

F.No. GAD-ESTB/71/2021-02-GAD-Part(1)
Government of Jammu and Kashmir
General Administration Department
(Establishment)

OFFICE MEMORANDUM

Civil Secretariat, Jammu/Srinagar
Dated:14.05.2024

Most Urgent

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

The undersigned is directed to invite the kind attention of all Administrative Secretaries towards the captioned subject and request them to kindly furnish the details of Senior Assistants and Junior Assistants under their administrative control, for their deputation to undergo J&K Secretariat Assistants Training Course.

In case no requisition in this regard is received from the concerned department/office within a week's time, it shall be presumed that there are no Senior/Junior Assistants required to be deputed for said training. The information may be furnished in the below devised format:-

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	

Handwritten signature and date:
14/5

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				Remark, if any
	Senior Assistants	Junior Assistants	Senior Assistant	Junior Assistant	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. Divisional Commissioner, Kashmir/Jammu.
3. All concerned Deputy Commissioners.
4. Director, Archives, Archaeology & Museums, J&K.
5. All concerned Heads of the Departments.
6. Private Secretary to the Chief Secretary, J&K.
7. Private Secretary to Commissioner/Secretary to the Government, GAD
8. In-charge Website, GAD.