

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

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

**Office Order No.58-JK(IND) of 2024**

**Dated: 28.08.2024**

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

S.No.	Name of the officer	Designation	Work assigned
1.	Mr. Mufti Mohammad Farid Ud Din	Special Secretary	<ul style="list-style-type: none"><li>• All matters related to HRM Section.</li><li>• Finalisation of Gazetted/Non-Gazetted Recruitment Rules of the department.</li><li>• Raising and Accelerating MSME Performance (RAMP).</li><li>• J&amp;K Trade Promotion Organization(JKTPO).</li><li>• Development of Amusement Park at (Tattoo Ground).</li><li>• Khadi and Village Industries Board (KVIB)</li><li>• PM Vishvakarma Scheme.</li><li>• PM Gati Shakti Scheme.</li><li>• J&amp;K Industries Limited.</li><li>• Coordination/General Section.</li><li>• J&amp;K Handicrafts and Handloom Corporation.</li><li>• J&amp;K ITIDC.</li><li>• Governors Grievances/GOI Grievances/ Public Monitoring Grievance System/Online Grievance (Overall Coordination)</li><li>• Public Service Guarantee Act.</li></ul>
2.	Mr. Reyaz Hussain	Director Finance	<ul style="list-style-type: none"><li>• All Financial matters including Budgeting and Expenditure management;</li><li>• CAG/audit paras/reports;</li><li>• JKDFC.</li><li>• Languishing Projects</li></ul>

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			<ul style="list-style-type: none"> <li>• UTLBC and other DBT issues</li> <li>• All matters/projects involving Financial Concurrence of Finance Department.</li> </ul>
3.	Mr. Ishtiyaq Ahmad Wani	Special Secretary (Legal)	<ul style="list-style-type: none"> <li>• All legal matters pertaining to Kashmir Division (High Court/District Courts/ CAT or any other Judicial Forum).</li> </ul>
4.	Mr. Tarsaim Kumar	Director Planning	<ul style="list-style-type: none"> <li>• All Planning and Development matters;</li> <li>• Nodal officer for all Development Schemes of I&amp;C/H&amp;H/JKTPO.</li> <li>• Capex Planning</li> <li>• Physical/Financial Capex Progress</li> <li>• Departmental Deliverables.</li> <li>• All matters related to BRAP and Ease of Doing Business (EoDB)</li> <li>• All matters related to land acquisition of the department.</li> <li>• Projects under PMG Portal</li> <li>• All matters related to CGTMSE/MSE-CDP/SIDBI/NABARD &amp; National Conference of Chief Secretaries.</li> <li>• All matters related to establishment of Multi-modal Logistic Parks (MMLPs)</li> </ul>
5.	Mr. Raj Mohammad	Additional Secretary (R)	<ul style="list-style-type: none"> <li>• Directorate of Industries and Commerce, Jammu/Kashmir.</li> <li>• Finalization of Gazetted/Non-Gazetted Recruitment Rules of I&amp;C Section</li> <li>• J&amp;K SIDCO/SICOP.</li> <li>• All Land related matters including those in Industrial Estates/DICs.</li> <li>• Industrial Estate Development.</li> <li>• Development of Amusement Park at (Tattoo Ground)</li> <li>• Cross LoC Trade.</li> <li>• SRO-43/RAS cases of DIC section.</li> <li>• JKEDI</li> <li>• Transfers and postings of Functional Managers/Project Managers and all gazette officers of DICs.</li> <li>• Parliamentary/Assembly Questions of allotted sections</li> <li>• First Appellate Authority under RTI Act, 2005 for assigned sections.</li> </ul>
6.	Mr. Mushtaq Ahmad Choudhary	Additional Secretary(M)	<ul style="list-style-type: none"> <li>• Handicrafts and Handloom Department, Jammu/Kashmir.</li> <li>• Finalisation of Gazetted/Non-Gazetted</li> </ul>

