

**Office of the Chairperson  
Committee for Fixation & Regulation of Fee of Private  
Schools, J&K (FFRC)**

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**Circular No: 02 FFRC of 2021**

**Dated: 07 .07.2021**

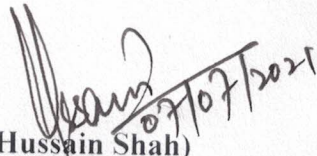
**Subject: - Streamlining of office Functioning.**

It has been observed that the stakeholders are approaching directly to the Hon'ble Chairperson on personal phone number for redressal of grievances/issues which is totally against the official protocol.

There is a proper mechanism in place for redressal of grievances/issues wherein a formal request for appointment is made by an applicant either in person or through official e-mail of FFRC, the same is placed before the Hon'ble Chairperson for approval and the date of appointment is communicated to the applicant.

To avoid such practice in future, all the stake holders whether as an association or in individual capacity are instructed to seek prior permission/appointment through a formal request alongwith the list of issues/grievances either in person or through official mail and not to break official protocol by approaching directly to Hon'ble Chairperson for seeking redressal of a grievances/issues either in person or by making unwarranted calls/messages and using un-official channels.

**By Order,**

  
( Nazir ul Hussain Shah )  
Administrative Officer  
( FFRC )

NO.FFRC/Adm/46/2021

Dated: - 07 /07/2021

Copy to:-

4. Sr. Pvt. Secretary to Chairperson FFRC, For the information of Hon.ble Chairperson;
5. All the concerned for Compliance;
6. Office Copy.
7. In charge website for uploading the same on official website.

