



GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
(Public Services Management Cell)
Civil Secretariat, Srinagar.

NOTIFICATION

Srinagar, the 16th October, 2018

SRO- 467 - In exercise of the powers conferred by section 4 read with section 8 of the *Jammu and Kashmir Public Services Guarantee Act, 2011 (Act No. IX of 2011)*, and in partial modification of the notifications issued on the subject, the Government hereby *notify the following services and the Designated Officers/Appellate Authorities for the purpose as under:-*

Tourism Department

S. No.	Name of the service	Designated Officer	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
1	Registration of Hotels, Guest Houses etc.	Deputy Director, (Registration) <i>Tourism/Assistant</i>	30 days	Director, Tourism.	Administrative Secretary, Tourism Department.
2	Registration of Dealers	Director, Tourism as per the jurisdiction assigned by the Tourism Department	30 days		
3	Registration of Travel Agents		30 days		

Industries and Commerce Department

S. No.	Name of the Service	Designated Officer	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
4	Registration of new Industrial units (provisional/ EM part-I)	General Manager of the concerned DIC	01 day from the date of online application and issuance of dated acknowledgement.	Joint Director concerned.	Director concerned.

	Registration of firms under J&K Partnership Act, 1996 Svt. (1939 A.D)	Director, Industries & Commerce concerned (Designated Registrar under the Act)	30 days from the date of online application and issuance of dated acknowledgement.	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
	Registration of Societies under J&K Registration of Societies Act, 1998 Svt. (1941 A.D)	Director, Industries & Commerce concerned	30 days from the date of online application and issuance of dated acknowledgement.	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
	Issuance of Land Availability Certificate by SIDCO/SICOP	General Manager concerned of SIDCO/SICOP	01 day from the date of online application and issuance of dated acknowledgement.	Managing Director, SIDCO/SICOP	Special Secretary to Government, I&C Department
8.	Issuance of Land Allotment Order by SIDCO/SICOP	Managing Director, J&K SIDCO/SICOP as the case may be.	07 days from the date of project approval by the Single Window Clearance Committee.	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
9.	Building Plan Approval in Industrial Estates of J&K SIDCO/SICOP	General Manager concerned of SIDCO/SICOP	15 days from the date of online application and issuance of dated acknowledgement.	Managing Director, SIDCO/SICOP	Special Secretary to Government, I&C Department
10.	Conducting Plinth Inspection of industrial buildings/structures for issuance of Pre-Construction Certificate by SIDCO/SICOP in Industrial Estates	General Manager concerned of SIDCO/SICOP	07 days from the date of online application for plinth inspection.	Managing Director, SIDCO/SICOP	Special Secretary to Government, I&C Department.
11.	Issuance of Pre-construction Certificate by SIDCO/SICOP in Industrial Estates	General Manager concerned of SIDCO/SICOP	01 day from the date of plinth inspection.	Managing Director, SIDCO/SICOP	Special Secretary to Government, I&C Department
12.	Conducting inspection for issuance of Building Completion/ Occupancy Certificate in Industrial Estates	General Manager concerned of SIDCO/SICOP	07 days from the date of online application for inspection of completion of structure.	Managing Director, SIDCO/SICOP	Special Secretary to Government, I&C Department
13.	Issuance of Building Completion/ Occupancy Certificate in Industrial Estates	General Manager concerned of SIDCO/SICOP	01 day from the date of inspection of completion.	Managing Director, SIDCO/SICOP	Special Secretary to Government, I&C Department

Handloom Development Department

	Registration of Handloom Weavers/Artisans/ Units	Assistant Director Handloom of the concerned District	15 days	Joint Director concerned	Director Handloom Development Department.
5.	Sponsoring of cases under Weaver MUDRA and Micro Credit Plan schemes of the Handloom Department	Assistant Director Handloom of the concerned District.	15 days	Joint Director concerned	Director Handloom Development Department.
18.	Registration of Handloom Cooperative Societies under J&K Self Reliant Cooperatives Act 1999.	Director Handloom Development Department.	30 days	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department

