



Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, Jammu/Srinagar

Subject:- Constitution of a Committee for verification of Service Records of the employees registered on JKHRMS, whose initial appointment orders are not available.

Government Order No. 863 -JK (GAD) of 2023
Dated: 17.07.2023

Sanction is hereby accorded to the constitution of Committee with the following composition for scrutinizing/verification of service records of the employees registered on JKHRMS, whose initial appointment orders are not available:

1.	Principal Secretary to the Government, Finance Department.	Chairman
2.	Director General, Accounts & Treasuries, Finance Department.	Member
3.	Representative of General Administration Department (not below the rank of Additional Secretary).	Member
4.	Representative of ARI & Trainings Department (not below the rank of Additional Secretary).	Member
5.	Representative of Department of Law, Justice & Parliamentary Affairs (not below the rank of Additional Secretary).	Member

Propal B Anna
17/07/2023

The terms of reference (ToR) of the Committee shall be as under:-

1. The Committee shall scrutinize/verify the entries recorded in the service books of such employees whose initial appointment orders are not forthcoming/available with reference to the other near analogous/supporting/ancillary record, which may be available with the Departments and/or their subordinate offices to establish the genuineness/veracity of the said service record.
2. The Committee shall prioritise the examination of cases of the employees, who may have retired on superannuation in the intervening period.
3. The Committee shall, after establishing the genuineness/ veracity of the records of the aforesaid employees, and make appropriate recommendations to the concerned Administrative Departments for release of salaries in favour of these employees.

4. The Committee shall, after seeking inputs from the concerned Administrative Departments, make specific recommendations to General Administration Department within one month of the issuance of this order in respect of the cases where the genuineness of service records could not be established beyond reasonable doubt.
5. The Committee shall be serviced by the General Administration Department.

By order of Government of Jammu and Kashmir.

Sd/-

(Sanjeev Verma), IAS

Commissioner/Secretary to the Government

No: GAD-SERVOGENL/2/2023

Dated: 17.07.2023

Copy to :-

1. Financial Commissioner (Additional Chief Secretary) Home Department.
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Director General, J&K, Institute of Management, Public Administration and Rural Development.
5. Principal Secretary to the Lieutenant Governor.
6. Principal Resident Commissioner, J&K, Government, New Delhi.
7. All Commissioners/Secretaries to the Government.
8. Chief Electoral officer, J&K.
9. Chairman, Special Tribunal, J&K.
10. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
11. Divisional Commissioner, Jammu/Kashmir.
12. All Heads of Departments/Managing Directors.
13. All Deputy Commissioners.
14. Director Information, J&K.
15. Director, Archives, Archaeology and Museums, J&K.
16. Director, Estate, Kashmir/Jammu.
17. Secretary, J&K Public Service Commission.
18. Secretary, J&K, Services Selection Board.
19. Secretary, J&K, Legislative Assembly.
20. General Manager, Government press, Srinagar/Jammu
21. Private Secretary to Advisor (B) to Lieutenant Governor.
22. Private Secretary to the Chief Secretary.
23. Private Secretary to Commissioner/Secretary to the Government, GAD.
24. Government order/Stock file/Website, GAD."Hindi and Urdu versions shall follow".


17/07/2023

(Roopali Arora), JKAS

Under Secretary to the Government