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**GOVERNMENT OF JAMMU AND KASHMIR**  
**Directorate of State Motor Garages Department**  
**Bemina Bypass Srinagar | New Plot Jammu**

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**CIRCULAR No. 16 -DSMG of 2023.**  
**D A T E D: 13 / 06 / 2023.**

It has been observed that the employees (Crew/Technical) borne on the establishment of this Directorate, hitherto used to apply for grant of any kind of leave like Earned Leave etc. directly before this Directorate, are impressed upon that henceforth such kind of leave applications should be applied before concerned Deputy Director for further course of action.

(M. A. Khan)  
Administrative Officer

Dated: 13/06/2023.

No.RCD-22/ 1549-53 /DSMG

Copy to the:-

1. Deputy Director, SMG, Kashmir/Jammu for information. The leave application/cases of the employees (Crew/Technical) of this Directorate may be furnished to this Directorate together with their necessary recommendations for further course of action at this level.
2. Incharge Website, SMG Department, J&K, Srinagar for information.
3. Notice Board, SMG, Jammu/Srinagar.
4. O. B. File.