



Office of the
Chief Education Officer Bandipora
Office 1st Block, Mini Secretariat Bandipora www.ceobpr.in

Sub: Routing of applications regarding transfer / deployment / utilization of services.

CIRCULAR

It has been observed that applications pertaining to transfer, deployment, and utilization of services on various grounds are being submitted directly to this office by officials, without routing the same through the proper channel.

In this regard, it is hereby impressed upon all officials of the Education Department District Bandipora that henceforth, all such applications shall invariably be routed through the proper channel i.e. through → Head of Institution → Drawing & Disbursing Officer (DDO)- Cluster Head - Zonal Education Officer duly recommended with specific remarks and justification, so that they may also be aware of.

Applications received without proper recommendations and without being routed through the appropriate channel shall not be entertained and will be returned to the concerned without further correspondence.

All concerned are directed to adhere to these instructions strictly to ensure administrative discipline and smooth disposal of cases.


13.2.26
**Chief Education Officer
Bandipora**

No.: CEO/Bpr/026/1045-50
Dated: 13/02/2026

Copy to the:

1. Commissioner/Secretary to Government, School Education Department Civil Secretariat J&k-Jammu for information
2. Director School Education Kashmir for favour of information
3. District Development Commissioner Bandipora for favour of information.
4. Joint Director North (SED) for favour of information.
5. Principals/ ZEOs/Headamsters/HOIs all for information and strict compliance.
6. I/C website/Media for information and necessary action.
7. Office file.