Handicrafts Department

17.	i. Handicrafts unit registration	Assistant Director Handicrafts of the concerned District	30 days	Joint Director concerned	Director Handicrafts
	ii. Handicrafts Artisan registration (for issuance of Artisan Credit Card)		15 days		
18.	Issuance of Registration-cum-Membership Certificate (RCMC) to Handicrafts Manufacturers/ Merchants for export of Handicraft items. (Under Foreign Trade Policy)	Director Handicrafts.	30 days	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
19.	Registration under J&K Tourist Trade Act, 1978. i. Registration of traders dealing with Handicrafts (wholesale/retail) ii. Registration of Hawkers dealing with handicrafts items in Shikaras (Dal/Nigeen) (Validity 5 years)	Director Handicrafts	90 days from the date of online application and issuance of dated acknowledgement.	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department

	Registration under J&K Namdha Registration Act. 1960 (Validity 1 year)	Director Handicrafts	07 days from the date of online application and issuance of dated acknowledgement.	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
	Registration of Handicrafts Industrial Cooperative Societies under J&K Self Reliant Cooperatives Act, 1999.	Director, Handicrafts	30 days	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
22	For decision on Land Allotment (approval/rejection) on the application by Apex Project Clearance Committee with pecuniary jurisdiction specified in Industrial Policy.	General Manager, SIDCO/ SICOP	30 days	Managing Director, SIDCO/ SICOP	Special Secretary, Industries & Commerce Department.
23	For decision on Land Allotment (approval/rejection) on the application by Single Window Clearance Committee at District Level pecuniary jurisdiction specified in Industrial Policy.	General Manager of the concerned DIC	30 days	Director concerned	Special Secretary, Industries & Commerce Department.
24	For decision on Land Allotment (approval/rejection) on the application by Single Window Clearance Committee at Division Level pecuniary jurisdiction specified in Industrial Policy.	Joint Director concerned	30 days	Director concerned	Special Secretary Industries & Commerce Department
25	Decision (approval/rejection) on incentives under Single Window	General Manager of the concerned DIC	45 days (From the date of receiving online application complete in all respects)	Director concerned	Special Secretary, Industries & Commerce Department

For decision on registration of Partnership Firm (Accept/Reject) on the application	Director concerned	10 days	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
For decision on registration of Societies (Accept/Reject) on the application	Director concerned	10 days	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
Obtaining Water Connections (industrial) [where water connection is to be provided by SIDCO/SICOP]	General Manager Estates concerned SIDCO/ SICOP	15 days after completion of all formalities.	Managing Director, SIDCO/SICOP	Special Secretary to Government, I&C Department

Geology and Mining Department

29. Decision (acceptance/rejection) of the application for Mining Lease (ML) / Composite Lease/ Non-exclusive Reconnaissance Permit	District Mineral Officer concerned	30 days from the receipt of application complete in all respects.	Director Geology and Mining	Special Secretary, Industries & Commerce Department
30. Decision (acceptance/rejection) on the renewal application for Mining Lease (ML) / Composite Lease/Non-exclusive Reconnaissance Permit.	District Mineral Officer concerned	90 days	Director Geology and Mining	Special Secretary, Industries & Commerce Department
31. For issuing Letter of Intent from State Government to preferred bidder	Director Geology and Mining	30 days	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
32. For grant of Mineral Concession submission of requisite formalities for grant of Mineral Concession after issuing Letter of Intent by successful bidder	Director Geology and Mining	180 days	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department

Labour and Employment Department

Name of the Service	Designated Officer	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
33. Registration and Renewal of Boiler under the J&K Boiler Act Svt. 1991.	Inspector of Boilers	Within 45 days of completion of inspection	Chief Inspector of Boilers (Chief Engineer, Mechanical Engineering Department)	Special Secretary, Labour & Employment
34. Issuance of Registration Certificate under the Factories Act, 1948.	Chief Inspector of Factories	30 days	Special Secretary, Labour & Employment	Administrative Secretary, Labour and Employment Department.
35. Renewal of Registration under the Factories Act, 1948.	Inspector of Factories	30 days	Chief Inspector of Factories	Administrative Secretary, Labour and Employment Department.
36. Approval of plan and permission to construct/ extend or take into use any building as a factory under the Factories Act, 1948	Chief Inspector of Factories	30 days	Special Secretary, Labour & Employment	Administrative Secretary, Labour and Employment Department.
37. Registration to Principal Employer under Jammu & Kashmir Contract Labour (Regulation and Abolition) Rules, 1972	Assistant Labour Commissioner concerned	15 days	Additional Deputy Commissioner concerned	Labour Commissioner, J&K
38. License to contractor under Jammu & Kashmir Contract labour (Regulation and Abolition) Rules, 1972.	Assistant Labour Commissioner concerned	15 days	Additional Deputy Commissioner concerned	Labour Commissioner, J&K
39. Registration Certificate for Motor Transport undertaking under Jammu & Kashmir Motor Transport Workers Rules, 1972.	Labour Officer concerned	15 days	Assistant Labour Commissioner concerned	Deputy Commissioner concerned

