



Government of Jammu and Kashmir
Department of Food, Civil Supplies & Consumer Affairs
Civil Secretariat, J&K

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Subject: Compliance with the Government Transfer Policy and restriction on transfers outside the prescribed transfer window- Instructions thereof.

Circular No:- 06 -JK(FCS&CA) of 2026

Dated:- 13 .08.2026

Whereas, the Department of Food, Civil Supplies & Consumer Affairs, J&K, is the Administrative Department responsible for the overall Administrative Control and supervision of the various Directorates/ Heads of Offices functioning under its jurisdiction; and

whereas, it has been observed that a series of orders have been issued during last two months by the Head of Departments, effecting transfer and posting of certain field functionaries (Storekeepers/Junior Assistants/Senior Assistant), without prior concurrence/approval of the Administrative Department; and

whereas, such practice is liable to result in Administrative inconsistency and may also lead to deviations from the approved transfer/posting policy and the instructions issued by the Government from time to time;

Now therefore with a view to ensuring uniformity, transparency and effective administrative control in matters relating to the transfer/posting of officers/officials, the following directions were issued during the review meeting on 29.07.2026 of the Department:

All Directors/Heads of Offices under the Department of Food, Civil Supplies & Consumer Affairs, J&K, are hereby directed to strictly refrain from issuing any order relating to the transfer/posting of any officer/official under their administrative control without obtaining the prior approval of the Administrative Department.

No transfer/posting shall be made by any Director/Head of Office on his/her own at any level, without obtaining prior approval of the administrative department.

All proposals relating to transfer/posting, wherever required, shall be submitted to the Administrative Department through the prescribed channel, along with full justification and other relevant particulars, for obtaining necessary approval before issuance of the transfer/posting order.

Any transfer/posting order issued in contravention of these instructions shall be liable to be treated as without the approval of the competent authority, and responsibility for such violation shall be fixed upon the officer/authority concerned.

All Directors/Heads of Offices under the Department shall ensure strict compliance with these instructions in letter and spirit.

Any deviation from the provisions of the Government Transfer Policy or violation of the instructions contained in this Circular shall be viewed seriously, and appropriate action under the relevant rules shall be initiated against the officers/officials found responsible.

Sd/-

(Saurabh Bhagat) IAS

Commissioner/Secretary to the Government
Department of Food, Civil Supplies & Consumer Affairs

NO: CMS/10/2026 (778/021)

Copy to the:

Dated: 13-08-2026

1. Director, Department of FCS&CA, Kashmir/Jammu.
2. Controller, Legal Metrology Department, J&K.
3. OSD to Hon'ble Minister for FCS&CA for information.
4. Private Secretary to Commissioner/Secretary to the Government, Department of FCS&CA.
5. Incharge Website, FCS&CA.
6. Circular file/Stock file.


13.08.2026
(Dr. Gulshan Kumar) JKAS
Deputy Secretary to the Government