

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

Subject:- Work Distribution of Non- Gazetted officials of Industries & Commerce Department.

**Office Order No: 36-IND of 2024
D a t e d:- 06 -06-2024**

In supersession of all previous orders on the subject, following distribution of work amongst Non-Gazetted officials of Industries & Commerce Department is hereby ordered with immediate effect:-

S.No.	Name of the official	Designation	Section assigned
1.	Ramesh Kumar Raina	Section Officer	<ul style="list-style-type: none">• J&K Handicrafts and Handloom Department• J&K Handicrafts and Handloom Corporation;• PM Vishwakarma Scheme;• Tattuo Ground (Amusement Park)• Gati Shakti Scheme Implementation• COS meeting (overall coordination);• Office Administration;• APIO -RTI concerned Sections;• SRO 43/RAS cases of concerned sections
2.	Feroz Ahmad Hajam	Section Officer	<ul style="list-style-type: none">• Directorates of I&C J/K• All Land related matters, including those in Industrial Estates/DIC;• JKCL/Tourism Assets outsourcing• Coordination for I&Cs Senior Officers meeting;• Cross LoC Trade;• New Industries (NI);• RAMP• SIDCO/SICOP matters;• PSGA;• APIO-RTI concerned sections.• SRO 43/RAS cases of concerned sections• KVIB/JKEDI• JKITIDC• LSQ/RSQ issues;

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3.	Abdul Hamid Ganaie	Section Officer	<ul style="list-style-type: none"> • General Section, • JKTP0; • JKI/IICT/CDI; • Governor's Grievances/Public Monitoring Grievances/Online Grievances. • Public Monitoring Grievance System; • GoI Grievances/Governors Grievances; • House Committee Reports; • APIO -RTI concerned Sections; • SRO 43/RAS cases of concerned sections
4.	Sunil Kumar Raina	Statistical Officer	All Planning and Development related matters
5.	Masood Ahmad Dar	Head Assistant	<ul style="list-style-type: none"> • COS meeting (overall coordination); • SIDCO/SICOOP matters; • Coordination for I&Cs Senior officers meeting; • Cross LOC Trade; • General section; • Tattoo Ground • Office Administration • Parliamentary/Assembly Questions (overall coordination); • House Committee Report; • Industrial Estates Development; • SRO 43/RAS cases of concerned sections; • RTI issues of concerned sections.
7.	Zahir Ahmad Wani	Head Assistant	<ul style="list-style-type: none"> • Directorates of I&C J/K • All Land related matters, including those in Industrial Estates/DIC; • New Industries; • RAMP; • (SRO 43/RAS/Recruitment Rules/RDAs/Enquiries/vigilance cases of concerned sections). • RTI issues of concerned sections
8.	Showket Ahmad Reshi	Head Assistant	<ul style="list-style-type: none"> • HRM Section

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9.	Sohan Lal	Head Assistant	<ul style="list-style-type: none"> • HRM Section
10.	Sunil Kumar	Head Assistant	<ul style="list-style-type: none"> • HRM section
11.	Kanika Gupta	Head Assistant	<ul style="list-style-type: none"> • J&K Handicrafts and Handloom Department; • Handicrafts and Handloom Corporation; • JKI; • JKTPO • Vishwakarma • Gati Shakti • SRO 43/RAS/Recruitment Rules/RDAs/Enquiries/vigilance cases of concerned sections) • RTI issues of concerned sections
12.	Ramesh Kumar	Head Assistant	Legal Section
13.	Rinkal Basliya	Head Assistant	<ul style="list-style-type: none"> • JKITIDC/KVIB/JKEDI; • JKCL • IICT,CDI • (Tourism assets outsourcing); • PSGA • Government of India Grievances/ Online grievances/LG Grievances; • RTIs from other departments • RTI of concerned sections • SRO 43/RAS/Recruitment
14.	Rakesh Sharma	Statistical Assistant	All Planning and Development related matters
15.	Harjeet Singh	Senior Assistant	<ul style="list-style-type: none"> • Public Monitoring Grievances System; • Governors Grievances/Online grievances; • RTI Concerned Sections; • LSQ & RSQ issues;
16.	Satish Safaya	Senior Assistant	<ul style="list-style-type: none"> • Gati Shakti Scheme • Handicrafts and Handloom, J/K; • JKTPO; • SIDCO/SICOP; • PM Vishwakarma Scheme;
17.	Mohammad Aftab	Senior Assistant	Nazarat Section (Nazir)

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18.	Rahul Hansa	IPO	<ul style="list-style-type: none"> Assist in the Personal Section of Director Finance at Jammu Office; Web Management / IT interventions; Uploading of posting details on the vigilance portal of GAD for obtaining vigilance clearance
19.	Satish Kumar Parihar	Senior Assistant	<ul style="list-style-type: none"> R/K of Legal Section;
20.	Dileep Kumar	Senior Assistant	<ul style="list-style-type: none"> General Section Office Administration RTIs from other departments RDAs CoS Meetings/ Coordination; Gati Shakti
21.	Safoora Majid	Junior Assistant	<ul style="list-style-type: none"> KVIB; PSGA; New Industries. IICT; <p>House Committee Report; Government of India Grievances; CDI;</p>
22.	Talak Aziz	Junior Assistant	<ul style="list-style-type: none"> DIC JK; EDI; JKCL/Tourism assets outsourcing; RTI Concerned Sections; Sparrow Portal
23.	Nighat Mukhtar	JSA	R/K, Planning Section RTI Concerned Sections;
24.	Umar Rashid	Junior Assistant	HRM section
25.	Ishfaq Ahmad	Junior Assistant	J&K Handicrafts and Handloom Corporation; RTI Concerned Sections; Receipt/Dispatch section/Scanning & Uploading of communications and forwarding of communications to the concerned departments through e-mail, at Srinagar.
26.	Poonam Sambyal	Junior Assistant	<ul style="list-style-type: none"> JKITIDC; JKI; Receipt/Dispatch section/Scanning & Uploading of communications and forwarding of communications to the concerned departments through e-mail, at Jammu. RTI Concerned Sections;

27.	Umar Jan	Computer Assistant	Planning Section
28.	Arjun Gupta	Orderly	He shall assist Ms. Poonam Sambyal, Junior Assistant in her assigned work, as also assist in clerical hall at Jammu office.
29.	Rahul Raina	Orderly	He shall assist Additional Secretary (M) in her Personal Section, besides, shall also assist in getting approved files signed by the concerned Under Secretaries, particularly for Srinagar office and uploading the same before forwarding to the concerned sections.
30.	Mohd. Shafi	Orderly	He shall assist Mr. Ishfaq Ahmad, Junior Assistant in his assigned work, as also assist in clerical hall at Srinagar office.

By order.


(Dr. Farukh Paul)JKAS

Under Secretary to the Government

No:-IC-ADM/27/2021-02

Dated:- 06.06.2024

Copy to the:-

1. Secretary in the Industries and Commerce Department.
2. Director, Finance, Industries and Commerce Department.
3. Director Planning, I&C Department .
4. Additional Secretary to the Government, Industries and Commerce Department.
5. Deputy Secretary (N/D) to the Government, Industries and Commerce Department.
6. Senior Law Officer, I&C Department.
7. Under Secretary to the Government, (FP/AG/SK/AS/R) I&C Department.
8. Pvt. Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department.
9. All the Concerned officials for information.
10. Office Order file(w.3.s.c).