



**Government of Jammu and Kashmir  
Public Works (R&B) Department  
(HRM – Section)  
Civil Secretariat, Jammu**

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**Subject: Placements to the next higher post/ Assignment of charge of Higher post (Civil/ Mechanical Engineering) in Public Works (R&B) Department.**

**C I R C U L A R**

In recent past, the Public Works (R&B) Department has issued placement of various Engineers both Civil & Mechanical Engineering to the next higher post and also has assigned the charge of higher post(s) to various Engineers of the Department. The said process of placement to the next higher post/ Assignment of charge of Higher post in Civil/ Mechanical Engineering is a continue process.

During the process of examining/ preparation of the said proposals in the department, it has been observed/ noticed that the various Engineers (Civil/ Mechanical) have not full-filled the requisite criteria and have not submitted their documents which are pre-requisite for placing/ assigning the charge of next higher post, due to the which the department is facing difficulties in finalization such proposals well in time and such proposals are not completed timely and facing shortage of Engineering staff in the field.

The Department has issued the instructions from time to time to submit the requisite documents well in time to the Administrative Department.

It is therefore, impressed upon all the subordinate HODs/ Chief Engineers (Civil/ Mechanical)/ Managing Directors to inform all the concerned Engineers/ employees who have fulfilled the eligibility and are coming under consideration zone in near future for their placement/ assignment to the next higher post to **upload the following documents on the JKPWDOMS well before their placement/ assignment:-**

1. Annual Performance Reports (APRs) (dully accepted by the Accepting Authority) for the last three years.

2. Latest vigilance clearance status (not more than 6 months old)
3. Work & Conduct/ Integrity Certificate
4. Field Inspection report.
5. Inspection of project related Real Time Photographs & Videos duly geo tagged uploaded on the JKPWDOMS as per projects in hand and desirable & expected frequency of such inspections.

It is responsibility of the concerned Engineers to upload the aforesaid documents on JKPWDOMS well before their placement/ assignment and the Engineer(s) who fails to submit the same, his/her claim for placement/ assignment to the next higher post shall not be entertained and the incumbent(s) next in order of seniority/ eligibility shall be considered.

  
(Naseema Nazir)

Under Secretary to the Government  
Public Works R&B Department

No.PWD-HRM1/ 21/2022-05-PWD R&B Deptt.

Dated: 02 .02. 2022.

Copy to the:-

1. All concerned Administrative Secretaries.
2. Director, Information and Public Relations, J&K, Jammu with the request to publish this notice in two leading English dailies of the J&K, both from Srinagar and Jammu.
3. All concerned Chief Engineers/ MDs/HODs (Civil/ Mechanical) PW(R&B) Deptt
4. All concerned Engineers (Civil/ Mechanical) for information and immediate compliance.
5. Incharge Website, Public Works (R&B) Department.