



**GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
CIVIL SECRETARIAT, J&K**

Subject: **Public hearing by Administrative Secretaries/Heads of Departments/ Deputy Commissioners.**

**Government Order No.1579-JK(GAD) of 2023
Dated:11.12.2023**

In supersession of all previous orders and instructions issued on the subject, it is hereby ordered that Administrative Secretaries, Heads of Departments and Deputy Commissioners in the Union territory shall conduct tours and public hearing as per the following schedule:-

S. No.	Designation	Tour Schedule	Public Hearing Schedule
01	Administrative Secretaries	One tour per fortnight	Three days in a week, except Wednesday and on tour days, between 03:00 PM and 04:00 PM
02	Heads of Departments (including Divisional Commissioners)	One tour per week	Three days in a week except Wednesday and on tour days, between 03:00 PM and 04:00 PM
03	Deputy Commissioners	One tour per week	Four days in a week except Wednesday and on tour days, between 03:00 PM and 04:00 PM

It is further ordered that:

- Following shall be the focus areas of these tours/public hearings:
 - Review and inspection of projects and project sites.
 - Review and redressal of public grievances.
 - Any issue of public importance.
- It shall be ensured that the above schedule is followed in letter and spirit as far as possible and no official meetings and engagements shall be scheduled on the tour days and public hearing hours. In case of non-availability of these officers in their respective offices, appropriate arrangements by nominating the next senior available officer, shall be put in place for conducting public hearings.

3. Tour programmes and public hearing schedules shall be notified in advance and given adequate publicity.
4. Administrative Secretaries shall visit the districts in a structured manner on rotational basis, so as to ensure that all districts are covered under the tour programmes.
5. Monthly reports, highlighting issues flagged during these tours and public hearings and possible solutions, shall be submitted by Administrative Secretaries directly to the office of Chief Secretary and by Heads of Departments through their concerned Administrative Departments.
6. The Deputy Commissioners shall submit such monthly reports directly to the office of Chief Secretary and the office of concerned Divisional Commissioner.
7. Other activities pertaining to Block Diwas, Public Darbar, Thana Diwas etc. shall be carried out as per the already notified schedule.

By Order of the Lieutenant Governor, J&K.

Sd/-

(Sanjeev Verma) IAS

Commissioner/Secretary to Government

No. GAD-ADM/35/2023-09-GAD

Dated: 11.12.2023

Copy to:-

1. All Financial Commissioners (Additional Chief Secretaries).
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 Hon'ble Lieutenant Governor, J&K.
6. Principal Resident Commissioner, J&K Government, New Delhi.
7. Joint Secretary (J&K and Ladakh), Ministry of Home Affairs, Government of India.
8. All Commissioners/Secretaries to the Government.
9. Chief Electoral Officer, J&K.
10. Chairman, Special Tribunal, J&K.
11. Divisional Commissioner, Kashmir/Jammu.
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, Estates, Kashmir/Jammu.
17. General Manager, Government Press, Jammu/Srinagar.
18. Private Secretary to the Chief Secretary.
19. Private Secretary to Commissioner/Secretary to the Government, GAD.
20. Government Order/Stock file/Website, GAD. **"Hindi and Urdu Versions shall follow."**


11.12.2023
(Rohit Sharma) JKAS
Additional Secretary to the Government