	Renewal Certificate for Motor Transport Undertaking under Jammu & Kashmir Motor Transport Workers Rules, 1972.	Labour Officer concerned	15 days	Assistant Labour Commissioner concerned	Deputy Commissioner concerned
	Registration Certificate to Principal Employer under Jammu & Kashmir Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 1984.	Assistant Labour Commissioner concerned	30 days	Additional Deputy Commissioner concerned	Labour Commissioner J&K
42	License to the contractor under Jammu & Kashmir Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 1984	Assistant Labour Commissioner concerned	30 days	Deputy Labour Commissioner concerned	Labour Commissioner J&K
43	Shops/Establishment Registration Certificate under Jammu & Kashmir Shops and Establishments Rules, 1968	Labour Inspector	15 days	Assistant Labour Commissioner concerned	Deputy Labour Commissioner concerned
44	Close Day Certificate under Jammu & Kashmir Shops and Establishment Rules, 1968.	Labour Inspector	15 days	Assistant Labour Commissioner concerned	Deputy Labour Commissioner concerned
45	Renewal of Shops/Establishment Registration Certificate under Jammu & Kashmir Shops & Establishments Rules, 1968	Labour Inspector	15 days	Assistant Labour Commissioner concerned	Deputy Labour Commissioner concerned
46	Certificate of Standing Orders regarding Industrial Establishment under J&K, Industrial Employment (Standing Orders) Rules, 1972.	Deputy Labour Commissioner, concerned	45 days	Joint Labour Commissioner	Labour Commissioner, J&K

	Renewal Certificate for Motor Transport Undertaking under Jammu & Kashmir Motor Transport Workers Rules, 1972.	Labour Officer concerned	15 days	Assistant Labour Commissioner concerned	Deputy Commissioner concerned
	Registration Certificate to Principal Employer under Jammu & Kashmir Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 1984.	Assistant Labour Commissioner concerned	30 days	Additional Deputy Commissioner concerned	Labour Commissioner J&K
42	License to the contractor under Jammu & Kashmir Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 1984	Assistant Labour Commissioner concerned	30 days	Deputy Labour Commissioner concerned	Labour Commissioner J&K
43	Shops/Establishment Registration Certificate under Jammu & Kashmir Shops and Establishments Rules, 1968.	Labour Inspector	15 days	Assistant Labour Commissioner concerned	Deputy Labour Commissioner concerned
44	Close Day Certificate under Jammu & Kashmir Shops and Establishment Rules, 1968.	Labour Inspector	15 days	Assistant Labour Commissioner concerned	Deputy Labour Commissioner concerned
45	Renewal of Shops/Establishment Registration Certificate under Jammu & Kashmir Shops & Establishments Rules, 1968	Labour Inspector	15 days	Assistant Labour Commissioner concerned	Deputy Labour Commissioner concerned
46	Certificate of Standing Orders regarding Industrial Establishment under J&K, Industrial Employment (Standing Orders) Rules, 1972.	Deputy Labour Commissioner, concerned	45 days	Joint Labour Commissioner	Labour Commissioner, J&K

