



GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
Civil Secretariat, J&K

Subject: Observance of prescribed standards of conduct and professional decorum at all levels of administration.

Circular No.:24-JK(GAD) of 2026

Dated:16.10.2026

In terms of Rule 3 of the Jammu and Kashmir Government Employees (Conduct) Rules, 1971, read with the other service-specific provisions, all officers and officials are expected to maintain the highest standards of integrity, devotion to duty, discipline and conduct becoming of a public servant. Employees are further expected to maintain professionalism, courtesy and mutual respect in their interactions with seniors, colleagues, subordinate staff and the public.

In view of the foregoing, all employees are enjoined upon to ensure that official interactions are conducted with due courtesy, restraint, dignity and mutual respect. This shall be applicable equally to interactions between superior officers and their subordinates, between officers and officials of different ranks and between subordinate employees and their seniors. Seniority and supervisory authority shall be exercised with responsibility and fairness, while all officers and officials shall extend due regard to lawful directions, established procedures and the responsibilities attached to the offices. The use of derogatory, threatening or otherwise inappropriate language, as well as conduct inconsistent with the dignity of office, shall be avoided.

All Administrative Secretaries/Divisional Commissioners/Deputy Commissioners/Heads of Departments/Managing Directors etc. shall bring these instructions to the notice of employees under their administrative control and ensure their strict observance at all levels.

Sd/-

(M. Raju) IAS

Commissioner/Secretary to the Government

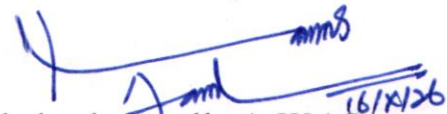
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2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Chief Electoral Officer, J&K.
5. All Commissioner/Secretaries to the Government.
6. Principal Secretary to the Hon'ble Lieutenant Governor, J&K.

7. Divisional Commissioner, Jammu/Kashmir.
8. Resident Commissioner, J&K Government, New Delhi.
9. Chairman, J&K Special Tribunal.
10. Director General, J&K Institute of Management, Public Administration and Rural Development.
11. All Deputy Commissioners.
12. Director Information, J&K.
13. All Heads of Departments/Managing Directors of all PSUs/Corporations/Boards.
14. Secretary, J&K Public Service Commission/J&K Services Selection Board/BoPEE.
15. Director Estates, Jammu/Kashmir.
16. Director, Archives, Archaeology and Museums. J&K.
17. OSD to Hon'ble Chief Minister/Hon'ble Deputy Chief Minister/Hon'ble Ministers/Advisor to the Hon'ble Chief Minister, J&K.
18. Private Secretary to the Chief Secretary, J&K.
19. Private Secretary to Commissioner/Secretary to the Government, GAD.
20. Circular/Stock files/Website, GAD. *"Hindi and Urdu Versions shall follow."*


(Shakeeb Arsallan) JKAS 16/11/26
Under Secretary to the Government