

**GOVERNMENT OF JAMMU AND KASHMIR**  
**School Education Department**  
**OFFICE OF THE CHIEF EDUCATION OFFICER SHOPIAN**

**Subject:-** Promotion of Class-IV as Library Assistant  
**Reference:-** Departmental Promotion Committee's decision dated 04/07/2024 and dated 12/08/2025

**ORDER NO. 30 -CEO(SPN) OF 2025**


**DATED:- 04 -10-2025**

As approved by the Departmental Promotion Committee and cleared by GAD (Vigilance), Sanction is hereby accorded to the promotion of below named 02 (Two) eligible Class-IV employees as Library Assistant in the Pay level 2 (19900-63200) w.e.f 03/08/2024 on notional basis and monetary benefit from the date the official actually joins on the higher post.

S. No.	Name	Desig	Place of posting	Qual.	D.O.B	Date of 1st Apptt.	Place where adjusted as Lib. Asstt.
1	Saba Yousuf	Lib. Bearer	HS Pinjura	B.A, M.Ed, B. Lis	20/12/1989	15/01/2013	RMHSS Keegam
2	Ramees Ahmad Malla	Orderly	HS Trenz	M.A, B.Ed, B. Lis, M. Lis	08/02/1991	15/01/2013	HS Heff Shirmal

**The promotion of Class-IV to the post of Library Assistant is subject to fulfillment of following explicit conditions: -**

1. If a Class-IV employee as named above in the promotion order, is on subsequent verification, found not eligible for such promotion, this order will not confer any right on his/ her promotion on the higher post (made hereby) shall be rescinded in that case. It will be personal responsibility of the Drawing and Disbursing Officer concerned to verify particulars of the promotee with reference to his original service records and ensure that the date of 1<sup>st</sup> appointment as Class-IV as well as other particulars recorded against him (here in above in this order) are correct. Variation, if any, found should be brought to the notice of this Office for further orders. In that case the Class-IV employee shall not be relieved for his promotion on the higher post.
2. The promotee must necessarily be holding substantive genuine appointment and un-interrupted service. The benefit of promotion shall not be allowed in case the promotee is under suspension or in case the departmental proceedings are pending against him or his work and conduct may not be satisfactory.
3. The promotion shall be without pre-judice to the outcome of the case, if any sub-judice/impugned or pending before the Hon'ble High Court or any other court and other orders, if any passed by the competent authority, which may not be immediately within the knowledge of this office.
4. The Drawing and Disbursing Officer concerned must ensure that there is nothing adverse against the promotee from VOK/Crime/Police/CID.
5. The promotee is required to report at his new place of posting within twenty-one days from the date of issuance of adjustment order, failing which, the order shall automatically stand rescinded ab-initio in his favour without issuing formal cancellation order.

  
MC Mukhtar Ahmad Shah  
**Chief Education Officer**  
**Shopian**

No:- CEO/SPN/Estt/NT/Prom/25/15085-91  
Dated:- 04 /10/2025

**Copy to the:-**

1. Director School Education Kashmir Srinagar for favour of information.
2. Under Secretary to Government, School Education Department, Civil Secretariat Srinagar for favour of information.
3. Principal RMHSS Keegam for information and necessary action.
4. Headmaster HS Pinjura/ HS Trenz/ HS Heff Shirmal for information and necessary action.
5. Accountant, Chief Education Officer Shopian, for information and necessary action.
6. I/c website with the directions to upload the order on official website.
7. Order file/ stock file.