

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

**Subject:- Processing of files through e-office.**

**Circular No:- 06 - JK(IND) of 2023.**

**Dated:- 06-09-2023.**

During Committee of Secretaries (CoS) meeting dated 17.08.2023, among other directions, the Chief Secretary has emphasized that all the officers/officials shall ensure that no under process file shall remain pending for over 7 days in their e-office accounts.

Accordingly, it is impressed upon all the HoD/Managing Directors and other officers to issue necessary instructions to the subordinate staff under their control to ensure that no under process file shall remain pending for over 7 days in their e-office accounts.

  
(Sanjeev Kumar)  
Under Secretary to the Government

No:-IC-ADM/21/2021-02

Dated:- 06 .09.2023

**Copy to the:-**

1. All Heads of Department under Administrative Control of Industries and Commerce Department.
2. All officers and officials of Industries and Commerce Department.
3. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
4. Incharge Website, Industries and Commerce Department.
5. Circular file.