

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

No. GAD-ADM/159/2021-09-GAD

Dated:-06-01.2022

Subject: **Availability of Officers/officials at Civil Secretariat, Jammu/Srinagar – regarding clarification.**

Kind attention of Administrative Secretaries is invited towards Government Order No. 378-JK(GAD) of 2021 dated 26.04.2021, wherein amongst other things, primary locations of various offices which previously used to move in full/camp from Jammu to Srinagar and vice-versa was fixed either at Jammu or Srinagar. The said order *inter-alia* also prescribed detailed instructions for functioning of these offices as under:

- a) **The move offices of Heads of the Departments which shall move in full shall also continue to remain functional at both Jammu as well as Srinagar.**
- b) **Administrative Secretaries shall ensure arrangements for smooth functioning of offices of these Heads of Departments at both locations.**
- c) **The employees shall work at locations of the HoDs allotted to them as per orders to be issued by their Administrative Secretaries.**
- d) **For an HoD stationed at one locations the next ranking officer shall be available at the other location.**

The above situation has been further clarified vide this Department's O.M No. GAD-ADMOIII/29/2021-09-GAD dated 28.10.2021, wherein all Administrative Secretaries have been advised to dispose of issue pertaining to utilization of staff at Jammu/Srinagar in the subordinate offices, under their control in terms of instructions already conveyed in the Government Order No. 378-JK(GAD) of 2021 dated 26.04.2021.

It has, however been observed/reported that some Heads of the Departments have shifted their staff from Srinagar to Jammu and Jammu to Srinagar at their own in contravention of these instructions.

In this background, the undersigned is directed to request all the Administrative Secretaries to issue instructions to all Heads of the Departments working under their Administrative



control to desist from practice of shifting staff from one location to another in contravention of the Government Order *ibid*. It is further requested to share the details of such Heads of the Departments who have shifted their staff from Srinagar to Jammu or from Jammu to Srinagar in contravention of the aforesaid Government Order to the General Administration Department immediately.

  
(Mohit Raina)

Under Secretary to the Government



**All Administrative Secretaries.**

Copy to:

1. Private Secretary to the Chief Secretary, J&K.
2. Private Secretary to Principal Secretary to the Government, General Administration Department.