



# Jammu & Kashmir Cricket Association

(Affiliated to Board of Control for Cricket in India)

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Ref. No. \_\_\_\_\_

**ORDER No. 21 /2021**

Dated \_\_\_\_\_

## Move of Personnel

1. In order to regulate movement of employees of JKCA between Jammu and Srinagar offices the following procedure will be followed immediately and movement from Jammu office to Srinagar office or vice-versa will be undertaken only on specific instructions of any member of the Sub-Committee.
2. Employee(s) required to move will be given a proper movement order specifying the date of move, purpose of move and mode of travel. Movement order will be signed by Member-Administration / In-charge Cricket Development, Kashmir or any other person nominated by them.
3. On arrival at the duty station the individual concerned will hand-over the movement order to the Establishment Section of the receiving station which will be responsible for maintaining attendance of individual/individuals during their stay at its location.
4. On completion of duty return movement order will be given by the concerned office to the individual who on arrival at the home station will hand-over the same to the Establishment Section.
5. No allowances will be paid for any movement undertaken without proper movement order except in case of an emergency which will be duly certified by Member-Administration.

Brig. Anil Gupta (retd.)  
Member-Administration  
JKCA

Ref No.: JKCA/MSA/M-A/JMU/21-22/21

Date: 20.10.2021