

**GOVERNMENT OF JAMMU & KASHMIR**  
**DIRECTORATE OF SCHOOL EDUCATION, JAMMU**  
**Muthi Camp, Jammu -181205**  
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The Chief Education Officer (all),  
Jammu Division.

**Sub: Grant of one-time exemption in favour of teaching/other staff of School Education Department.**

It has been observed that files are not being provided to this office by respective Chief Education Officers required as per Govt. Order No. 188-JK(Edu) of 2024 dated 15-03-2024 for one time exemption in favour of teaching and other staff of School Education Department who have acquired their higher qualification through distance/online mode without having permission from Competent Authority i.e. Administrative Department.

In view of above, it is impressed upon all such teaching and other staff of School Education Department to submit their files strictly as per format and conditions laid down in Govt. Order 940-Edu of 2017 dated 17-11-2017 to their respective CEOs through proper channel by or before 20<sup>th</sup> April, 2024, who have yet not submitted their files.

Further the deficiencies pointed out in the files already submitted to this office are uploaded on the Directorate's website (<https://schedujammu.nic.in>) on daily basis. All concerned are directed to submit the required documents to their respective CEOs through proper channel.

  
**Director School Education**  
12/4 Jammu

**No: DSEJ/2024/ 9129-9239**

**Dated: 12-04-2024.**

Copy to the:

1. Joint Director (All) for information.
2. All Chief Education Officers/Principal's DIET's/Dy. CEOs of Jammu Division for information and necessary action.
3. All Zonal Education Officers of Jammu Division for information and necessary action.
4. P.A to Secretary, School Education Department for kind information.
5. I/c computer section to upload on the official website.
6. Office Record file.

## **CHECKLIST FOR ONE TIME EXEMPTION FILE VALIDATION:**

1. Copy of bonafide attested by DDOs as per format provided in Govt. Order No. 940-Edu of 2017 dated 17-11-2017.
2. Copy of marks sheets.
3. Copy of degree certificate.
4. Copy of leave account.
5. Copy of service book pages having following details:
  - a. Date of Birth
  - b. Date of First appointment.
  - c. Date of Regularization in case of appointed as RET
  - d. Date of Promotion in case promoted as GLT from Lab Asstt. Etc.
  - e. Date and order of Promotion as Masters in case candidate is promoted as Master.
  - f. Leave account (Including Casual Leave) should be entered in Service Book.
  - g. Even if candidate appears in exam in summer and winter Vacation it should also be reflected in service book.

*[Handwritten signature]*