

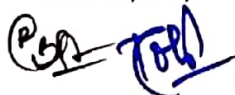
**Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, Jammu**

Subject: Annual Darbar Move of offices from Jammu to Srinagar for the Summer Session-2020.

**Government Order No.626-JK(GAD) of 2020
Dated:-08.06.2020**

In continuation to the Government Order No. 464-JK(GAD) of 2020 dated 10.04.2020 read with Government Order No. 474-JK(GAD) of 2020 dated 17.04.2020 and in view of review of extent and spread of COVID-19 in the Union territory of Jammu and Kashmir, it is hereby ordered that:-

1. The Darbar Move offices for the Summer Session-2020 shall formally open at Srinagar on **6th July, 2020 (Monday) at 9:30 a.m.**
2. The offices observing five days week shall close at Jammu on **26th June, 2020 (Friday)** after the office hours and the offices observing six days week shall close on **27th June, 2020 (Saturday)** after the office hours to facilitate packing of records and equipments. There will be no closure of the Jammu Secretariat, which shall reopen on 1st July, 2020 (Wednesday).
3. The Civil Secretariat shall continue to remain functional both at Jammu/Srinagar and the move employees shall work on "as is where is" basis i.e. Kashmir based staff shall work from Srinagar Secretariat and Jammu based staff shall work from Jammu Secretariat.
4. The move offices outside the Civil Secretariat, shall also continue to remain functional both at Jammu as well as at Srinagar, as per the mechanism at (3) above.
5. All the Departments shall function from both the locations for which the Administrative Secretaries shall make necessary arrangements especially at the Senior Staff Level to ensure the functionality in their respective departments, both at Srinagar and Jammu. Similar arrangements shall be put in place by the Heads of the Departments observing Darbar Move.
6. The Civil Secretariat Treasury and J&K Bank Moving Branch at Civil Secretariat shall be functional at both the places within the Civil Secretariat viz; Jammu/Srinagar. The Finance Department will put in place a suitable mechanism for the purpose.
7. The dispensary of the Civil Secretariat shall remain functional at both the places within the Civil Secretariat. The Health & Medical Education Department will put in place a suitable mechanism for the purpose.
8. The Information Technology Department shall work towards computerization of records to facilitate seamless disposal of the files at both places.
9. The Estates Department shall provide accommodation to the Officers/officials, as per requirement at both the places.



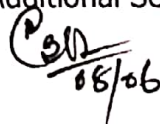
10. J&KRTC shall make available trucks for shifting the records from Jammu to Srinagar. The trucks shall be requisitioned by the departments from J&KRTC and the departments shall draw advance for meeting carriage and packaging charges. The trucks shall be allowed to enter the Civil Secretariat premises on **26th June, 2020 (Friday)** after the working hours. Loading of records (as per SOP) in the offices located outside the Secretariat premises observing six-day week shall take place after the working hours on the last working day. The loaded trucks shall leave for Srinagar on **28th June, 2020 (Sunday)**, in a convoy.
11. SSP Security, Jammu will supervise the packing/loading of records of the offices located outside the Secretariat from the security point of view and issue clearance certificates to the drivers who, in turn, shall show them to the SSP, Security, Civil Secretariat to allow them to be included in the convoy. The SSP, Security, Civil Secretariat will allow the entry of trucks/records in the Civil Secretariat, Jammu/Srinagar after proper scrutiny.
12. J&KRTC shall ensure that one crane and two empty trucks shall accompany the convoy in order to avoid any inconvenience due to break-down of trucks on the way. Mobile workshop(s) shall also accompany the convoy.
13. J&K Police shall escort the convoy all along the route upto their respective destinations. They shall also make sure that the move convoy is given precedence in crossing the Chenani-Nashri Tunnel and the Jawahar Tunnel. The Director General of Police will issue necessary guidelines to the field agencies accordingly.
14. The Health Department shall make arrangements for medical aid facilities at Tikri, Udampur, Chenani, Ramban, Ramsu, Banihal & Qazigund on the days of movement of records. The Financial Commissioner, Health & Medical Education Department shall issue necessary instructions in this behalf to the Directorates of Jammu and Kashmir Divisions, accordingly.

