

**GOVERNMENT OF JAMMU AND KASHMIR,
GENERAL ADMINISTRATION DEPARTMENT,
Civil Secretariat, J&K.**

Subject: **Switching over of Heads of Departments to e-Office-regarding.**

**Government Order No:820-JK(GAD) of 2021
Dated:02.09.2021**

In continuation of Government Order No. 363-JK(GAD) of 2021 dated 23.04.2021, it is hereby ordered that all Heads of Departments including those figuring in Annexure-1 to this Government Order shall switch over to e-office with existing/available infrastructure within a weeks time positively.

For this purpose the Heads of Departments of these offices shall:-

- (i) create an official email address on **email(@nic.in/jk.gov.in)**, if not created already.
- (ii) apply for NIC-VPN, the procedure for which shall be as under:-
 - a) applicant shall login at **eforms.nic.in** with official email address.
 - b) in the VPN Registration Link, applicant shall fill the required personal details like name, designation, department, mobile number, e-mail address etc, besides selecting NIC coordinator.
 - c) applicant shall fill-in the details of the Reporting Officer (Officer/Official of respective Department having official email address), who shall further forward/submit the respective VPN request for approval/creation.
- (iii) contact the Nodal Officers designated for the purpose for the respective offices as given at Annexure-I of this Government Order for immediate facilitation/assistance in case of any difficulty.
- (iv) contact the following Nodal Officers for issuance of NIC-VPN for UT of J&K:-
 - a) **IT Department**:- Mr. Raman Gupta, Technical Officer, ITD;
Contact No. 94191-88330
 - b) **NIC, J&K**: Mr. Sudhir Sharma, Scientist-E, NIC;
Contract No. 94192-20335
- (v) nominate two or three **local admins**, having knowledge of computers/online working, as per format enclosed as Annexure-II, and share the details on **tech-asstt@jk.gov.in**, by or before 3rd September, 2021.
- (vi) The Local Admins shall, in turn, create/register the users for rest of office and shall be responsible for ensuring 100% implementation/switch over to e-Office.
- (vii) Simultaneously, get their record scanned through Information Technology Department.



In addition to the above the Information Technology Department has established an **e-Office Facilitation Centre/Help Desk**, which the Offices/Nodal Officers can contact for rolling out of e-office within the prescribed time lines:-

Jammu Division:-

S.No.	Nodal Officer	Assistant Nodal Officer
01	Arun Panotra, Analyst IT JaKeGA (IT Department) 87130-28385	Munish Pandhoh, EDP Supervisor, IT Department. 94191-40136
02	Perminder Singh Wazir, Analyst IT JaKeGA (IT Department) 70066-87228	Vikas Sharma, EDP Supervisor, IT Department. 70064-56179

Kashmir Division:-

S.No.	Nodal Officer	Assistant Nodal Officer
01	Irfan Ahmad, PM JaKeGA (IT Department) 90701-81818	Abid Munshi, EDP Supervisor, IT Department. 94194-38700
02	Sheikh Naveed Iqbal, Manager, IT JaKeGA (IT Department). 94190-21280	Asgar Ali, EDP Supervisor, IT Department 99066-75816

Aforementioned Nodal Officers of the e-Office Facilitation Centres shall closely monitor progress achieved in the matter on daily basis and shall liaise with these local admins nominated by the respective Offices so as to ensure complete switch over to e-Office by or before 10th of September, 2021.

It is further ordered that any HoD not figuring in the list of offices in the Annexure-I shall immediately contact the Information Technology Department, for inclusion in the process.

By order of the Government of Jammu and Kashmir.

