



**GOVERNMENT OF JAMMU AND KASHMIR**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**(Public Services Management Cell)**  
Civil Secretariat, Srinagar.

**NOTIFICATION**

Srinagar, the 16<sup>th</sup> October, 2018

**SRO- 467** .- In exercise of the powers conferred by section 4 read with section 8 of the Jammu and Kashmir Public Services Guarantee Act, 2011 (Act No. IX of 2011), and in partial modification of the notifications issued on the subject, the Government hereby notify the following services and the Designated Officers/Appellate Authorities for the purpose as under:-

**Tourism Department**

S. No.	Name of the service	Designated Officer	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
1.	Registration of Hotels, Guest Houses etc.	Deputy Director, (Registration) Tourism/Assistant	30 days	Director, Tourism.	Administrative Secretary, Tourism Department.
2.	Registration of Dealers	Director, Tourism as per the jurisdiction assigned by the Tourism Department	30 days		
3.	Registration of Travel Agents		30 days		

**Industries and Commerce Department**

S. No.	Name of the Service	Designated Officer	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
4	Registration of new Industrial units (provisional/ EM part-I)	General Manager of the concerned DIC	01 day from the date of online application and issuance of dated acknowledgement.	Joint Director concerned.	Director concerned.

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5.	Registration of firms under J&K Partnership Act, 1996 Svt. (1939 A.D)	Director, Industries & Commerce concerned (Designated Registrar under the Act)	30 days from the date of online application and issuance of dated acknowledgement.	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
6.	Registration of Societies under J&K Registration of Societies Act, 1998 Svt. (1941 A.D)	Director, Industries & Commerce concerned	30 days from the date of online application and issuance of dated acknowledgement	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
7.	Issuance of Land Availability Certificate by SIDCO/SICOP	General Manager concerned of SIDCO/SICOP	01 day from the date of online application and issuance of dated acknowledgement.	Managing Director, SIDCO/SICOP	Special Secretary to Government, I&C Department
8.	Issuance of Land Allotment Order by SIDCO/SICOP	Managing Director, J&K SIDCO/SICOP as the case may be.	07 days from the date of project approval by the Single Window Clearance Committee.	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
9.	Building Plan Approval in Industrial Estates of J&K SIDCO/SICOP	General Manager concerned of SIDCO/SICOP	15 days from the date of online application and issuance of dated acknowledgement.	Managing Director, SIDCO/SICOP	Special Secretary to Government, I&C Department
10.	Conducting Plinth Inspection of industrial buildings/structures for issuance of Pre-Construction Certificate by SIDCO/SICOP in Industrial Estates	General Manager concerned of SIDCO/SICOP	07 days from the date of online application for plinth inspection.	Managing Director, SIDCO/SICOP	Special Secretary to Government, I&C Department.
11.	Issuance of Pre-construction Certificate by SIDCO/SICOP in Industrial Estates	General Manager concerned of SIDCO/SICOP	01 day from the date of plinth inspection.	Managing Director, SIDCO/SICOP	Special Secretary to Government, I&C Department
12.	Conducting inspection for issuance of Building Completion/ Occupancy Certificate in Industrial Estates	General Manager concerned of SIDCO/SICOP	07 days from the date of online application for inspection of completion of structure.	Managing Director, SIDCO/SICOP	Special Secretary to Government, I&C Department
13.	Issuance of Building Completion/ Occupancy Certificate in Industrial Estates	General Manager concerned of SIDCO/SICOP	01 day from the date of inspection of completion.	Managing Director, SIDCO/SICOP	Special Secretary to Government, I&C Department

