



Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, J&K

Most Urgent

O.M No. GAD-ESTB/71/2021-02-GAD
Dated:11.05.2023

**Subject: Deputation of Senior Assistants/Junior Assistants for
 undergoing J&K Secretariat Assistants Training Course.**

Attention of all Administrative Secretaries/Head of Departments is invited towards Circular No. 47-JK(GAD) of 2022 dated 01.12.2022 whereunder instructions have been issued for furnishing the details of left-out Senior/Junior Assistants who have not been deputed to undergo J&K Secretariat Assistants Training Course at J&K IMPARD.

It has however been observed that some Head of Departments have not deputed all the Senior/Junior Assistants to IMPARD as per slots allotted to them by the General Administration Department, as a result significant number of Senior/Junior Assistants have not undergone the training course. The matter has been viewed seriously by the authorities and it has been decided to provide a **final opportunity** to HoDs for deputing all leftover Senior/Junior Assistants for undergoing J&K Secretariat Assistants Training Course at J&K IMPARD in the next batch.

Accordingly, the undersigned is directed to request all the Administrative Secretaries / Head of Departments to furnish the information of leftover Senior/Junior Assistants in the below devised format within a period of one week, failing which it shall be presumed that there are no left-out Senior/Junior Assistants who are yet to undergo the training and consequently no slot shall be allocated:

Divisional/District Cadres (Senior Assistants)

Name of Office	Total Number of existing Senior Assistants		Number of Senior Assistants who have already undergone training		Number of left-out Senior Assistants required to be deputed for training		Remarks, if any
	Jammu Division	Kashmir Division	Jammu Division	Kashmir Division	Jammu Division	Kashmir Division	

Divisional/District Cadres (Junior Assistants)

Name of Office	Total Number of existing Junior Assistants		Number of Junior Assistants who have already undergone training		Number of left-out Junior Assistants required to be deputed for training		Remarks, if any
	Jammu Division	Kashmir Division	Jammu Division	Kashmir Division	Jammu Division	Kashmir Division	

UT Cadre

Name of office	Total Number of existing		Number of officials already undergone training		Number of left-out officials required to be deputed for training				Remarks, if any
	Senior Assistants	Junior Assistants	Senior Assistants	Junior Assistants	Senior Assistant		Junior Assistant		
					At IMPARD Jammu	At IMPARD Kashmir	At IMPARD Jammu	At IMPARD Kashmir	

(Shakeeb Arsallan) JKAS

Under Secretary to the Government

All Administrative Secretaries

Copy to:

1. Director General, Institute of Management, Public Administration and Rural Development J&K.
2. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
3. Divisional Commissioner, Kashmir/Jammu.
4. All concerned Deputy Commissioners.
5. Director, Archives, Archaeology & Museums, J&K.
6. Director, Information, J&K.
7. All concerned Heads of the Departments.
8. Private Secretary to the Chief Secretary, J&K.
9. Private Secretary to Commissioner/Secretary to the Government, GAD
10. In-charge Website, GAD.
11. Government Order (w.3.s.c's)/ Stock files.