Sd/-

(Manoj Kumar Dwivedi)IAS

Commissioner/ Secretary to the Government

No. GAD-ADM0II/41/2021-09-GAD


Dated:02.9.2021

Copy to the:

1. Financial Commissioner (Additional Chief Secretary), Finance Department.
2. Financial Commissioner (Additional Chief Secretary), Health and Medical Education Department.
3. Director General of Police, J&K.
4. All Principal Secretaries to the Government.
5. Principal Secretary to the Lieutenant Governor.
6. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
7. All Commissioner/Secretaries, Secretaries to the Government.
8. Chief Electoral Officer, J&K.
9. Director General, J&K Institute of Management & Administration & Rural Development.
10. Divisional Commissioner Kashmir/Jammu.
11. Chairperson, J&K Special Tribunal.
12. Director, Information, J&K.
13. All Deputy Commissioners.
14. All Heads of the Departments/Managing Directors/Secretary, Advisory Boards.
15. Director, Estates.

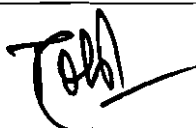


16. Director, Archives, Archaeology & Museums, J&K.
17. General Manager, Government Press, Srinagar/Jammu.
18. Private Secretary to the Chief Secretary.
19. Private Secretary to the Advisor (F)/(B) & (BK) to the Lieutenant Governor.
20. Private Secretary to the Commissioner/Secretary to the Government, General Administration Department.
21. Government Order/Stock file/Website, GAD.


02.9.2021
(Rohit Sharma), JKAS
Additional Secretary to the Government

List of Nodal Officers for various HOD's/ Departments

S. NO	Name of the HoD	Name of the Assistant Nodal Officer from IT Department for direct coordination for e-office facilitation
1	Financial Commissioner, Revenue (including Joint Director, Statistics "in camp")	Mr. Saleem Ahmad EDP Supervisor (Technical Officer) Contact No: 94690-00978
2	Director General, Fire and Emergency Services.	
3	CEO/Secretary, J&K Building and Other Construction Workers Welfare Board.	
4	Managing Director, J&K Power Transmission Corporation Limited	
5	Commissioner, Food Safety Organization, J&K.	
6	One Man Forest Authority.	
7	Director General of Police including CID Organization.	
8	Director, Motor Garages.	
9	J&K Advisory Board for the Development of Gujjars and Bakerwals.	
10	Controller, Drug and Food Control Organization.	
11	Mission Director, ICDS.	
12	Mission Director, J&K Women Empowerment Society.	
13	Director of Testing, Inspections and Commissioning, J&K.	
14	Director, AntiCorruption Bureau, J&K.	
15	Toshkhana Officer.	
16	J&K Advisory Board for the Development of Pahari Speaking People.	Mr. Abid Munshi EDP Supervisor Contact No: 94194-38700
17	Project Director, AIDS Control Society.	
18	J&K Goods and Service Tax Appellate Tribunal.	
19	Director, Information, J&K.	
20	Director General, Prosecution,	



	J&K.	
21	Director General, Youth Services and Sports.	
22	Chairman, Committee of Fixation of Fee Structure of Private Educational Institutions.	
23	Chairman, Appellate Authority (Prevention and Control of Pollution) Act.	
24	Custodian General, J&K.	
25	Director, Skill Development Department	
26	Director, Samagra Shiksha, J&K	
27	J&K Water Resources Regulatory Authority.	
28	Mission Director, J&K Rural Livelihood Mission (JKRLM).	
29	Director General, Accounts and Treasuries.	
30	J&K Advisory Board for the Welfare and Development of Kissan.	
31	J&K Advisory Board for the Welfare and Development of Other Backward Classes.	
32	Transport Commissioner, J&K.	
33	Director, Forest Research Institute.	
34	Chief Electoral Office, J&K.	
35	Directorate of Local Funds, Audit and Pensions, J&K.	
36	Director, Employment.	
37	Director, Forest Protection Force.	
38	J&K Police Housing Corporation.	
39	General Administration Department	
40	Raj Bhawan J&K	
41	State Election Commissioner	
42	Director, Hospitality and Protocol Department with the catering staff.	
43	J&K Board of Technical Education.	
44	Director, Tribal Affairs.	
45	Principal Chief Conservator of Forests, J&K.	
46	Labour Commissioner, J&K.	
47	Director, Rural Sanitation.	

