

Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, J&K

Notification

Jammu, the 29th of March, 2022

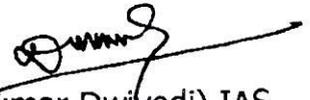
S.O. 133 .- In exercise of the powers conferred by Article 309 of the Constitution of India, the Lieutenant Governor of the Union territory of Jammu and Kashmir is pleased to direct that:

"The nomenclature of all Class-IV posts is re-designated as "**Multitasking Staff**" (**MTS**) with the nature of job/duties as per annexure to this notification (except the post of "Sanitation Workers" and the posts which requires technical qualification), in all the Departments/Autonomous Bodies/PSUs etc.

These rules shall come into force from the date of the publication in the official Gazette.

All the departments shall accordingly amend their Subordinate Service Recruitment Rules.

By order of the Lieutenant Governor.



(Manoj Kumar Dwivedi) IAS

Principal Secretary to the Government

NO:GAD/MTGRBOIV/63/2021-09-GAD

Dated:29.03.2022

Copy to the:

1. Learned, Advocate General, J&K.
2. Financial Commissioner (Additional Chief Secretary), Finance Department
3. Financial Commissioner (Additional Chief Secretary), Home Department
4. Financial Commissioner (Additional Chief Secretary), Health & Medical Education Department.
5. Director General of Police, J&K.
6. All Principal Secretaries to the Government.

7. Principal Secretary to the Lieutenant Governor.
8. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
9. All Commissioner/Secretaries to the Government.
10. Chief Electoral Officer, J&K.
11. Director General, J&K Institute of Management, Public Administration & Rural Development.
12. Divisional Commissioner, Kashmir/Jammu.
13. Chairperson, J&K Special Tribunal.
14. Director Information, J&K.
15. All Deputy Commissioners.
16. All Heads of Departments/Managing Directors/PSUs/Autonomous Bodies/Secretary, Advisory Boards.
17. Secretary, J&K Public Service Commission/SSB/BoPEE.
18. Director, Archives, Archaeology and Museums.
19. Secretary J&K Academy of Art, Culture & Languages.
20. General Manager, Government Press, Srinagar/Jammu.
21. Private Secretary to the Chief Secretary.
22. Private Secretary to Advisor(B) to the Lieutenant Governor.
23. Private Secretary to the Principal Secretary to Government, General Administration Department.
24. Stock file/Website, GAD.

Annexure to S.O. notification No. 133 of 2022 dated 29.03.2022

- a) Physical Maintenance of records of the Section.
- b) General cleanliness & upkeep of the Sectional Unit.
- c) Carrying of files & other papers within the building.
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Sectional Unit.
- f) Assisting in routine office work like diary, dispatch etc., including on computer
- g) Delivering of dak (outside the building).
- h) Watch & ward duties.
- i) Opening & closing of rooms.
- j) Cleaning of rooms.
- k) Dusting of furniture etc.
- l) Cleaning of building, fixtures etc
- m) Work related to his IT1 qualifications, if it exists.
- n) Driving of vehicles, if in possession of valid driving license-.
- o) Upkeep of parks, lawns, potted plants etc.
- p) Any other work assigned by the superior authority.