<b>Handloom Development Department</b>					
14.	Registration of Handloom Weavers/Artisans/ Units	Assistant Director Handloom of the concerned District	15 days	Joint Director concerned	Director Handloom Development Department.
15.	Sponsoring of cases under Weaver MUDRA and Micro Credit Plan schemes of the Handloom Department	Assistant Director Handloom of the concerned District.	15 days	Joint Director concerned	Director Handloom Development Department.
16.	Registration of Handloom Cooperative Societies under J&K Self Reliant Cooperatives Act 1999.	Director Handloom Development Department.	30 days	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
<b>Handicrafts Department</b>					
17.	i. Handicrafts unit registration  ii. Handicrafts Artisan registration (for issuance of Artisan Credit Card)	Assistant Director Handicrafts of the concerned District	30 days  15 days	Joint Director concerned	Director Handicrafts
18.	Issuance of Registration-cum-Membership Certificate (RCMC) to Handicrafts Manufacturers/ Merchants for export of Handicraft items. (Under Foreign Trade Policy)	Director Handicrafts.	30 days	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
19.	Registration under J&K Tourist Trade Act., 1978:  i. Registration of traders dealing with Handicrafts (wholesale/retail)  ii. Registration of Hawkers dealing with handicrafts items in Shikaras (Dal/Nigeen) (Validity 5 years)	Director Handicrafts	90 days from the date of online application and issuance of dated acknowledgement.	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department

20.	Registration under J&K Namdha Registration Act, 1960 (Validity 1 year)	Director Handicrafts	07 days from the date of online application and issuance of dated acknowledgement.	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
21.	Registration of Handicrafts Industrial Cooperative Societies under J&K Self Reliant Cooperatives Act, 1999.	Director, Handicrafts	30 days	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
22.	For decision on Land Allotment (approval/rejection) on the application by Apex Project Clearance Committee with pecuniary jurisdiction specified in Industrial Policy.	General Manager, SIDCO/ SICOP	30 days	Managing Director, SIDCO/ SICOP	Special Secretary, Industries & Commerce Department.
23.	For decision on Land Allotment (approval/rejection) on the application by Single Window Clearance Committee at District Level pecuniary jurisdiction specified in Industrial Policy.	General Manager of the concerned DIC	30 days	Director concerned	Special Secretary, Industries & Commerce Department.
24.	For decision on Land Allotment (approval/rejection) on the application by Single Window Clearance Committee at Division Level pecuniary jurisdiction specified in Industrial Policy.	Joint Director concerned	30 days	Director concerned	Special Secretary Industries & Commerce Department
25.	Decision (approval/rejection) on incentives under Single Window	General Manager of the concerned DIC	45 days (From the date of receiving online application complete in all respects)	Director concerned	Special Secretary, Industries & Commerce Department

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26.	For decision on registration of Partnership Firm (Accept/Reject) on the application	Director concerned	10 days	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
27.	For decision on registration of Societies (Accept/Reject) on the application	Director concerned	10 days	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
28.	Obtaining Water Connections (industrial) [where water connection is to be provided by SIDCO/SICOP]	General Manager Estates concerned SIDCO/ SICOP	15 days after completion of all formalities.	Managing Director, SIDCO/SICOP	Special Secretary to Government, I&C Department

**Geology and Mining Department**

29.	Decision (acceptance/rejection) of the application for Mining Lease (ML) / Composite Lease/ Non-exclusive Reconnaissance Permit.	District Mineral Officer concerned	30 days from the receipt of application complete in all respects.	Director Geology and Mining	Special Secretary, Industries & Commerce Department
30.	Decision (acceptance/rejection) on the renewal application for Mining Lease (ML) / Composite Lease/Non-exclusive Reconnaissance Permit.	District Mineral Officer concerned	90 days	Director Geology and Mining	Special Secretary, Industries & Commerce Department
31.	For issuing Letter of Intent from State Government to preferred bidder.	Director Geology and Mining	30 days	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department
32.	For grant of Mineral Concession submission of requisite formalities for grant of Mineral Concession after issuing Letter of Intent by successful bidder.	Director Geology and Mining	180 days	Additional Secretary to Government, I&C Department	Special Secretary to Government, I&C Department

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## Labour and Employment Department

