




**GOVERNMENT OF JAMMU AND KASHMIR  
GENERAL ADMINISTRATION DEPARTMENT**

**Civil Secretariat, Jammu/Srinagar  
Dated: 27<sup>th</sup>, August, 2025**

**OFFICE MEMORANDUM**

**Subject: Instructions regarding sanctioning of leave.**

In view of the prevailing situation, the undersigned is directed to request all Administrative Secretaries and Head of the Departments working under their administrative control not to sanction any kind of leave in favour of any employee, except under exceptional circumstances.

  
**(Rohit Sharma) JKAS**  
27.8.2025  
Additional Secretary to the Government

**All Administrative Secretaries**

Copy to:

1. Director General of Police, J&K.
2. Principal Secretary to Hon'ble Lieutenant Governor, J&K.
3. Principal Resident Commissioner, J&K Government, New Delhi.
4. Chief Electoral Officer, J&K.
5. Divisional Commissioner, Kashmir/Jammu.
6. Chairperson, J&K Special Tribunal.
7. Director Information, J&K.
8. All Deputy Commissioners.
9. All Heads of the Departments/Managing Directors of all PSUs/Corporations/Secretary, Advisory Boards.
10. Secretary, Public Service Commission/SSB/BoPEE.
11. Director, Archives, Archaeology & Museums.
12. OSD/Private Secretary to Hon'ble Chief Minister, J&K.
13. Additional Secretary with the Hon'ble Deputy Chief Minister, J&K.
14. Private Secretary to the Hon'ble Chief Minister, J&K.
15. Private Secretary to the Chief Secretary, J&K.
17. Private Secretary to the Commissioner/Secretary to Government, GAD.
18. Private Secretary to Advisor to Hon'ble Chief Minister, J&K.