



Government of Jammu and Kashmir
Department of Skill Development
Civil Secretariat, J&K

Subject: - Strict adherence to timelines for disposal of official communications regarding.

Circular No.02-JK (DSD) of 2026
Dated: 02.03.2026

The Administrative Department has observed with serious concern a growing trend of inordinate delays in responding to official communications by the Heads of Departments (HoDs). It has been observed that despite the issuance of multiple reminders, several critical queries remain unaddressed. Such persistent non-responsiveness has been viewed seriously by the authorities, as it creates administrative bottlenecks, impedes the decision-making process and affects the timely execution of departmental schemes and skill development initiatives.

In view of the above, all Heads of Departments are hereby requested to ensure that every communication is dealt with in an expeditious manner and requisite replies are furnished within the stipulated time-frames without fail. Matters categorized as "Urgent" or "Time-Bound" must be accorded the highest priority to ensure deadlines are met. In instances where a comprehensive reply necessitates data compilation or field reports, an interim response must be submitted, clearly outlining the reasons for the delay and providing a definitive timeline for the final submission.

To maintain administrative efficiency, HoDs are instructed to fortify their internal monitoring mechanisms and desk-tracking systems to ensure that no correspondence remains pending beyond its due date. Any continued instances of unexplained delay will be regarded as a serious lapse in responsibility

Sd/-
(Kumar Rajeev Ranjan) IAS
Department of Skill Development

No. DSD-GNCD/112/2025-02 (7647253)

Dated: 02.03.2026

Copy to the:

1. All HODs of the Department of Skill Development.
2. PA to Secretary to the Government, Department of Skill Development.
3. In-Charge Website, Department of Skill Development.
4. Circular file.

2.3.2026
(Waqar Talib) IAS
Under Secretary to the Government

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