



**Government of Jammu and Kashmir
Industries and Commerce Department
Civil Secretariat, J&K.**

Subject: Appointment of Nodal officer for Deactivation of dormant/Inactive user accounts in e-office.

Reference: JaKeGA-Tech/56/202 dated 18.10.2023 received from J&K e-Governance Agency, IT Department.

**Government Order No. 205 JK (IND) of 2023
Dated 20.11.2023**

Mr. Vijay Kumar, Deputy Director, Planning, Industries and Commerce Department is hereby nominated as the Nodal Officer in reference to Letter no. JaKeGA-Tech/56/202 dated 18/10/2023 to liaise with JaKEGA.

- 1) Nodal Officer shall communicate to JaKeGA the details of e Office accounts of officers/officials pertaining to Industries and Commerce Department(as enclosed in above captioned letter) that are no longer in use owing to promotion, transfer, superannuation or any form of exit, joining, release, interchange of work within section etc for deactivation of such accounts.
- 2) Nodal Officer shall further deactivate e Office accounts of officers/officials that are no longer in use.
- 3) Nodal officer shall ensure that every employee on his/her transfer hand over the files lying in the inbox to the new incumbent or to a subordinate employee of the same organization.
- 4) Nodal Officer shall ensure the transfer of files of officers/officials in e-Office from local admin account in case of promotion, transfer, superannuation or any form of exit, joining, release, interchange of work within section etc

Further, the officer shall be assisted by Mr. Rahul Hansa (IPO), Industries and Commerce Department.

By Order of Government of Jammu and Kashmir

Sd/-

(Vikramjit Singh)IPS

Commissioner/Secretary to the Government

Dated: 20.11.2023

No: IC-Adm/60/2023-02-I&C

Copy to the: -

1. Joint secretary (J&K), Ministry of Home Affairs, Government of India, New Delhi.
2. Commissioner/Secretary to the Government, Information Technology Department.
3. Director Archives and Archaeology, J&K.

4. Concerned Officer.
5. Private Secretary to the Commissioner/Secretary to the Government, Industries & Commerce Department.
6. Concerned official.
7. Incharge Website, Industries and Commerce Department.
8. Government Order file/stock file.

Akshi Gupta
(Akshi Gupta), JKAS
Technical Officer