

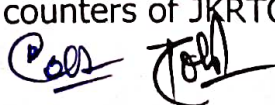
**GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
Civil Secretariat, Srinagar**

Subject: **Annual Darbar Move of Offices from Srinagar to Jammu for the Winter Season (2020-21).**

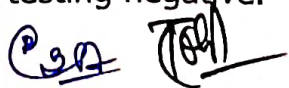
**Government Order No:925-JK(GAD) of 2020
Dated:06-10-2020**

It is hereby ordered that:


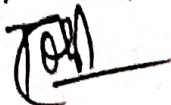
- 1 The offices, as indicated at **Annexures "A" and "B"** to this order shall move to Jammu, 'In Full' and 'In Camp,' respectively for the **Winter Season 2020-21**. The offices observing five days week shall close at Srinagar on **30th October, 2020 (Friday)** after the office hours and the offices observing six days week shall close on **31st October, 2020 (Saturday)**. **All the offices shall reopen at Jammu on 9th November, 2020 (Monday)**. **All the departments shall ensure that records are packed in boxes after the working hours on the last working day.**
- 2 The offices moving in camp shall carry only 33% of the staff strength in that particular office or 10 officials, whichever is minimum or otherwise, as specifically indicated.
- 3 All the departments shall depute their advance parties on **23rd October, 2020 (Friday)**, consisting of one Gazetted Officer and four to five Non-Gazetted Employees who shall receive the records at Jammu.
- 4 The departments shall ensure that records are properly packed in boxes/trunks and their keys should reach the advance parties at Jammu, well in time. The SSP, Security, Civil Secretariat shall furnish a list of defaulting departments in this regard to the Government (General Administration Department) at Jammu.
- 5 JKRTC shall make available sufficient number of buses in good condition for transportation of Jammu based employees on **31st October & 1st November, 2020** and Srinagar based employees on **7th & 8th November, 2020**. The booking of buses shall be for destinations of the employees, wherever feasible. Tickets shall be issued by the JKRTC in advance i.e. from **20th October, 2020**, both from the Civil Secretariat as well as from the main booking counters of JKRTC.



- 6 JKRTC shall also make available trucks for shifting the records from Srinagar to Jammu. The trucks shall be requisitioned by the departments from JKRTC and the departments shall draw advance for meeting carriage and packaging charges. The trucks shall be allowed to enter the Secretariat premises, Srinagar on **30th October, 2020 (Friday)**, after the working hours. Loading of records 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 Jammu on **1st November, 2020 (Sunday)**, in a convoy.
- 7 S.S.P (Security), Srinagar 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, Srinagar to allow them to be included in the convoy. The SSP (Security), Civil Secretariat shall allow the entry of trucks/records in the Civil Secretariat, Srinagar/Jammu after proper scrutiny.
- 8 JKRTC shall ensure that one crane, two empty buses and two empty trucks accompany the convoy on the respective days so that the employees do not face inconvenience due to break down of buses/trucks on the way. Mobile workshop(s) shall also accompany the convoy.
- 9 J&K Police shall escort the convoy carrying employees and the 'Records Convoy' all along the route upto their respective destinations. They will also make sure that the move convoy is given precedence in crossing the Jawahar Tunnel and the Chenani-Nashri Tunnel. The Director General of Police, J&K will issue necessary guidelines to the field agencies accordingly.
- 10 Health & Medical Education Department shall make arrangements for COVID-19 Rapid Antigen Test of all the employees of Civil Secretariat Srinagar who are shifting to Jammu in connection with the Annual Darbar Move (Winter Season). Further, any employee testing positive in the Rapid Antigen Test shall resume duties at Jammu only after testing negative.

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- 11 The Health & Medical Education Department shall make arrangements for medical aid facilities at Qazigund, Banihal, Ramsu, Ramban, Chenani, Udampur & Jhajjarkotli on the days when the employees travel from Srinagar to Jammu. The Financial Commissioner, Health & Medical Education shall issue necessary instructions in this behalf to the Directorates of Kashmir and Jammu Divisions, accordingly.
- 12 No moving employee shall occupy any Government/E.P./Municipal/residential accommodation except under proper allotment order. However, the employees can retain the Government accommodation allotted to them at Srinagar for bonafide use of their families under intimation to the Estates Department on approved terms and conditions.
- 13 Food, Civil Supplies & Consumer Affairs Department shall ensure that Ration Counters are set up at appropriate locations around residential colonies of move employees at Jammu so as to ensure adequate supply of ration.
- 14 Special Move T.A. shall be paid at the uniform rate of Rs. 25,000/- per move employee. This shall be drawn and disbursed in advance. Special Move T.A. shall not, however, be payable to such of the employees who do not move before/within the prescribed date.
- 15 Advance pay shall also be authorized in terms of Rule 14.26 of the J&K Financial Code (Vol-I) in favour of such of the Non-Gazetted moving employees who may apply for the same, which shall be recoverable in installments as per rules.
- 16 Salary for the month of October-2020, in respect of all the employees working in the move offices, shall be drawn on **23rd October, 2020 (Friday)**.
- 17 No leave shall be admissible in combination/continuation of move days except under very exceptional circumstances. **The concerned Administrative Secretaries shall sanction leave, whatever due, under very exceptional circumstances only.**
- 18 All the Administrative Departments shall detach the staff, if any, attached by them from the subordinate offices of Kashmir Division by or before **27th October, 2020**. The SSP (Security), Civil Secretariat shall withdraw the

temporary identity cards from the attached staff and submit a report to the General Administration Department before the closure of offices in Srinagar.

