



# Office of the Principal Govt. Degree College Kulgam

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No: GDCK/ Estt /18/ 165

Dated: 22/12/ /2018

**Sub:- Winter Vacation 2018-2019.**

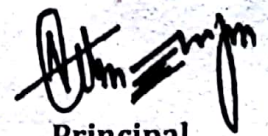
## ORDER

In pursuance to Govt Order No: 610-HE of 2018, Dated 18-12-2018 issued by the department of higher education, Govt of J& k Jammu under endorsement No HE-Coll/GN/Gaz/Wr/2018 dated 18-12-2018 the college shall remain closed for winter vacation w.e.f 24-12-2018 to 11-02-2019. As such following instruction are issued for the faculty /staff members:

1. All the faculty members shall leave their upto date contact No's and residential/Postal address in the office of the college for ~~contacting~~ in exigencies like examination duty, election duty etc. Which have been declared as essential duties by the Govt.
2. The Non-vocational staff like librarian, Senior/Head Asst etc. shall have to attend the college and maintain regularity and punctuality during the vacations.
3. Any faculty/vacational staff members, who wish to go out of station during the vacations shall have obtain permission to leave the station from the undersigned before proceeding for the same.
4. In order to calculate and deduct the income tax at source, all the faculty / staff members with taxable income are required to deposit the relevant documents in the college office before 31 Dec, 2018 to avail rebate and other concessions. Otherwise, tax shall be deducted as per the Acq. Roll without taking into account the claims made by the concerned tax payer at later stage.
5. The heads of departments shall ensure that their departments are well locked and equipments/ furniture etc are not lying stray. The HOD's and lab staff shall ensure that supply orders are placed with the concerned agencies well in time as per the funds allotted to them for purchase of M&S. They are also required to attend the college to receive the ordered material when supplied.
6. In view of ensuing term and examination of BG 3<sup>rd</sup> Semester the teaching/non-teaching / supporting staff shall be called for conduct of the same. Any lapse on this count shall be viewed seriously.
7. The worthy members of admission committee shall remain in touch with convenor admission committee of the college as the admission process for BG 1<sup>st</sup> semester may be taken up during vacations after the result of 12<sup>th</sup> class is announced by JK BOSE.
8. The Library/college office shall remain open on all working days during the said vacations.

Copy to:-

1. For circulation
2. I/C website
3. Office Record

  
Principal