



Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, J&K

Subject: Constitution of Committee for examination of issues related to Multi-Tasking Staff (MTS)

Government Order No.513-JK(GAD) of 2026
Dated: 31.03.2026

Sanction is hereby accorded to the constitution of committee, comprising the following, for examination of issues related to Multi-Tasking Staff (MTS):

1.	Administrative Secretary, ARI & Trainings Department	Chairperson
2.	Special Secretary to the Government, General Administration Department (Monitoring)	Member
3.	Special Secretary to the Government, Skill Development Department	Member
4.	Special Secretary to the Government, Department of Law, Justice and Parliamentary Affairs	Member

The Committee may co-opt any other member(s) as per functional requirement, and shall be serviced by the ARI & Trainings Department.

Terms of Reference:

- i. To examine the existing roles and functional requirements of Multi-Tasking Staff (MTS) across Departments and identify gaps therein.
- ii. To assess current skill levels and training gaps, and recommend a structured framework for skilling and upskilling aligned with administrative needs.
- iii. To review the existing provisions relating to qualifications in the context of functional requirements and suggest appropriate rationalization measures.

By Order of the Government of Jammu and Kashmir.

Sd/-

(M. Raju) IAS

Commissioner/Secretary to the Government

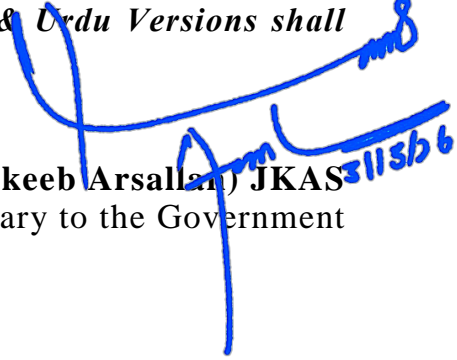
No. GAD-ADM0IV/60/2026-08-GAD

Dated:31.03.2026

Copy to the:

1. Principal Secretary to the Hon'ble Lieutenant Governor, J&K.
2. Joint Secretary (JKL), Ministry of Home Affairs, GoI, New Delhi.
3. Administrative Secretary, Skill Development Department.

4. Commissioner/Secretary to the Government, ARI & Trainings Department.
5. Commissioner/Secretary to the Government, Department of Law, Justice & Parliamentary Affairs.
6. Director, Archives, Archaeology & Museums, J&K.
7. OSD/Private Secretary to Hon'ble Chief Minister, J&K.
8. Private Secretary to Advisor to Hon'ble Chief Minister, J&K.
9. Private Secretary to the Chief Secretary, J&K.
10. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
11. Government Order/Stock File/Website, GAD. *"Hindi & Urdu Versions shall follow"*.


(Shakeeb Arsalan) JKAS
Under Secretary to the Government