- 19 The office timings on the re-opening of offices at Jammu shall be as under:-


Civil Secretariat and Heads of Departments located within the Civil Secretariat premises.	9:30 a.m. to 5:30 p.m.
All Moving Heads of Departments located outside the Civil Secretariat and observing six days a week.	10:00 a.m. to 4:30 p.m.

By order of the Government of Jammu and Kashmir.


06.10.2020
(Rohit Sharma)KAS

Additional Secretary to the Government

No: GAD(Adm)13/2020-III


06/10

Dated:06.10.2020

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/Mission Youth, J&K.
18. Director General, Women & Child Development.
19. Director General, Prosecution, J&K.
20. All Heads of Departments.
21. Director, Information, J&K.
22. Registrar General, J&K High Court, Srinagar.

23. Director Estates, J&K.
24. Mission Director, ICPS, J&K.
25. Secretary, J&K Public Service Commission.
26. Director, Archives, Archaeology and Museums.
27. Managing Directors of all Public Sector Undertakings.
28. Secretary, J&K Water Resources Regulatory Authority.
29. Secretary, J&K Legislative Assembly.
30. Secretary, J&K Board of Professional Entrance Examination.
31. Executive Director, J&K Rehabilitation Council.
32. Secretary, J&K Social Welfare Board.
33. Secretary, J&K Services Selection Board.
34. Secretary, J&K Advisory Board for Welfare & Development of other Backward Classes.
35. Secretary, J&K Academy of Art, Culture & Languages.
36. Secretary, J&K Advisory Board for Pahari Speaking People.
37. Secretary, J&K Advisory Board for Development of Gujjar & Bakerwal.
38. Secretary, J&K Advisory Board for Development of Kissans.
39. Controller, Drug & Food Control Organization.
40. Mission Director, National Rural Health Mission, J&K.
41. Mission Director, J&K Skill Development Mission.
42. Chief Engineer, UEED, J&K.
43. Director, Defence Labour Procurement.
44. SSP (Security), Jammu/Kashmir.
45. SSP (Security), Civil Secretariat, Jammu.
46. General Manager, Government Press, Jammu/Srinagar.
47. Private Secretaries to Advisor (S)/(F)/(B) & (BK) to the Lieutenant Governors.
48. Private Secretary to the Chief Secretary.
49. Private Secretary to Advocate General, J&K for information of Learned Advocate General.
50. Private Secretary to the Commissioner, Food Safety Organization, J&K
51. Private Secretary to Commissioner/Secretary to Government, GAD.
52. President, J&K Civil Secretariat, Non-Gazetted Employees Union.
53. President, J&K Lower Grade Employees Federation, Civil Secretariat.
54. Government Order/Stock file/Website/Monday Return (w.2.s.c).

**Annexure "A" to the Government Order No.925-JK(GAD) of 2020
Dated:06.10.2020**

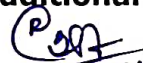
Offices which shall move in full:

1.	All Departments of the Civil Secretariat including: a) Lieutenant Governor's Office in Civil Secretariat. b) Personal Staff of Advisors. c) Director, Estates. d) Department of Civil Aviation. e) Civil Secretariat Dispensary. f) Security Staff of the Civil Secretariat. g) Civil Secretariat Treasury. h) Executive Director, Rehabilitation Council (Social Welfare Department). i) Accounts Officer, G.P. Fund Moving Cell.
2.	Financial Commissioner, Revenue (including Jt. Director, Statistics 'in camp').
3.	Director General of Police including CID Organization.
4.	Principal Chief Conservator of Forests, J&K.
5.	Director, Anticorruption Bureau, J&K.
6.	Chief Electoral Office, J&K.
7.	Director General, Prisons.
8.	Director General, Youth Services & Sports.
9.	Director General, Fire & Emergency Services.
10.	Director General, Prosecution, J&K
11.	Director, Information, J&K.
12.	Director, Motor Garages.
13.	Director, Hospitality & Protocol Department with the catering staff.
14.	Director General, Accounts & Treasuries.
15.	Director, Employment.
16.	Director, Forest Protection Force.
17.	Director, Technical Education.
18.	Director, Forest Research Institute.
19.	Director, Tribal Affairs.
20.	Labour Commissioner, J&K.
21.	Custodian General, J&K.
22.	Transport Commissioner, J&K.
23.	Chief Executive Officer, J&K e-Governance Agency.
24.	Project Director, AIDS Control Society.
25.	J&K Board of Technical Education.
26.	J&K Advisory Board for the Development of Pahari Speaking People.
27.	J&K Advisory Board for the Development of Gujjars & Bakerwals.
28.	J&K Water Resources Regulatory Authority.
29.	J&K Police Housing Corporation.
30.	One Man Forest Authority.

