_\_\_\_ (All) for information and strict compliance.
5. Office record file.

10/01/25  
*[Signature]*  
Chief Education Officer  
Kathua