	Registration Certificate to Trade Union under J&K Trade Union Regulation 1972.	Labour Commissioner J&K	30 days	Special Secretary, Labour & Employment	Administrative Secretary, Labour & Employment Department
	Registration of BOC workers.	Assistant Labour Commissioner, concerned	30 days	Deputy Labour Commissioner concerned	CEO/Secretary J&K Building & Other Construction Workers Welfare Board
50	Maternity Benefit	Assistant Labour Commissioner, concerned	15 days	Deputy Labour Commissioner concerned	CEO/Secretary J&K Building & Other Construction Workers Welfare Board
50	Funeral Assistance	Assistant Labour Commissioner, concerned	30 days	Deputy Labour Commissioner concerned	CEO/Secretary J&K Building & Other Construction Workers Welfare Board
51.	Death Benefit	CEO/Secretary J&K Building & Other Construction Workers Welfare Board	30 days	Labour Commissioner J&K	Administrative Secretary, Labour & Employment Department
52.	Medical Assistance to Beneficiaries	Assistant Labour Commissioner, concerned	30 days	Deputy Labour Commissioner concerned	CEO/Secretary J&K Building & Other Construction Workers Welfare Board
53.	Lower Education Assistance (upto Rs.20000)	Assistant Labour Commissioner concerned	45 days	Deputy Labour Commissioner concerned	CEO/Secretary J&K Building & Other Construction Workers Welfare Board

	Educational Assistance (Above Rs.20000)	CEO/Secretary J&K Building & Other Construction Workers Welfare	30 days	Labour Commissioner J&K	Administrative Secretary, Labour & Employment Department
	Marriage Assistance	CEO/Secretary J&K Building & other Construction Workers Welfare	45 days	Labour Commissioner J&K	Administrative Secretary, Labour & Employment Department
	Chronic Disease	CEO/Secretary J&K Building & other Construction Workers Welfare	30 days	Labour Commissioner J&K	Administrative Secretary, Labour & Employment Department
57.	Registration certificate to Principal Employer under the J&K Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Rules 2006	Assistant Labour Commissioner concerned	15 days	Deputy Labour Commissioner concerned	Labour Commissioner, J&K
58.	License to contractor under J&K Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Rules, 2006.	Assistant Labour Commissioner concerned	15 days	Deputy Labour Commissioner concerned	Labour Commissioner, J&K

Forest, Environment and Ecology Department

S. No	Name of the Service	Designated Officer	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
59.	Inspection of trees marked for felling on Private/Proprietary Land	Range Officer concerned	10 days	Divisional Forest Officer concerned	Conservator of Forests concerned
60.	Grant of Transportation permission for forest produce extracted from the Private/Proprietary land	Divisional Forest Officer concerned	15 days	Conservator of Forests concerned	Chief Conservator of Forests concerned

J&K STATE POLLUTION CONTROL BOARD (SPCB)

Name of the Service	Designated Officer	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
a) Issuance of Consent (CTE and CTO) and Authorization for Hazardous and other Wastes, Bio-Medical Waste and e-Waste.	Orange & Red Category__ Member Secretary, J&K SPCB	a) Four months as envisaged in i) Water (Prevention and Control of Pollution) Act, 1974. ii) Air (Prevention and Control of Pollution) Act, 1981 and relevant rules made under Environment (Protection) Act, 1986.	Orange & Red Category__ Chairman J&K SPCB	Orange & Red Category__ Administrative Secretary Forest, Ecology & Environment
b) Registration of Producers or Brand Owners/ Recyclers of Plastic Waste and Manufacturers of Plastic raw materials.	Green Category__ Regional Director, SPCB.	b) 90 days as per Plastic Waste Management (Amendment) Rules, 2018	Green Category__ Member Secretary, J&K SPCB	Green Category__ Chairman, J&K SPCB

Fire and Emergency Services

S. No.	Name of the Service	Designated Officer	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
52.	Provisional NOC	District Officer concerned	20 days	Director/ Director General, Fire & Emergency Services	Administrative Secretary, Home Department
53.	Final NOC	District Officer concerned	20 days	Joint Director concerned	Director/ Director General Fire & Emergency Services

Public Works (R&B) Department

Name of the Service	Designated Officer	Stipulated time frame for providing the service	First Appellate Authority	Second Appellate Authority
Right of Way / Road Cutting Permission	Executive Engineer (R&B) concerned	24 Days	Superintending Engineer concerned	Chief Engineer concerned

