

**Government of Jammu and Kashmir,**  
**Directorate of Urban Local Bodies, Jammu**  
(Near Railhead Complex Opposite Petrol Pump, Jammu)  
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**CIRCULAR**

Whereas, due to scarcity of staff working in different ULBs, Directorate has asked Executive Officers to manage the existing situation with available human resources and assigned the lookafter charge of higher post to various officials purely on temporary basis for meeting exigencies;

Whereas, the arrangement made by this Directorate in ULBs by assigning the charge of higher post to officers/ officials is purely temporary and incumbents having no right for claiming the higher post for which they are lookaftering the charge till the time post is filled up on regular basis by the competent authority;

Whereas, only DPC have the mandate to grant promotion to officers/ officials on higher post, subject to the fulfilment of conditions viz. seniority position, vacancy and eligibility;

Therefore, P&AOs of Municipal Councils/ Committees are hereby directed don't release salary on higher posts of officers/ officials having lookafter charge of higher post. The P&AOs should draw salary of officers/ officials on substantive posts. In case, if it is found that P&AOs are drawing salary of officers / officials on higher posts, the matter shall be viewed seriously and the P&AOs shall be held personally responsible for wrong releases made in favour of any employee without approval of the competent authority.

No:-DULBJ/2023/ 5319-21  
Dated:- 12/12/2023

  
**Director**  
**Urban Local Bodies**  
**Jammu**

**Copy to the:-**

1. Principal Secretary to Government, Housing & Urban Development Department Civil Secretariat Jammu for information.
2. Accounts Officer, Urban Local Bodies, Jammu for information and similar necessary action.
3. Chief Executive Officer/ Executive Officer/ Pay & Account Officer, Municipal Council/ Committee all for information and necessary action.
4. Office order file.