Mr. Asgar Ali
Sr Data Entry Op
(Technical Officer)
Contact No: 99066-75816


Mr. Munish Pandhoh
EDP Supervisor
Contact No: 94191-40136

48	Director General, Prisons.		
49	J&K Board of Professional Entrance Examination and Chairman of the Committee for Monitoring & ensuring Fairness of Tests Conducted by BOPEE		
50	J&K Academy of Art, Culture & Languages		
51	Director, Libraries & Research.		
52	Chief Engineer R&B		
53	Chief Engineer PHE		
54	Relief & Rehabilitation Commissioner (Migrants).		
55	J&K Police Headquarters (PHQ).		
56	Inspector General of Police, Crime.		
57	J&K Special Tribunal		
58	Mission Director, ICPS, J&K		
59	Managing Director, JKTDC.		
60	Commissioner, State Taxes Department.		<p>Mr. Rajeev Verma EDP Supervisor Contact No: 94191-34066</p>
61	Director Colleges, Higher Education Department, J&K		
62	Chief Engineer, J&K UEED.		
63	Director, Finance Organization, PDD.		
64	Special Officer, Auqaf		
65	Managing Director, J&K Cable Car Corporation Limited.		
66	J&K Information Technology Infrastructure Development Corporation		
67	Sainik Welfare Department		
68	J&K Forensic Sciences Laboratory		
69	Inspector General of Police, Railways.		
70	J&K Housing Board.		
71	Director, Stationery & Office Supplies	<p>Mr. Anil Kumar EDP Supervisor Contact No: 70060-12539</p>	
72	Director, Sericulture .		
73	J&K Board of School Education		
74	DFO, Photo Interpretation Division		
75	State Finance Commission.		
76	Chairman, J&K Pollution Control Board.		

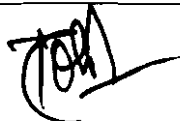
77	Director General, Accounts & Treasureis.	
78	Empowered Officer, PMGSY (JKRRDA) .	
79	Commissioner, Survey & Land Records.	
80	Jammu and Kashmir Project Construction Corporation Limited.	
81	Director, Social Forestry.	
82	J&K Socially & Educationally Backward Classes Commission.	
83	J&K Social Welfare Board.	
84	J&K Home Guards.	
85	Director, Defence Labour Procurement.	
86	Director, Horticulture (P&M).	
87	Managing Director, JKHPMC	
88	Subordinate Office of Science & Technology Department including JaKeDA etc	
89	J&K Khadi & Village Industries Board	
90	Director, Geology & Mining.	
91	Chief Engineer, Procurement & Material Management Wing, J&K.	
92	Director, Soil Conservation.	
93	Chief Engineer, Commercial and Survey Wing.	
94	Mission Director, J&K Skill Development Mission	
95	Funds Organization.	
96	Director, Family Welfare MCH & Immunization.	
97	Director, Indian System of Medicines.	
98	Chief Executive Officer, ERA, J&K	
99	Directorate General, Women & Child Development J&K	<p>Mr. Rajeev Gupta Asstt. EDP Supervisor Contact No: 70064-03621</p>
100	State Resource Centre for Women, J&K.	
101	Managing Director, Women's Development Corporation, J&K.	
102	Civil Aviation Department, J&K.	
103	J&K EDI.	
104	Directorate of National Health Mission.	