This arrangement is a peculiar one which is being adopted this year only keeping in view the circumstances created by the COVID-19 pandemic.

By order of the Lieutenant Governor.


(Rohit Sharma) KAS

Additional Secretary to the Government




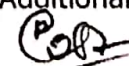
Dated: 08.06.2020

No: GAD(Adm)13/2020-III

Copy to the:-

1. Chief Secretaries of all State Governments/Union Territories of India.
2. Secretary, Department of Personnel & Training, Government of India, North Block, New Delhi-110001.
3. All Financial Commissioners.
4. Director General of Police, J&K.
5. All Administrative Secretaries to the Government.
6. Principal Secretary to the Lieutenant Governor.
7. Chief Electoral Officer, J&K.
8. Joint Secretary(J&K), Ministry of Home Affairs, Government of India.

9. Divisional Commissioner, Jammu/Kashmir.
10. Director General, IMPARD, J&K.
11. Director, Anti Corruption Bureau, J&K.
12. Chairman of the Committee for Monitoring & Ensuring Fairness of Tests conducted by BOPEE/Chairman of the Committee for fixation of Fee Structure of Professional Colleges in the Union Territory of Jammu & Kashmir.
13. Chairman, Committee for Fixation of Fee Structure of Private Education Institutions.
14. Chairperson, J&K Special Tribunal.
15. Inspector General of Police, Traffic, J&K.
16. All Deputy Commissioners.
17. Chief Executive Officer, ERA, J&K.
18. Chief Executive Officer, Mission Youth, J&K.
19. Mission Director, National Rural Health Mission, J&K.
20. Director General, Women & Child Development, J&K.
21. All Heads of Departments.
22. Director, Information, J&K.
23. Director Prosecution, J&K.
24. Registrar General, J&K High Court, Jammu.
25. Secretary, J&K Public Service Commission.
26. Director Estates, J&K.
27. Mission Director, ICPS, J&K.
28. Director, Archives, Archaeology and Museums.
29. Executive Director, J&K Rehabilitation Council.
30. Managing Directors of all Public Sector Undertakings.
31. Secretary, J&K Water Resources Regulatory Authority.
32. Secretary, J&K Legislative Assembly.
33. Secretary, J&K Board of Professional Entrance Examination.
34. Chief Executive Officer, J&K Economic Reconstruction Agency.
35. Member-Secretary, J&K Legal Service Authority.
36. Secretary, J&K Social Welfare Board.
37. Secretary, J&K Services Selection Board.
38. Secretary, J&K Advisory Board for Welfare & Development of other Backward Classes.
39. Secretary, J&K Academy of Art, Culture & Languages.
40. Secretary, J&K Advisory Board for Pahari Speaking People.
41. Secretary, J&K Advisory Board for Development of Gujjar & Bakerwal.
42. Secretary, J&K Advisory Board for Development of Kissan.
43. Secretary, Law Commission, J&K.
44. Controller, Drug & Food Control Organization.
45. Mission Director, J&K Skill Development Mission.
46. Chief Engineer, UEED, J&K.
47. Director, Defence Labour Procurement.
48. SSP (Security), Jammu/Kashmir.
49. Director Colleges, J&K.
50. General Manager, Government Press, Jammu/Srinagar.
51. SSP (Security), Civil Secretariat, Jammu.
52. Private Secretaries to Advisor (S)/(F)/(B) & (BK) to the Lieutenant Governors.
53. Private Secretary to the Chief Secretary.
54. Private Secretary to Advocate General, J&K for information of Learned Advocate General.
55. Private Secretary to the Commissioner, Food Safety Organization, J&K
56. Private Secretary to Secretary to Government, GAD.
57. President, J&K Civil Secretariat, Non-Gazetted Employees Union.
58. President, J&K Lower Grade Employees Federation, Civil Secretariat.
59. Government Order file/Stock file/Website/Monday Return (w.2.s.c).


 08.6.2020
 (Rohit Sharma) KAS
 Additional Secretary to the Government

 08/06