

**Government of Jammu & Kashmir**  
**Home Department**  
**Civil Secretariat, Jammu/Srinagar**

.....

**Subject: Instructions regarding clearance of communications/files in e-office account before relieving from Home Department or on leave.**

**Circular No: 03-Home of 2024**

**Dated: 10.09.2024**

It has been observed that on being transferred from the department, officials keep references/files in their e-office account which delay their processing and cause inconvenience to the section. Further, failure to transfer or clear references and files from their e-office account before proceeding on leave results in a prolonged holdup, hindering the timely processing of critical and important issues.

Accordingly, it is impressed upon all officials of the Home Department to clear communications/files in their e-office account before being relieved from the Home Department on transfer, so that the references can be processed well in time. Further, FA/CAO, Home Department is advised to issue LPC/Service Book to the officials under transfer, only after ensuring that he/she has cleared all the files/communications pending in his/her e-office account and his/her e-office account has been deleted from the Home Department. Further, all officials shall also ensure that while on leave, references and files are transferred to the next superior so that they are not stuck in their account, inordinately.

Sd/-

**(Chandraker Bharti) IAS**

Principal Secretary to the Government

Dated: 10.09.2024

No.Home-VPN/59/2021(CC-12223)

**Copy to the:**

1. All Officers of Home Department.
2. Private Secretary to Principal Secretary to the Government, Home Department.
3. All Officials of Home Department.
4. I/c Website (Home).
5. Circular file/stock file.

 10/09/24  
**(Sanam Mansoor) JKAS**

Under Secretary to the Government

