



Jammu & Kashmir
Infrastructure Development Finance Corporation Ltd.
(A Government of Jammu & Kashmir Undertaking)

Subject: Maintaining of Discipline in discharging duties.

C I R C U L A R

It has been observed that some employees working in Jammu & Kashmir Infrastructure Development Corporation Limited (JKIDFC) are not discharging their legitimate duties properly and at times leaving the office without prior permission from the designated authority, which is largely affecting the smooth & hassle free functioning of the Corporation & the same has been viewed very seriously by the higher authorities.

2. In view of above, it is impressed upon all the employees of the Corporation to discharge their duties regularly and their callousness towards irregular duties shall be treated as indiscipline in future and action as warranted under rules shall be initiated against such delinquent employees.

3. No employee shall leave the Station without prior permission of the competent authority & all leave applications as admissible shall be processed through General Manager, JKIDFC for sanction according to defined rules by the competent authority.

4. The circular instructions be noted by the employees of the Corporation for their immediate compliance.


(Shafaat Yehya)
General Manager.
JKIDFC

No. JKIDFC/GM/Srinagar/2020/01

Dated 27.05.2020

Copy for information to the:

1. Executive Director, JKIDFC.
2. Director Finance, JKIDFC.
3. Project Manager, JKIDFC for necessary action at Jammu.
4. Private Secretary to Financial Commissioner Civil Secretariat for information.
5. All Employees JKIDFC for immediate compliance.
6. Office file for record and reference.