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105	J&K Medical Supplies Corporation.		
106	Chief Executive Officer, Ayushman Bharat.		
107	Mission Director, Rashtriya Uchcharat Shiksha Abhiyan (RUSA).		
108	Chief Architect.		
109	Director, Fisheries.		
110	Registrar, Cooperative Societies		
111	Director, Archives, Archaeology & Museums.		
112	Director, Environment & Remote Sensing.		
113	Directorate of Urdu Coordination Cell		<p style="text-align: center;">Mr. Sharat eoffice Resource Contact no: 77809-35818</p>
114	J&K IMPARD .		
115	Board of Unani Ayurvedic System of Medicines.		
116	Chairman of the Committee for Fixation of Fee Structure of Professional		
117	Office of the Advocate General, J&K.		
118	J&K Power Development Corporation. (Jammu & Kashmir)		
119	Project Chief IWDP Hills, Forest Department.		
120	Chief Wildlife Warden.		
121	Excise Commissioner, J&K		
122	SIDCO		
123	Director General, Economics & Statistics.		
124	Jammu & Kashmir Trade Promotion Organization		
125	J&K Scheduled Castes, Scheduled Tribes, Backward Classes Corporation.		
126	Executive Director, Rehabilitation Council		
127	Director General, Audit & Inspections, J&K.	<p style="text-align: center;">Mr. Aquib eoffice Resource Contact no: 70516-26946</p>	
128	J&K Commercial Taxes Tribunal		
129	J&K Public Service Commission.		
130	Chief Engineer, Planning & Design Wing, J&K.		
131	Inspector General, Registration, J&K.		



132	Chief Executive Officer, Mission Youth, J&K.		
133	J&K Services Selection Board		
134	J&K Handicrafts & Handloom Development Corporation		
135	Director Agriculture		
136	Director Health		
137	Director, FCS&CA		
138	Director Animal Husbandry Department, Kashmir		
139	Directorate of Sheep Husbandry, Jammu		
140	Director Fisheries		
141	Director Horticulture Jammu		
142	Director, Horticulture, Planning and Marketing, J&K		
143	Director Social Welfare Jammu		
144	Managing Director, J&K Sc/St/Bc Development Corporation		
145	Managing Director, JKRTC		
146	Director School Education Jammu		
147	Director Soil Conservation		
148	Chief Wildlife Warden		<p style="text-align: center;">Mr. Ashish eoffice Resource Contact no: 94191-87369</p>
149	Director Forest Protection Force		
150	Principal & Dean GMC, Jammu		
151	Principal Indira Gandhi Govt. Dental College, Jammu		
152	Medical Superintendent Super Speciality Hospital Jammu		
153	Medical Superintendent CD Hospital Jammu		
154	Principal/Dean GMC, Srinagar		
155	Principal Govt. Dental College, Srinagar		
156	Medical Superintendent Health Services, Srinagar (SMHS)		
157	Principal, GMC Doda		
158	Principal, GMC Anantnag		
159	Principal, GMC Rajouri		
160	Principal, GMC Baramulla		
161	Principal, GMC Kathua		
162	Director SKIMS (Ex-Officio Secretary to Govt.) Sher-e-Kashmir Institute of Medical Sciences (SKIMS) Soura		
163	Director, Industries &	<p style="text-align: center;">Mr. Taman Preet eoffice Resource Contact no: 70061-71156</p>	



	Commerce, Jammu	
164	Director, Handicrafts & Handloom, Kashmir	
165	Director, Handicrafts & Handloom, Jammu	
166	Managing Director, SICOP	
167	Managing Director, JK Cements	
168	Managing Director, JK Industries	
169	Director Floriculture, J&K	
170	Director Tourism J&K	
171	Relief And Rehabilitation Comm. Migrants	
172	Director Rural Development J&K	

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Annexure-II

1.	2.	3.	4.	5.	6.	7.	8.	9.
S.No.	Name of the Department	Employee Code (CPIS)	Name of the Master Trainer/ Local Admin	Designation	Gender	Date of Birth	Date of Joining Organization.	NIC- Email
10.	11.	12.	13.	14.	15.	16.	17.	18.
Mobile Number	Entry (Division/Office /Section)	Name of organization-Unit	Organization-Unit Code	Post Name	Marking Abbreviation	Name of parent Organization -Unit	Name of Reporting Officer	Marking-Abbreviation of Reporting officer

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