

**Government of Jammu and Kashmir
Industries and Commerce Department
Civil Secretariat, Jammu/Srinagar**

**Subject: - Work distribution among the Gazetted Officers of Industries
and Commerce Department.**

Office Order No: 68-IND of 2022

Dated: 10.11.2022

In supersession of all previous orders issued on the subject, the following work distribution amongst the gazetted officers of Industries and Commerce Department is hereby ordered with immediate effect:-

S. No	Name of the Officer	Designation	Category of subjects allotted
01.	Mr. Suresh Kumar Koul	Director Finance	All Financial and Planning matters pertaining to the Department; JKDFC; CAG Paras/reports; SLBC related issues.
02	Mr. Aziz Ahmad Rather	Additional Secretary	DIC Jammu/Kashmir; Cross LoC Trade; SIDCO; SICOP; General Section; CoS meeting issues, JKTPO; JKCL/Tourism Assets handling Gati Shakti Scheme implementation Public Service Guarantee Act Inquiries/RDAs (concerned Sections).
03.	Ms. Mamta Devi	Additional Secretary	Office Administration & Re-organization Handicrafts & Handloom Department; J&K Handicrafts & Handloom Corporation; IICT; KVIB; EDI; JKI; JKITIDC CDI; Digital Payments Legislative Assembly/Parliament Business/ House committee report/Governors/GOI Grievances/Public Monitoring grievance System Inquiries/RDAs (concerned Sections); Biometric Attendance.

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04.	Mr. Om Prakash	Joint Director Planning	All Planning and Development matters ; Nodal Officer for all Development Schemes of I&C and other Department; Development of Industrial Estates; BRAP/EoDB
05.	Mr. Nadeem Iqbal Andrabi	Deputy Secretary	DIC Jammu/Kashmir; Cross LoC Trade; SIDCO/SICOP; New Industries (NI) JKCL, Tourism Assets; General Section; CoS meeting issues, JKTPO; Public service Guarantee Act Inquiries/RDAs (concerned Sections).
06.	Mr. Kabir Ahmad Malik	Sr. Law Officer	Legal Matters
07.	Mr. Sanjeev Kumar	Under Secretary	DIC, Jammu/Kashmir, Cross LoC Trade, SIDCO. SICOP/NI JKTPO JKCL, Tourism Assets General Section, CoS Meeting issues, PSGA. Public Monitoring Grievance System Inquiries/RDAs of concerned sections Legislative Assembly/Parliamentary Business RTI of concerned sections.
08.	Mr. Anil Sharma	Under Secretary	Office Administration/Re-organization. J&K, Handloom and Handicrafts Corporation. Governor's Grievances, Govt of India Grievances/Public Monitoring Grievance system/ House Committee Report EDI/IICT RTI of concerned sections.
09	Mr. Abid Khan	Under Secretary	Handicrafts & Handloom Department. CDI JKITIDC; JKI; KVIB; PIO under RTI Act, 2005 of concerned sections.


1. All Sections looked after by Dy. Secretary (N) and Under Secretary (S) shall route files through Additional Secretary (A) and likewise all sections looked after by Under Secretary (Mr. Anil) and Under Secretary (Mr. Abid) shall route files through Additional Secretary (M).



2. Mr. Om Prakash, Joint Director, Planning shall route all files through Director Finance, who is holding additional charge as Director Planning, Industries and Commerce Department.

3. In case any officer is on leave, the files shall be submitted to the next higher officer in line.

By Order.


Under Secretary to the Government

No. IC-Adm/20/2021-02

Dated: 10.11.2022

Copy to:

1. Director, Finance, Industries and Commerce Department for information.
2. Additional Secretary to the Government, I&C (A/M) for information.
3. Joint Director, Planning, I&C Department for information.
4. Deputy Secretary (N) to the Government, I&C for information.
5. Sr. Law Officer, I&C Department for information.
6. Under Secretary (S/A/A) to the Government, I&C for information.
7. Private Secretary to Principal Secretary to the Government, I&C for information of Principal Secretary.
8. Office Order file.