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			<p>Recruitment Rules of Handicrafts and Handloom Section</p> <ul style="list-style-type: none"> <li>• J&amp;K Handicrafts and Handloom Corporation</li> <li>• J&amp;K Trade Promotion Organization.</li> <li>• JKCL/Tourism assets outsourcing</li> <li>• PM Gati Shakti scheme</li> <li>• Office Administration/Coordination/General Section</li> <li>• PM Vishwakarma Scheme</li> <li>• SRO-43/RAS cases of concerned section</li> <li>• Parliamentary/Assembly Questions of allotted sections</li> <li>• IICT/CDI</li> <li>• Transfers and postings of Assistant Directors (Handloom/Handicrafts) and all gazette officers of Handicrafts/Handloom Department.</li> <li>• Governors Grievances/GOI Grievances/ Public Monitoring Grievance System/Online Grievance.</li> <li>• First Appellate Authority under RTI Act, 2005 for assigned sections.</li> </ul>
7.	Mr. Nadeem Iqbal Andrabi	Deputy Secretary (N)	<ul style="list-style-type: none"> <li>• Directorate of Industries and Commerce, Jammu/Kashmir.</li> <li>• J&amp;K SIDCO/SICOP.</li> <li>• Cross LoC Trade;</li> <li>• Development of Amusement Park at(Tattoo Ground)</li> <li>• Parliamentary/Assembly Questions related to DIC Section.</li> <li>• All Land related matters, including those in Industrial Estates/DICs;</li> <li>• Industrial Estate Development.</li> <li>• SRO-43/RAS cases of DIC section.</li> <li>• Transfers and postings of Functional Managers/Project Managers and all gazette officers of DICs.</li> </ul>
8.	Mr. Ajay Salaan	Deputy Secretary(A)	<ul style="list-style-type: none"> <li>• Handicrafts and Handloom Department, Jammu/Kashmir.</li> <li>• J&amp;K Handicrafts and Handloom Corporation/JKEDI/ IICT/CDI</li> <li>• J&amp;K Trade Promotion Organization.</li> <li>• JKCL/Tourism assets outsourcing.</li> <li>• Gati Shakti scheme Implementation</li> <li>• PM Vishwakarma Implementation</li> <li>• Office Administration/Coordination/General Section.</li> </ul>

*Ajay*



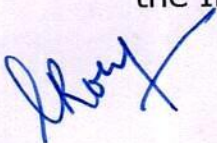
			<ul style="list-style-type: none"> <li>• Parliamentary/Assembly Questions related to assigned sections.</li> <li>• Transfers and postings of Assistant Directors (Handloom/Handicrafts) and all gazette officers of Handicrafts/Handloom Department.</li> </ul>
9.	Mr. Dharam Paul	Deputy Secretary (D)	<ul style="list-style-type: none"> <li>• All matters related to HRM section in terms of Office Order No. 37-IND of 2024 dated 06.06.2024.</li> <li>• Finalization of Gazetted/Non Gazetted recruitment Rules of the department.</li> <li>• Raising and Accelerating MSME Performance (RAMP).</li> <li>• J&amp;K Industries Limited</li> <li>• JKITIDC</li> <li>• Khadi and Village Industries Board (KVIB)</li> <li>• Public Service Guarantee Act.</li> </ul>
10.	Mr. Kabir Ahmad Malik	Senior Law Officer	<ul style="list-style-type: none"> <li>• All legal matters pertaining to Jammu Division (High Court/District Courts/ CAT or any other Judicial Forum).</li> </ul>
11.	Dr. Farukh Nasir Paul	Under Secretary (F)	<ul style="list-style-type: none"> <li>• J&amp;K SIDCO/SICOP</li> <li>• J&amp;K Trade Promotion Organization.</li> <li>• COS Meeting</li> <li>• PM Gati Shakti Scheme</li> <li>• PM Vishwakarma Scheme</li> <li>• Coordination Section.</li> <li>• Office Administration.</li> <li>• PIO under RTI Act, 2005 of concerned sections</li> </ul>
12.	Mr. Sanjeev Kumar	Under Secretary (S)	<ul style="list-style-type: none"> <li>• All matters related to HRM section in terms of Office Order No. 37-IND of 2024 dated 06.06.2024.</li> <li>• Finalisation of Gazetted/Non Gazetted recruitment Rules of the department.</li> <li>• JKCL/Tourism Assets Outsourcing.</li> <li>• Parliamentary/Assembly Questions (overall coordination)</li> <li>• PIO under RTI Act, 2005 of concerned sections.</li> </ul>

