



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

Subject: Availability of staff at Civil Secretariat, Srinagar and Jammu.

**Government Order No.978-JK (GAD) of 2024
Dated:27.04.2024**

For effective and efficient conduct of official business at Civil Secretariat, Srinagar and Jammu, it is hereby ordered that:

1. The Civil Secretariat shall continue to remain functional at both places and the Administrative Secretaries shall ensure arrangements for smooth functioning of offices at both places viz; Srinagar and Jammu.
2. The Administrative Secretaries shall ensure their availability at Civil Secretariat, Srinagar w.e.f. **1st May, 2024**. However, they will attend the Civil Secretariat, Jammu, as per the functional requirement.
3. The arrangements with regard to availability of staff of Administrative Departments of Civil Secretariat shall be determined by the respective Departments, ensuring smooth conduct of official business at both places, with bare minimum shifting of staff.
4. The Estates Department, upon requisition by the concerned Administrative Departments shall provide accommodation to the officers/officials, as per requirement, only where necessary.

By Order of the Lieutenant Governor, J&K.

**Sd/-
(Sanjeev Verma) IAS**

Commissioner/Secretary to the Government
Dated:27.04.2024


No. GAD-ADM0III/118/2024-09-GAD

Copy to:-

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. Director General, J&K Institute of Management, Public Administration and Rural Development.
4. All Principal Secretaries to the Government.
5. Principal Secretary to the Lieutenant Governor, J&K.
6. Principal Resident Commissioner, J&K Government, New Delhi.
7. All Commissioners/Secretaries to the Government.
8. Chief Electoral Officer, J&K.
9. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
10. Divisional Commissioner, Kashmir/Jammu.
11. Chairperson, Special Tribunal, J&K.

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. Secretary, J&K Public Service Commission.
18. Secretary, J&K Service Selection Board.
19. Secretary, J&K Legislative Assembly.
20. General Manager, Government Press, Srinagar/Jammu.
21. Private Secretary to the Chief Secretary.
22. Private Secretary to Commissioner/ Secretary to the Government, GAD.
23. Private Secretary to the Advisor (B) to the Lieutenant Governor.
24. Government Order/Stock file/Website, GAD. **"Hindi and Urdu Versions shall follow"**.


27.04.2024
(Rohit Sharma)JKAS
Additional Secretary to the Government


27/04