Department of Food, Civil Supplies and Consumer Affairs

Name of the Service	Designated Officer	Stipulated time frame for providing the service	First Appellate Authority	Second Appellate Authority
55. Issuance/ Renewal of Licence to Manufacturer of weights and Measures	Area Inspector concerned	30 days	Deputy Controller concerned	Joint Controller concerned
56. Issuance/ Renewal of Licence to Dealer of Weights and Measures	Area Inspector concerned	30 days	Deputy Controller concerned	Joint Controller concerned
57. Issuance/ Renewal of Licence to Repair of Weights and Measures	Area Inspector concerned	30 days	Deputy Controller concerned	Joint Controller concerned
58. Registration as Manufacturer/Packer/ Importers Under Package Commodity Rules.	Area Inspector concerned	30 days	Deputy Controller concerned	Joint Controller concerned

Finance Department

S. No.	Name of the Service	Designated Officer	Stipulated time frame for providing the service	First Appellate Authority	Second Appellate Authority
59.	Permit to service liquor on social occasion	1. Dy. Excise Commissioner (Executive) Jammu for Jammu Division	24 hours	Dy. Excise Commissioner (Accounts) concerned Jammu	Excise Commissioner J&K.

2. Dy. Excise Commissioner (Executive) Kashmir for Kashmir Division
3. ETO Leh for Ladakh

Agriculture Production Department

Name of the Service	Type of Service	Designated Officer	Stipulated time frame for providing the service	First Appellate Authority	Second Appellate Authority
Issuance/ Renewal of License for selling & storage of seeds	Wholesale	Joint Director Agriculture (Extension) concerned	15 Days after completion of all the formalities	Director Agriculture concerned	Administrative Secretary, Agriculture Production Department
	Retail	Chief Agriculture Officer concerned	15 Days after completion of all the formalities	Director Agriculture concerned	Administrative Secretary, Agriculture Production Department
Issuance/ Renewal of License for Fertilizers	Wholesale	Joint Director Agriculture (Extension) concerned	15 Days after completion of all the formalities	Director Agriculture concerned	Administrative Secretary, Agriculture Production Department
	Retail	Chief Agriculture Officer concerned	15 Days after completion of all the formalities	Director Agriculture concerned	Administrative Secretary, Agriculture Production Department
72. Certificate of Registration for manufacturing of Physical/ Granulated Mixture of Macro & Micro-Nutrient Fertilizers, Organic Fertilizers and Bio-Fertilizers	--	Director Agriculture concerned	15 Days after completion of all the formalities	Special Secretary, Agriculture Production Department	Administrative Secretary, Agriculture Production Department
73. Renewal of License to manufacture/ Sell/Storage of	Manufacturing	Plant Protection Officer concerned	30 days after completion of all formalities	Director Agriculture concerned	Administrative Secretary, Agriculture Production

Pesticides/ Insecticide/ Fertilizers					Department
	Selling and Storage	Plant Protection Officer concerned	30 days after completion of all formalities	Director Agriculture concerned	Administrative Secretary, Agriculture Production Department

Revenue Department

No	Name of the Service	Designated Officer	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
74	Legal Certificate Heir	Tehsildar concerned	20 days	Assistant Commissioner Revenue concerned	Deputy Commissioner concerned

J&K Employees Provident Fund Organization

75	Allotment of Provident Fund Code of establishment.	Additional Provident Fund Commissioner concerned	15 days	Provident Fund Commissioner, J&K	Administrative Secretary, Labour and Employment Department
76	Allotment of Account number to subscribers	Assistant Provident Fund Commissioner concerned	15 days	Additional Provident Fund Commissioner, J&K	Provident Fund Commissioner, J&K
77	Settlement of claims of Employees Provident Fund subscribers	Assistant Provident Fund Commissioner concerned	30 days	Additional Provident Fund Commissioner concerned	Provident Fund Commissioner, J&K

Housing & Urban Development Department

S. No	Name of the Service	Designated Officer	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
78	Building permission for construction of house/commercial establishment/industrial and other admissible units from Municipal Corporation Srinagar.	Joint Commissioner (Adm)/ Planning	30 days	Municipal Commissioner Srinagar	Divisional Commissioner, Kashmir