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13.	Mr. Anil Sharma	Under Secretary (A)	<ul style="list-style-type: none"> <li>• Khadi &amp; Village Industries Board(KVIB)</li> <li>• J&amp;K EDI</li> <li>• J&amp;K Industries Limited</li> <li>• General Section</li> <li>• Public Service Guarantee Act.</li> <li>• Governors Grievances/GOI Grievances/ Public Monitoring Grievance System/ Online Grievance.</li> <li>• PIO under RTI Act, 2005 of concerned sections.</li> </ul>
14.	Ms. Akshi Gupta	Technical Officer (A)	<ul style="list-style-type: none"> <li>• Handicrafts and Handloom Department Jammu/Kashmir.</li> <li>• J&amp;K Handicraft and Handloom Corporation.</li> <li>• Transfers and postings of Assistant Directors (Handloom/Handicrafts) and all gazette officers of Handicrafts/Handloom Department.</li> <li>• IICT/CDI/JKITIDC.</li> <li>• RAMP</li> <li>• Development of Amusement Park (Tattoo Ground)</li> <li>• PIO under RTI Act, 2005 of concerned sections.</li> </ul>
15.	Mr. Rouf Ahmad Bhat	Under Secretary (R)	<ul style="list-style-type: none"> <li>• DIC Jammu/Kashmir</li> <li>• Cross LoC Trade.</li> <li>• All Land related matters, including those in Industrial Estates/DICs;</li> <li>• SRO-43/RAS cases of DIC section.</li> <li>• Transfers and postings of Functional Managers/Project Managers and all gazette officers of DICs.</li> <li>• Nodal Officer (RAS), Kashmir Division.</li> <li>• PIO under RTI Act, 2005 of concerned sections</li> </ul>

1. Secretary in the Industries and Commerce Department shall supervise the overall functioning of the department and shall also continue to exercise her powers delegated vide Office Order No. 72-JK(IND) of 2022 dated 05.12.2022(**Annexure-I**) .
2. Special Secretary to Government, Industries and Commerce Department shall submit the files directly to Commissioner/Secretary to the Government, Industries and Commerce Department except the files which come under the purview of Office Order No. 72-JK(IND) of 2022 dated 05.12.2022 which shall be routed through Secretary in the Industries and Commerce Department.





3. Director (Planning), Director (Finance), Special Secretary (Legal) and Senior Law Officer shall submit the files directly to Commissioner/Secretary to the Government, Industries and Commerce Department.
4. Additional Secretary (R) and Additional Secretary (M) shall route all the files through Secretary in the Industries and Commerce Department except that the files on the subjects assigned to Special Secretary shall be routed through him.
5. Deputy Secretaries (N/A) shall route files through Additional Secretaries as per assigned sections detailed above and Deputy Secretary (D) shall submit the files directly to Special Secretary, Industries and Commerce Department except that files related to finalization of Recruitment Rules of Gazetted/Non-Gazetted level of the Department shall be routed through concerned Additional Secretaries who shall submit such files to Special Secretary.
6. Under Secretary (F)/(S)/(A)/(R) and Technical Officer (A) shall route files through Deputy Secretaries as indicated above except where the subject has been assigned to Additional Secretary and such files shall be directly submitted to concerned Additional Secretary.
7. The HRM section shall continue to function in terms of Office Order No. 37-IND of 2024 dated 06.06.2024(**Annexure-II**).
8. The officers shall strictly maintain the hierarchy as per the work distribution detailed above.

**By Order.**

**(Rouf Ahmad Bhat)**

Under Secretary to the Government

No. IC-Adm/20/2021-02

Dated: 28.08.2024

Copy to:

1. Secretary in the Industries & Commerce Department.
2. Special Secretary to the Government, Industries & Commerce Department.
3. Special Secretary(Law), I&C Department.