S. No	Name of the Service	Designated Officer	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
33.	Registration and Renewal of Boiler under the J&K Boiler Act Svt. 1991.	Inspector of Boilers	Within 45 days of completion of inspection	Chief Inspector of Boilers (Chief Engineer, Mechanical Engineering Department)	Special Secretary, Labour & Employment
34.	Issuance of Registration Certificate under the Factories Act, 1948.	Chief Inspector of Factories	30 days	Special Secretary, Labour & Employment	Administrative Secretary, Labour and Employment Department.
35.	Renewal of Registration under the Factories Act, 1948.	Inspector of Factories	30 days	Chief Inspector of Factories	Administrative Secretary, Labour and Employment Department.
36.	Approval of plan and permission to construct/ extend or take into use any building as a factory under the Factories Act, 1948	Chief Inspector of Factories	30 days	Special Secretary, Labour & Employment	Administrative Secretary, Labour and Employment Department.
37.	Registration to Principal Employer under Jammu & Kashmir Contract Labour (Regulation and Abolition) Rules, 1972	Assistant Labour Commissioner concerned	15 days	Additional Deputy Commissioner concerned	Labour Commissioner, J&K
38.	License to contractor under Jammu & Kashmir Contract labour (Regulation and Abolition) Rules, 1972.	Assistant Labour Commissioner concerned	15 days	Additional Deputy Commissioner concerned	Labour Commissioner, J&K
39.	Registration Certificate for Motor Transport undertaking under Jammu & Kashmir Motor Transport Workers Rules, 1972.	Labour Officer concerned	15 days	Assistant Labour Commissioner concerned	Deputy Commissioner concerned

40.	Renewal Certificate for Motor Transport Undertaking under Jammu & Kashmir Motor Transport Workers Rules, 1972.	Labour Officer concerned	15 days	Assistant Labour Commissioner concerned	Deputy Commissioner concerned
41.	Registration Certificate to Principal Employer under Jammu & Kashmir Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 1984.	Assistant Labour Commissioner concerned	30 days	Additional Deputy Commissioner concerned	Labour Commissioner J&K
42.	License to the contractor under Jammu & Kashmir Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 1984	Assistant Labour Commissioner concerned	30 days	Deputy Labour Commissioner concerned	Labour Commissioner J&K
43.	Shops/Establishment Registration Certificate under Jammu & Kashmir Shops and Establishments Rules, 1968.	Labour Inspector	15 days	Assistant Labour Commissioner concerned	Deputy Labour Commissioner concerned
44.	Close Day Certificate under Jammu & Kashmir Shops and Establishment Rules, 1968.	Labour Inspector	15 days	Assistant Labour Commissioner concerned	Deputy Labour Commissioner concerned
45.	Renewal of Shops/Establishment Registration Certificate under Jammu & Kashmir Shops & Establishments Rules, 1968	Labour Inspector	15 days	Assistant Labour Commissioner concerned	Deputy Labour Commissioner concerned
46.	Certificate of Standing Orders regarding Industrial Establishment under J&K, Industrial Employment (Standing Orders) Rules, 1972.	Deputy Labour Commissioner, concerned	45 days	Joint Labour Commissioner	Labour Commissioner, J&K

47.	Registration Certificate to Trade Union under J&K Trade Union Regulation 1972.	Labour Commissioner J&K	30 days	Special Secretary, Labour & Employment	Administrative Secretary, Labour & Employment Department
48.	Registration of BOC workers.	Assistant Labour Commissioner, concerned	30 days	Deputy Labour Commissioner concerned	CEO/Secretary J&K Building & Other Construction Workers Welfare Board
49.	Maternity Benefit	Assistant Labour Commissioner, concerned	15 days	Deputy Labour Commissioner concerned	CEO/Secretary J&K Building & Other Construction Workers Welfare Board
50.	Funeral Assistance	Assistant Labour Commissioner, concerned	30 days	Deputy Labour Commissioner concerned	CEO/Secretary J&K Building & Other Construction Workers Welfare Board
51.	Death Benefit	CEO/Secretary J&K Building & Other Construction Workers Welfare Board	30 days	Labour Commissioner J&K	Administrative Secretary, Labour & Employment Department
52.	Medical Assistance to Beneficiaries	Assistant Labour Commissioner, concerned	30 days	Deputy Labour Commissioner concerned	CEO/Secretary J&K Building & Other Construction Workers Welfare Board
53.	Lower Education Assistance (upto Rs.20000)	Assistant Labour Commissioner concerned	45 days	Deputy Labour Commissioner concerned	CEO/Secretary J&K Building & Other Construction Workers Welfare Board



