

**Government of Jammu and Kashmir  
Agriculture Production Department  
Civil Secretariat- Jammu/Srinagar**

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**Subject: Guidelines for examination & submission of resignation/technical resignations cases.**

**Circular No: 01 -JK (APD) of 2025**

**Dated: 14 .02.2025**

It has been observed that case(s) with regard to acceptance or otherwise of resignation/ technical resignation are being submitted by the subordinate offices without adherence to the established provisions/ rules, leaving a scope for the individuals to evade accountability and escape disciplinary action, if any pending against him/her.

Accordingly, it is impressed upon all Heads of Department (HODs) of Agriculture Production Department to strictly adhere to the procedure as outlined in the rules/guidelines/instructions and submit/place such cases before the competent authority complete in all respects along-with with following documents/information:

1. A certificate to the effect that the employee is not involved/facing any Departmental Inquiry/criminal proceedings, PE/FIR/Complaint, etc;
2. A copy of the service book, duly verified/authenticated by the concerned DDO.
3. Latest Vigilance clearance.

No communication from HoDs shall be processed if not accompanied with above documents and HoD shall be answerable for the lapse.

**Sd/-**

**(Shailendra Kumar) IAS**

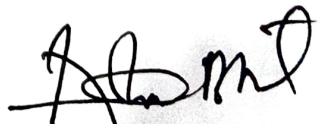
Principal Secretary to the Government

No. Agri-Gaz/10/2025 (7614082)

Dated 14 .02.2025

Copy to the:-

1. Director Sericulture Development Department, J&K.
2. Director Command Area Development Jammu/Kashmir.
3. Director Horticulture, P&M, J&K.
4. Director, Agriculture, Jammu/Kashmir.
5. Director Horticulture Jammu/Kashmir.
6. Director Animal Husbandry, Jammu/Kashmir.
7. Director Sheep Husbandry, Jammu/Kashmir.
8. Director Fisheries, J&K.
9. OSD with Hon'ble Minister for Agriculture Production Department.
10. Pvt. Secy. to Principal Secretary to the Government, Agriculture Prod. Dept.
11. Pvt. Secy. to Secretary (T) Agriculture Production Department.
12. Concerned Officer.
13. In-charge Website, APD.
14. Government order file (w.2.Sc)/Stock file.

  
**(Fayaz Ahmad Bhat)**

Under Secretary to the Government