

**AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR
SERVICES & GENERAL ADMINISTRATION DEPARTMENT**

"Muzaffarabad"

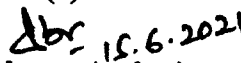
Dated: June 15th, 2021

NOTIFICATION:-

No. Services/A-4(124)2020 Part-V. In exercise of the powers conferred under Clause (b) and (c) of Rule 2 of the Azad Jammu and Kashmir Civil Servants (Efficiency and Discipline) Rules, 1977 and in supersession of all previous notifications/ orders on the subject matter, the Azad Government of the State of Jammu and Kashmir is pleased to designate the following as Authorities & Authorized Officers for various departments under the Government for the purpose of disciplinary proceedings under the Rules *ibid*:

Sr.	Category of officers/employees	Authority	Authorized officers
1.	Secretary to Govt.	Prime Minister	Chief Secretary
2.	Officers BPS-19 & 20 and above except (1) above	Prime Minister	Administrative Secretary
3.	Officers in BPS-17-18	Prime Minister is case of the officer of Secretariat Services, Police Service, and Administrative Service, b) Chief Secretary in case of the officers of other departments/ service groups.	Administrative secretary
3.	Officers in BPS-15-16	Administrative secretary	a) Special/Senior Additional Secretary /Additional Secretary in case of Secretariat establishment recruited and managed by S&GAD. b) Head of department in case of employees of Attached departments.
4.	Employees in BPS 7 to 14	A) In the Civil Secretariat. i) Secretary S&GAD in case of Secretariat establishment recruited and managed by S&GAD. ii) Secretary of the Department concerned in case of employees of Special functional units in the civil secretariat recruited and managed by concerned departments. A) In the Attached Departments. Head of attached departments.	A) In the Civil secretariat i) Special/Senior Addl. Sec. or Senior most officer in S&GAD next to Secretary S&GAD. ii) Special/Senior Addl. Sec. or Senior most officer in the department next to Secretary. B) In the Attached Departments. Officer of the department/head of office next below in rank to the head of attached department.
5.	Employees in BPS 1 to 6	Appointing Authority	Officer of relevant office/jurisdiction next below in grade or rank to the appointing authority in the departments/offices.

Note:- In case there is no officer available in the department to act as authorized officer, the authority may himself/ herself act as authorized officer vide rule 2(c).


 (Ambreen Asghar)
 Deputy Secretary Services
 (Regulations)

Copy to:-

- 1 Secretary to the President, Azad Jammu & Kashmir.
- 2 Principal Secretary to the Prime Minister, AJK.
- 3 PSO to the Chief Secretary GoAJK.
- 4 PS to Additional Chief Secretary, (General).
- 5 PS to the Secretary, Services & General Administration Department.

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"Muzaffarabad"
Dated: June 15th, 2021

NOTIFICATION:-

No. Services/A-4(124)2020 Part-V. In exercise of the powers conferred by Section 23 of the Azad Jammu and Kashmir Civil Servants Act, 1976, the Azad Government of the State of Jammu and Kashmir is pleased to accord approval for making following amendments in the AJ&K Civil Servants (Efficiency and Discipline) Rules, 1977, namely:-

2. In the said rules,

i. Under clause "c" of rule 2, after second proviso, following new proviso shall be added:-

"Provided that all Autonomous/Semi-Autonomous Organizations/Special Institutions or Statutory Bodies who have adopted the Efficiency and Discipline Rules for their employees or these rules are applicable to them, such Organizations, Institutions or Bodies shall prepare the proposals for designation of authorities or authorized officers and get approval from competent authorities."

ii. Sub Rules (3) to (7) of Rule 6 shall be substituted with the following:-

"6-A Procedure to be observed in preliminary inquiry:- If on examination of the charge and record and hearing of the accused, if necessary, the authorized officers decides that it is not necessary to have inquiry conducted against the accused, he shall accordingly report to the authority with his findings for orders of the authority as to the disposal of the case".

"6-B Procedure to be observed in regular inquiry:- If under Rule 6 sub-rule (2) the authorized officer considers that an inquiry is necessary, he shall accordingly report to the authority for appointment of an inquiry officer or an inquiry committee consisting of two or more persons who or one of whom shall be of a rank senior to that of the accused or if there are more than one accused, senior to all the accused".

(a) Where an inquiry officer or an Inquiry Committee is appointed, the authorized officer shall, with the approval of the authority, simultaneously frame a charge and communicate it to the accused together with a statement of allegations explaining the charge and other relevant circumstances which are proposed to be taken into consideration and require the accused, within a reasonable time which shall not be less than seven days or more than fourteen days from the day, the charge has been communicated to him, to put in written defense directly before the Inquiry officer or the Inquiry Committee, as the case may be. Provided that no such opportunity shall be given where, in the interest of security of Pakistan/Azad Kashmir or any part thereof, it is not expedient to do so but before denying this opportunity, the authorized officer shall obtain the prior approval of the authority.

(b) The authorized officer, immediately after communicating the charge to the accused under clause (a) above, shall forward such record or copies thereof and such other material as necessary for the conduct of the inquiry to the Inquiry officer or the Inquiry committee, as the case may be.

iii. The words "sub rule(4) of rule 6 or" occurring in Rule 8 shall be deleted.

Abr
15.6.2021
(Ambreen Asghar)
Deputy Secretary Services
(Regulations)

Copy to:-

- 1 Secretary to the President, Azad Jammu & Kashmir.
- 2 Secretary to the Prime Minister, Govt. of AJ&K.
- 3 PSO to Chief Secretary, Govt. of AJ&K.
- 4 PS to Additional Chief Secretary(Gen.) Govt. of AJ&K
- 5 Secretary, S&GAD, Govt. of AJ&K.
- 6 Accountant General, Azad Jammu & Kashmir.
- 7 Controller Govt. Printing Press for publication in extraordinary issue of the Official Gazette.
- 8 System Administrator, S&GAD.
- 9 Master File