54.	Educational Assistance (Above Rs.20000)	CEO/Secretary J&K Building & Other Construction Workers Welfare	30 days	Labour Commissioner J&K	Administrative Secretary, Labour & Employment Department
55.	Marriage Assistance	CEO/Secretary J&K Building & other Construction Workers Welfare	45 days	Labour Commissioner J&K	Administrative Secretary, Labour & Employment Department
56.	Chronic Disease	CEO/Secretary J&K Building & other Construction Workers Welfare	30 days	Labour Commissioner J&K	Administrative Secretary, Labour & Employment Department
57.	Registration certificate to Principal Employer under the J&K Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Rules 2006	Assistant Labour Commissioner concerned	15 days	Deputy Labour Commissioner concerned	Labour Commissioner, J&K
58.	License to contractor under J&K Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Rules, 2006.	Assistant Labour Commissioner concerned	15 days	Deputy Labour Commissioner concerned	Labour Commissioner, J&K

### Forest, Environment and Ecology Department

S. No	Name of the Service	Designated Officer	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
59.	Inspection of trees marked for felling on Private/Proprietary Land	Range Officer concerned	10 days	Divisional Forest Officer concerned	Conservator of Forests concerned
60.	Grant of Transportation permission for forest produce extracted from the Private/Proprietary land	Divisional Forest Officer concerned	15 days	Conservator of Forests concerned	Chief Conservator of Forests concerned

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**J&K STATE POLLUTION CONTROL BOARD (SPCB)**

S. No.	Name of the Service	Designated Officer	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
61.	a) Issuance of Consent (CTE and CTO) and Authorization for Hazardous and other Wastes, Bio-Medical Waste and e-Waste.	<b>Orange &amp; Red Category__Member Secretary, J&amp;K SPCB</b>	a) Four months as envisaged in i) Water (Prevention and Control of Pollution) Act, 1974.  ii) Air (Prevention and Control of Pollution) Act, 1981 and relevant rules made under Environment (Protection) Act, 1986.	<b>Orange &amp; Red Category__ Chairman J&amp;K SPCB</b>	<b>Orange &amp; Red Category__ Administrative Secretary Forest, Ecology &amp; Environment</b>
	b) Registration of Producers or Brand Owners/ Recyclers of Plastic Waste and Manufacturers of Plastic raw materials.	<b>Green Category__Regional Director, SPCB.</b>	b) 90 days as per Plastic Waste Management (Amendment) Rules, 2018.	<b>Green Category__ Member Secretary, J&amp;K SPCB</b>	<b>Green Category__ Chairman, J&amp;K SPCB</b>

**Fire and Emergency Services**

S. No.	Name of the Service	Designated Officer	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
62.	Provisional NOC	District Officer concerned	20 days	Director/ Director General, Fire & Emergency Services	Administrative Secretary, Home Department
63.	Final NOC	District Officer concerned	20 days	Joint Director concerned	Director/ Director General Fire & Emergency Services

**Public Works (R&B) Department**

S. No.	Name of the Service	Designated Officer	Stipulated time frame for providing the service	First Appellate Authority	Second Appellate Authority
64.	Right of Way / Road Cutting Permission	Executive Engineer (R&B) concerned	24 Days	Superintending Engineer concerned	Chief Engineer concerned

**Department of Food, Civil Supplies and Consumer Affairs**

S. No.	Name of the Service	Designated Officer	Stipulated time frame for providing the service	First Appellate Authority	Second Appellate Authority
65.	Issuance/ Renewal of Licence to Manufacturer of weights and Measures	Area Inspector concerned	30 days	Deputy Controller concerned	Joint Controller concerned
66.	Issuance/ Renewal of Licence to Dealer of Weights and Measures	Area Inspector concerned	30 days	Deputy Controller concerned	Joint Controller concerned
67.	Issuance/ Renewal of Licence to Repair of Weights and Measures	Area Inspector concerned	30 days	Deputy Controller concerned	Joint Controller concerned
68.	Registration as Manufacturer/Packer/ Importers Under Package Commodity Rules.	Area Inspector concerned	30 days	Deputy Controller concerned	Joint Controller concerned

**Finance Department**

S. No.	Name of the Service	Designated Officer	Stipulated time frame for providing the service	First Appellate Authority	Second Appellate Authority
69.	Permit to service liquor on social occasion	1. Dy. Excise Commissioner (Executive) Jammu for Jammu Division	24 hours	Dy. Excise Commissioner (Accounts) concerned Jammu	Excise Commissioner J&K.

