



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

**Notification**

Srinagar, the 11<sup>th</sup> of July, 2025

S.O.-188 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 to S.O 266 of 2023 dated 16.05.2023, S.O 145 of 2023 dated 16.03.2023 & S.O 467 of 2018 dated 16.10.2018, the Government hereby notifies the following timelines and Designated Officers/Appellate Authorities for the below mentioned services as already notified:

S. No	Name of the Service	Stipulated Time frame for providing service	Designated Officer	First Appellate Authority	Second Appellate Authority
<b>Finance Department (Excise)</b>					
1.	e-Process of Packed Liquor Label Registration	10 days	Deputy Excise Commissioner, Distilleries/ Executive, Jammu	Deputy Excise Commissioner, Executive/ Distilleries Jammu	Excise Commissioner, J&K
2.	e-Process of brand Registration	7 days	Deputy Excise Commissioner, Distilleries Jammu	Deputy Excise Commissioner, Executive	Excise Commissioner, J&K
3.	e-Process of Import Permit for Packaged Liquor/Bulk Spirit.	3 days	Deputy Excise Commissioner Executive/ Distilleries Jammu	Deputy Excise Commissioner, Executive/ Distilleries Jammu	Excise Commissioner, J&K
4.	e-Process of Export Permit Cum Pass for Packaged Liquor	3 days.	Deputy Excise Commissioner Distilleries	Deputy Excise Commissioner, Executive	Excise Commissioner, J&K
<b>Finance Department ( Mission Youth )</b>					
5.	HLG Super 75 Scholarship Scheme	45 days	OSD, Mission Youth concerned	CEO, Mission Youth	Administrative Secretary, Finance Department
6.	Parvaaz Coaching Scheme	45 days	OSD, Mission Youth concerned	CEO, Mission Youth	Administrative Secretary, Finance Department

(Handwritten signature)

Labour and Employment Department					
7.	Shops/Establishment Registration Certificate under Jammu and Kashmir Shops and Establishments Rules, 1968	01 day	Labour Inspector	Assistant Labour Commissioner concerned	Deputy Labour Commissioner concerned

By order of the Government of Jammu and Kashmir.

Sd/-

(M. Raju) IAS

Commissioner/Secretary to the Government

Dated: 11.07.2025

GAD-PSGA/2/2023-00-(7131011)

Copy to:

1. All Financial Commissioners (Additional Chief Secretaries).
2. Additional Chief Secretary to Hon'ble Chief Minister, J&K
3. Director General of Police, J&K.
4. All Principal Secretaries to the Government
5. Principal Secretary to Hon'ble Lieutenant Governor, J&K.
6. Joint Secretary (Jammu & Kashmir and Ladakh), Ministry of Home Affairs, Government of India.
7. All Commissioner/Secretaries to the Government
8. Chief Electoral Officer, J&K.
9. Divisional Commissioner, Kashmir/Jammu.
10. Chairperson, J&K Special Tribunal.
11. Director, J&K Institute of Management, Public Administration and Rural Development.
12. Principal Resident Commissioner, J&K Government, New Delhi.
13. All Heads of the Departments/Managing Directors/Deputy Commissioners.
14. Secretary, J&K Public Service Commission.
15. All Heads of the Department/Managing Directors.
16. Director Estates, Kashmir/Jammu.
17. Director, Archives Archaeology and Museums, J&K
18. Director Information, J&K.
19. Secretary, J&K Public Service Commission/BoPEE/SSB.
20. Secretary, J&K Legislative Assembly.
21. OSD/Private Secretary to Hon'ble Chief Minister.
22. General Manager, Government Press, Jammu/Srinagar.
23. Private Secretaries to Hon'ble Ministers, J&K.
24. Private Secretary to Chief Secretary, J&K.
25. Private Secretary to Advisor to Hon'ble Chief Minister, J&K.
26. Private Secretary to Commissioner/Secretary to the Government, GAD.
27. Government Order/Stock file/Website, GAD "Hindi and Urdu versions shall follow".

  
(Jaffar Hussain)

Deputy Secretary to the Government