

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

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

**Office Order No: 37-IND of 2024
D a t e d:- 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).