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**Government of Jammu and Kashmir**  
**Directorate of Animal Husbandry**  
**Kashmir**  
**(Gowkadal Srinagar - 190001)**  
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Sub: - Issuance of Retirement notification of Non-Gazetted Staff.

**C I R C U L A R**

I am directed to request all the sub-ordinate controlling officers of this Department to make available the details of Non-Gazetted/Class-Ivth employees working in their respective organization who are attaining superannuation retirement during calendar year 2024, on the following format:

S.no.	Name of the official	Designation	Date of Birth	Date of retirement

The information should be supported with Xerox copies of their DoB certificates alongwith the 1st page of Service Book duly attested by the DDOs and countersigned by the Controlling Officers concerned, to enable this Directorate to issue necessary retirement notification in favour of these retirees.

*[Handwritten Signature]*  
Dy. Director (C)  
Animal Husbandry Deptt.  
Kashmir.  
*[Handwritten Date: 17/8]*

Copy to the:-

01. Joint Director \_\_\_\_\_
  02. CAHO / Equivalent \_\_\_\_\_.
  03. Accounts Officer (Directorate).
  - ✓ 04. I/c Website
- for information and n/a.