

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

OM. No. GAD(Estt)Misc-01/2020

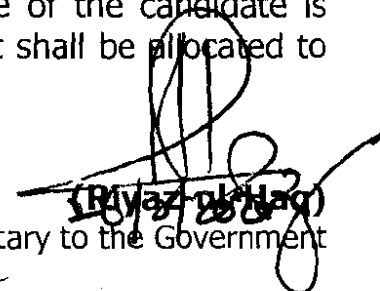
Dated: 26.02.2020.

Subject: Secretariat Assistants Training Course (SATC) and Foundation Course in respect of Senior Assistants and Junior Assistants of Heads of the Departments/Offices and Moving Department.

The undersigned is directed to refer all the Administrative Secretaries to the Government, regarding the captioned subject and to request them to furnish the details of exact number of Junior/Senior Assistants required to be deputed for SATC/Foundation Course belonging to the Subordinate Departments / HoDs of their department as per the following devised format:-

Name of Department/ Office	Senior Assistants	Required to undergo Secretariat Assistant Training Course
	• Moving	
	• Jammu Division	
	• Kashmir Division	
	Junior Assistants (appointed/promoted after issuance of SRO 272)	Required to undergo Foundation Course
	• Moving	
	• Jammu Division	
	• Kashmir Division	

The information may kindly be forwarded within a period of ten (10) days positively, and in case the information is not received within the stipulated period it shall be presumed that none of the candidate is required to be deputed for training and hence no slot shall be allocated to the department / office(s).


(Riyaz-ul-Haq)
Under Secretary to the Government

All Administrative Secretaries to the Government

Copy to the:

1. All Head of Departments. _____
2. Director Information, J&K.
3. Private Secretary to the Secretary to the Government, GAD.
- ✓ 4. I/c Website GAD.