	Building permission for construction of house/commercial establishment/industrial and other admissible units from Municipal Corporation Jammu.	Joint Commissioner (Adm)/ Planning	30 days	Municipal Commissioner Jammu	Divisional Commissioner, Jammu
	Building permission for construction of house/commercial establishment/industrial and other admissible units for Municipal Council/Committee.	Executive Officer	30 days	Additional Deputy Commissioner concerned	Deputy Commissioner concerned
	Plinth Level inspection of permitted house/commercial establishment/industrial and other admissible Units after the date of intimation in the limits of JMC/SMC as the case may be.	Enforcement Officer concerned	7 days	Joint Commissioner (Adm)/Planning	Commissioner Municipal Corporation Jammu/Srinagar as the case may be
32	Final completion inspection/occupancy Certificate of permitted House industrial/other admissible Units after the date of intimation in the limits of JMC/SMC as the case may be.	Enforcement Officer concerned	8 days (7 days for inspection and 1 day for issuance of certificate)	Joint Commissioner (Adm)/Planning	Commissioner Municipal Corporation Jammu/Srinagar as the case may be
33	Plinth Level inspection of permitted house/industrial/other admissible Units after the date of intimation in Municipal Council/Committees	Khilafwarzi Inspector concerned	7 days	Executive Officer concerned	Additional Deputy Commissioner concerned.
34	Final completion inspection/occupancy Certificate of permitted house/industrial/other admissible Units after the date of intimation in Municipal Council/ Committees	Khilafwarzi Inspector concerned	8 days (7 days for inspection and 1 day for issuance of certificate)	Executive Officer concerned	Additional Deputy Commissioner concerned.
35	Issuance of license/NOC for running trade within the limits of Municipal Corporation Jammu/Srinagar as the case may be	Chief Revenue Officer/Assistant Commissioner (Revenue) SMC/JMC	30 days (from the date of receipt of clearance from UTEIC)	Joint Commissioner (Adm)/Planning concerned	Commissioner JMC/SMC as the case may be

Issuance of License for Rehri to be operated within the limits of JMC/SMC as the case may be	Chief Revenue Officer/Assistant Commissioner (Revenue) SMC/JMC	30 days	Joint Commissioner (Adm)/Planning concerned	Commissioner JMC/SMC as the case may be
Issuance of License/NOC for running Trades/Units within the limit of Municipal Committee/Council as the case may be.	Executive Officer concerned	30 days (from the date of clearances/ NOCs from department)	Additional Deputy Commissioner concerned	Deputy Commissioner concerned
Issuance of license for Rehri to be operated within the limits of Municipal Committees/Councils as the case may be	Executive Officer concerned	30 days	Additional Deputy Commissioner concerned	Deputy Commissioner concerned

By order of the Government of Jammu & Kashmir.

Sd/-
(Hilal Ahmad) IAS
Commissioner/Secretary to the Government
Dated:16.10.2018

No.GAD/PSGA/05/2017

Copy to the:

1. All Financial Commissioners.
2. VC/Director General, J&K Institute of Management, Public Administration and Rural Development.
3. Director General of Police, J&K.
4. Principal Secretary to the Hon'ble Governor.
5. Principal Resident Commissioner, J&K Government, New Delhi.
6. All Principal Secretaries to the Government.
7. Chief Electoral Officer, J&K.
8. All Commissioner/Secretaries to the Government.
9. Divisional Commissioner, Jammu/Kashmir.
10. All Heads of Departments/Managing Directors.
11. Secretary, J&K Public Service Commission.
12. Director Estates.
13. Director Information, J&K.
14. All Deputy Commissioners.
15. Director Archives, Archaeology and Museums.
16. Director, State Motor Garages, J&K.
17. Secretary, J&K Legislative Assembly/Council.
18. Secretary, J&K Services Selection Board.
19. General Manager, Government Press, Srinagar/Jammu.

20. Private Secretary to the Hon'ble Advisor (V/K/G).
21. Private Secretary to the Chief Secretary.
22. Private Secretary to Commissioner/Secretary to the Government, GAD.
23. In-charge website, GAD.
24. Order file/Stock file.


(Soheel Noor Shah)KAS
Additional Secretary to the Government