Per [Signature] *[Signature]*

31.	Toshkhana Officer.
32.	Chief Engineer, Procurement & Material Management Wing, J&K.
33.	Chief Engineer, Planning & Design Wing, J&K.
34.	Director of Testing, Inspections & Commissioning, J&K.
35.	J&K Advisory Board for the Welfare & Development of Kissans.
36.	J&K Advisory Board for the Welfare & Development of Other Backward Classes.
37.	CEO/Secretary, J&K Building & Other Construction Workers Welfare Board.
38.	Directorate of Local Funds, Audit & Pensions, J&K.
39.	Director, Samagra Shiksha, J&K.
40.	Controller, Drug & Food Control Organization.
41.	Mission Director, J&K Women Empowerment Society.
42.	Mission Director, J&K Rural Livelihood Mission (JKRLM).
43.	Mission Director, ICDS.
44.	Chairman, Committee of Fixation of Fee Structure of Private Educational Institutions.
45.	Chairman, Appellate Authority (Prevention and Control of Pollution) Act.
46.	J&K Goods and Service Tax Appellate Tribunal.
47.	Commissioner, Food Safety Organization, J&K
48.	Director, Rural Sanitation.

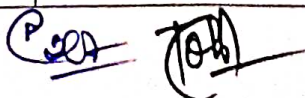

 (Rohit Sharma)KAS
Additional Secretary to the Government


 06/10

**Annexure "B" to the Government Order No.925-JK(GAD) of 2020
Dated:06-10-2020**

Offices which shall move in camp:

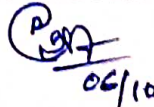
1.	Commissioner, State Taxes Department.
2.	Excise Commissioner, J&K with skeletal staff.
3.	Director General, Economics & Statistics.
4.	Director General, Audit & Inspection.
5.	Director, Family Welfare MCH & Immunization.
6.	Director, Indian System of Medicines.
7.	Director, Soil Conservation.
8.	Director, Environment & Remote Sensing.
9.	Director, Sericulture.
10.	Director, Stationery & Office Supplies with marginal staff.
11.	Director, Horticulture (P&M).
12.	Director, Geology & Mining.
13.	Director, Libraries & Research.
14.	Director, Archives, Archaeology & Museums.
15.	Chief Architect.
16.	Director, Finance Organization, PDD.
17.	Mission Director, Rashtriya Uchchar Shiksha Abhiyan (RUSA).
18.	Project Chief IWDP Hills, Forest Department.
19.	Nucleus Staff of Funds Organization.
20.	Gazette Section of J&K Government Press.
21.	Registrar, Cooperatives.
22.	Subordinate Office of Science & Technology Department.
23.	Inspector General of Police, Railways.
24.	Inspector General of Police, Crime.
25.	Director, Social Forestry.
26.	J&K Services Selection Board with staff to be determined by the Chairman.
27.	Board of Professional Entrance Examination with staff to be determined by the Chairman.
28.	Chairman, J&K Pollution Control Board.
29.	Board of Unani Ayurvedic System of Medicines.
30.	J&K Socially & Economically Backward Classes Commission.
31.	J&K Special Tribunal with marginal staff.
32.	Managing Directors of all PSUs with skeletal staff.



33.	J&K Commercial Taxes Tribunal with marginal staff.
34.	DFO, Photo Interpretation Division (Forest Department) with marginal staff.
35.	J&K Khadi & Village Industries Board with the staff, to be determined by the Industries & Commerce Department.
36.	J&K Social Welfare Board.
37.	J&K Housing Board.
38.	Chief Wildlife Warden.
39.	Chairman of the Committee for Monitoring & ensuring Fairness of Tests Conducted by BOPEE.
40.	Chairman of the Committee for Fixation of Fee Structure of Professional Colleges in the Union territory of Jammu & Kashmir.
41.	Chief Engineer, Commercial and Survey Wing.
42.	J&K Academy of Art, Culture & Languages with 26 employees.
43.	Relief & Rehabilitation Commissioner (Migrants).
44.	Director, Fisheries.
45.	Director, Defence Labour Procurement.
46.	Empowered Officer, PMGSY (JKRRDA).
47.	Directorate of National Health Mission.
48.	Office of the J&K Medical Supplies Corporation.
49.	Chief Engineer, J&K UEED.
50.	Office of the Advocate General, J&K.
51.	Mission Director, J&K Skill Development Mission (as per the past practice)
52.	Chief Executive Officer, ERA, J&K
53.	Chief Executive Officer, Mission Youth, J&K.
54.	Directorate General, Women & Child Development, J&K
55.	Mission Director, ICPS, J&K
56.	Director Colleges, Higher Education Department, J&K


 06.10.2020
 (Rohit Sharma)KAS

Additional Secretary to the Government


 06/10