4. Director, Finance, Industries and Commerce Department for information.
5. Director Planning, Industries and Commerce Department
6. Additional Secretary to the Government, I&C (M/R) for information.
7. Deputy Secretary (N/D/A) to the Government, I&C for information.
8. Sr. Law Officer, I&C Department for information.
9. Under Secretary (F/S/A/A/R) to the Government, I&C for information.
10. Private Secretary to Commissioner/Secretary to the Government, I&C for information.
11. Office Order file.

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Annexure-I

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

**Subject: Delegation of Powers-Work Distribution e.g.**

**Office Order No: 72 -JK(IND) of 2022**

**Dated: 05.12.2022**

In the interest of the administration, powers are hereby delegated to the Secretary in the Industries and Commerce Department for disposal of following issues/cases at her own level and need not to be referred to the Principal Secretary to the Government, Industries and Commerce Department:-

- i. To finalize the pension cases in accordance with the Rules.
- ii. No Demand Certificates on account of House Building/Scooter/Car advance to the employees retiring on superannuation.
- iii. To grant NOC for obtaining passport/making an application for seeking employment elsewhere.
- iv. To authorize the medical treatment outside the Union territory in cases covered under the Jammu and Kashmir Civil Services (Medical attendance-Cum-Allowance) Rules in respect of the employees working in the subordinate departments.
- v. To accord sanction for withdrawal of G.P. Fund in accordance with Rules.
- vi. To impose minor punishments in accordance with the provisions of Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956.
- vii. Approval of draft order of routine cases once the matter is cleared on file by Principal Secretary.
- viii. Cases of extending vigilance clearance.
- ix. Issuance of reminders, if required, for all communications received.
- x. Seeking inputs before finalization of draft position.

**By order.**

**Sd/-**

**(Prashant Goyal)**

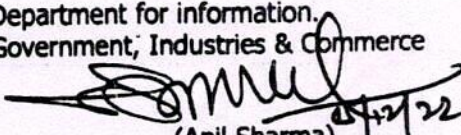
**Principal Secretary to the Government**

No: IC-ADM/84/2022-02

Dated: 05.12.2022

Copy to the:-

1. Secretary in the Industries and Commerce Department for information.
2. Director Finance, Industries and Commerce Department.
3. Additional Secretary to the Government (A)/(M), Industries and Commerce Department.
4. Deputy Secretary to the Government, Industries and Commerce Department.
5. Under Secretaries to the Government, Industries and Commerce Department (S/I/A).
6. Senior Law Officer, Industries and Commerce Department for information.
7. Private Secretary to Principal Secretary to the Government, Industries & Commerce Department, J&K.
8. Office Order file (w.3.s.c).

  
**Under Secretary to the Government**



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

Annexure - II

**Subject:- Constitution of Human Resource Management Section in the Industries & Commerce Department.**

**Office Order No: 57-IND of 2024**

**Dated:- 06-06-2024**

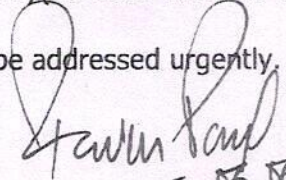
In the interest of administration, and to ensure finalization of Recruitment Rules, Referring of all vacancies to Recruitment agencies and timely conduct of DPCs, sanction is hereby accorded to the constitution of Human Resource Management Section (HRM) in the Industries & Commerce Department headed by Mr. Dharam Paul, Deputy Secretary to the Government, I&C Department with the following composition:

1. Under Secretary (Sanjeev Kumar)
2. Sohan Lal, Head Assistant
3. Showket Ahmed Reshi, Head Assistant
4. Sunil Kumar, Head Assistant
5. Umar Rashid, Junior Assistant

The HRM section shall work on finalization of recruitment Rules and shall ensure that;

1. Recruitment Rules are submitted to ARI and Trainings Department for final notification within a period of next one month;
2. All Vacancies are referred to recruitment agencies immediately;
3. DPCs are conducted by the subordinate offices regularly (at least once in six months)
4. And work on all HR related other issues which require to be addressed urgently.

**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).