

Office Address

May to October: Forest Complex, Shiekh Bagh,
Lal Chowk, Sgr-190001

Phone: 0194-2483937,
Fax: 0194-2455027

Nov. to April: Van Bhawan, Below Gumat,
Jammu-180001

Phone: 0191-2560585,
Fax: 0191-2547276



URL Address: www.jkforest.gov.in

E-mail: pccfjkforest@gmail.com



Government of Jammu & Kashmir
Office of the Pr. Chief Conservator of Forests & HoFF
Jammu & Kashmir

Subject: Instructions on Suspension – reg

Circular No. 01 of 2022

Dated:- 04-01-2022

It has been observed that due procedure and follow up action is not taken as per the rule after an official is suspended. Many a time the Deptt. has to face litigation and often the decision by Hon'ble Court is adverse mainly on the basis of technical reasons on account of lack of follow up of procedure under rules. Also many officials remain for long period of suspension even though after enquiry they are exonerated of all charges.

Whenever a Govt. servant is placed under suspension, not only does the Govt. lose his services but also pays him for doing no work. Therefore, it is enjoined that all the competent authorities shall follow the due procedure as prescribed in J&K Civil Service (CCA) Rules, 1956 and other relevant rules regarding suspension. The broad points to be considered & observed by the Officer / Suspending Authority for suspending the Govt. Servant & follow up action thereafter is listed below:-

1. Approval of competent authority must be taken before suspending any official.
2. Public interest should be the guiding factor in deciding whether or not a Govt. Servant should be placed under suspension.
3. Charges should be framed within three months from the date of suspension.
4. A Govt. Servant under suspension must be paid subsistence allowance.
5. Suspension can be revoked at any time by the authority making the order or by any authority to which it is subordinate.
6. Suspension should be reviewed by the competent authorities periodically so as to reduce the period of suspension.

(S.K. Sinha) IFS

Addl. Pr. Chief Conservator of Forests
Central

Dated: 04-01-2022

No:- PCCF/ NG/ Estt/ 53/21-96
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