



GOVERNMENT OF JAMMU & KASHMIR
DIRECTORATE OF SAMAGRA SHIKSHA, J&K

Opposite Gurudwara, NH By-pass Road, Channi Rama, Jammu (Winter)
Baghat-e-Barzulla, Behind B&J Hospital, Srinagar (Summer)
Tel. 0191-2467421, 2467220 (Jammu), 0194-2438731, 2435895 (Srinagar)
Email address:- jksamagrashkshagmail.com

Subject:- Instructions to the employees of Samagra Shiksha - reg.

CIRCULAR

It has been observed that different whatsapp groups have been created by the Officers/Coordinators of this directorate with regard to their respective component/assignment as the source of communication with the field functionaries/District officers.

Whatsapp group is the informal mode of communication amongst officials/field functionaries for sharing communications/ doubts/clarification etc., specifically pertaining to official matters. It has been noted that in some instances inappropriate messages are posted some times by the officials advertently or inadvertently hurting the dignity and sentiments of one particular person or section. The instructions issued vide Circular No.09-JK(GAD) of 2023 Dated:24-03-2023 by the General Administration Department, J&K Govt, also very clear on the use of social media by the employees.

So, in order to ensure no unpleasant scene is created or the dignity/respect of any one is not hurt, following instructions are issued for employees of Samagra Shiksha (both Regular & Contractual) to adhere to these while using any social media platform for transaction of official business:

- a. Social media should not to be used to discuss non-work related matters.
- b. It should not be used to express personal opinions.
- c. It is not necessary to respond to every post unless or until it is been specifically asked/desired for.
- d. If the message is not relevant to the majority of group members, the same shall be conveyed to the concerned directly rather than in the entire group.
- e. Desist from using inappropriate posts/language, insulting messages, with individual members of the group.
- f. No comments should be made against the senior officers/officials, the Society, official policies or events.
- g. In the event that there is a breach of any of instructions given in this regard, the group administrator reserves the right to remove the transgressor from the group.
- h. Respect everyone's privacy – being part of the group which requires mutual trust.

All employees of Samagra Shiksha are accordingly directed to strictly adhere to the above advisory and any deviation of the above instructions in this regard shall be viewed seriously and would invite disciplinary action as warranted under the relevant rules.


Sd/-
(Project Director),
Samagra Shiksha, J&K.

No: Edu/PD/SmS/12362-98/2023-24

Dated: 19-06-2023

Copy for information to the:-

1. All Chief Education Officers of J&K UT.
2. Chief Accounts Officer, Samagra Shiksha, J&K.
3. Deputy Director (Plg), Samagra Shiksha, J&K.
4. Executive Engineers, Construction Div. I, II, III & IV, School Education Department, Samagra Shiksha, J&K.
5. All Coordinators/Assistant Coordinators/Section Heads.
6. All Zonal Education Officers of J&K UT
7. Office notice board file.
8. I/c Website.


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Administrative Officer
Samagra Shiksha, J&K