



Phone / Fax No:- (J) 0191-2544050

(S) 0194-2485584

Email: jkindcom@gmail.com

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

Subject:- Annual Darbar Move of Offices from Srinagar to Jammu for the Winter Session, 2018.

OFFICE ORDER NO: 85 - IND of 2018

DATED : 17 .10.2018

Pursuant to the instructions contained in the Government Order No.1500-GAD of 2018 dated 04.10.2018 issued by the General Administration Department, the advance party of the Industries and Commerce Department headed by Sh. Sanjeev Kumar Sharma, Under Secretary, I&C shall comprise the following officials.

- i) Sh. Vikas Sharma, Head Assistant
- ii) Sh. Naresh Kumar, Head Assistant
- iii) Sh. Avtar Krishan, Junior Assistant
- iv) Sh. Sanjay Kumar, Orderly.

The Advance party shall move to Jammu on 22nd October, 2018 and shall have the following responsibilities:-

- i. To receive the records of Industries & Commerce Department to be dispatched from Srinagar to Jammu on 29th October, 2018 and ensure that these are placed in proper manner in the respective section;
- ii. To attend all urgent and immediate communications received from Government of India and other State Government Departments at Jammu.
- iii. To ensure that telephone connections of Industries & Commerce Department both official as well as residential are restored well before the offices open at Jammu.
- iv. To assist the WiFi & LAN restoration team at Jammu for ensuring internet connectivity within the Department.



- v. To ensure that all office rooms/ halls allotted to Industries and Commerce Department are cleaned/ furnished and made functional before opening of offices.

Every personal section shall ensure that the keys of the lockers/ boxes and telephone instruments are handed over to Shri Mohammad Amin, Nazir (Cashier) at Srinagar who will dispatch the same to Jammu for Security check up and safe custody.

The following officials shall arrange dispatch of records from Srinagar to Jammu under the supervision of Shri Mohammad Ayub, Under Secretary and shall be responsible for the loading/dispatch of records of the Department at Srinagar on 27th October, 2018:

- i) Sh. Mohammad Amin, Section Officer (Nazir)
- ii) Sh. Ashiq Hussain, Accounts Assistant
- iii) Sh. Zafrullah Bhat, Junior Assistant
- iv) Sh. Niyaz Ahmad Khan, Orderly
- v) Sh. Rafiq Ahmad, Orderly

Further, Mohammad Amin, Section Officer (Nazir), shall ensure that all the sections of the department are ready to start functioning by or before 5th November, 2018 at Jammu.

Sanction is also accorded to the drawal of Rs. 1.60 lacs (One Lac and Sixty thousands only) for meeting the expenditure on account of transportation and other allied expenditure associated with moving of record from Srinagar to Jammu.

By Order.


(Sanjeev Kumar)

Under Secretary to Government.

Industries & Commerce Department

No. IND/Adm/Darbar Move/2018

Dated: 17 10.2018

Copy for information to the:-

1. Special Secretary to Government, Industries and Commerce Department.
2. Director Finance, Industries and Commerce Department for further necessary action.
3. Deputy Secretary to Government, Industries and Commerce Department.
4. Under Secretary to Government, I&C Department (S/A).
5. Private Secretary to Principal Secretary to Government, I&C Department
6. All Section Officers of I&C Department for information.
7. I/c Website I&C for uploading on website.
8. Government Order file
9. Stock file.