		2. Dy. Excise Commissioner (Executive) Kashmir for Kashmir Division 3. ETO. Leh for Ladakh			
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**Agriculture Production Department**

S. No.	Name of the Service	Type of Service	Designated Officer	Stipulated time frame for providing the service	First Appellate Authority	Second Appellate Authority
70.	Issuance/ Renewal of License for selling & storage of seeds	Wholesale	Joint Director Agriculture (Extension) concerned	15 Days after completion of all the formalities	Director Agriculture concerned	Administrative Secretary, Agriculture Production Department
		Retail	Chief Agriculture Officer concerned	15 Days after completion of all the formalities	Director Agriculture concerned	Administrative Secretary, Agriculture Production Department
71.	Issuance/ Renewal of License for Fertilizers	Wholesale	Joint Director Agriculture (Extension) concerned	15 Days after completion of all the formalities	Director Agriculture concerned	Administrative Secretary, Agriculture Production Department
		Retail	Chief Agriculture Officer concerned	15 Days after completion of all the formalities	Director Agriculture concerned	Administrative Secretary, Agriculture Production Department
72.	Certificate of Registration for manufacturing of Physical/ Granulated Mixture of Macro & Micro-Nutrient Fertilizers, Organic Fertilizers and Bio-Fertilizers.	--	Director Agriculture concerned	15 Days after completion of all the formalities	Special Secretary, Agriculture Production Department	Administrative Secretary, Agriculture Production Department
73.	Renewal of License to manufacture/ Sell/Storage of	Manufacturing	Plant Protection Officer concerned	30 days after completion of all formalities	Director Agriculture concerned	Administrative Secretary, Agriculture Production

Pesticides/ Insecticide/ Fertilizers						Department
	Selling and Storage	Plant Protection Officer concerned	30 days after completion of all formalities	Director Agriculture concerned	Administrative Secretary, Agriculture Production Department	

### Revenue Department

S. No	Name of the Service	Designated Officer	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
74.	Legal Certificate Heir	Tehsildar concerned	20 days	Assistant Commissioner Revenue concerned	Deputy Commissioner concerned

### J&K Employees Provident Fund Organization

75.	Allotment of Provident Fund Code of establishment.	Additional Provident Fund Commissioner concerned	15 days	Provident Fund Commissioner, J&K	Administrative Secretary, Labour and Employment Department
76.	Allotment of Account number to subscribers	Assistant Provident Fund Commissioner concerned	15 days	Additional Provident Fund Commissioner, J&K	Provident Fund Commissioner, J&K
77.	Settlement of claims of Employees Provident Fund subscribers	Assistant Provident Fund Commissioner concerned	30 days	Additional Provident Fund Commissioner concerned	Provident Fund Commissioner, J&K

### Housing & Urban Development Department

S. No	Name of the Service	Designated Officer	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
78.	Building permission for construction of house/commercial establishment/industrial and other admissible units from Municipal Corporation Srinagar.	Joint Commissioner (Adm)/ Planning	30 days	Municipal Commissioner Srinagar	Divisional Commissioner, Kashmir

79.	Building permission for construction of house/commercial establishment/industrial and other admissible units from Municipal Corporation Jammu.	Joint Commissioner (Adm)/ Planning	30 days	Municipal Commissioner Jammu	Divisional Commissioner, Jammu
80.	Building permission for construction of house/commercial establishment/industrial and other admissible units for Municipal Council/Committee.	Executive Officer	30 days	Additional Deputy Commissioner concerned	Deputy Commissioner concerned
81.	Plinth Level inspection of permitted house/commercial establishment/industrial and other admissible Units after the date of intimation in the limits of JMC/SMC as the case may be.	Enforcement Officer concerned	7 days	Joint Commissioner (Adm)/Planning	Commissioner Municipal Corporation Jammu/Srinagar as the case may be
82.	Final completion inspection/occupancy Certificate of permitted House industrial/other admissible Units after the date of intimation in the limits of JMC/SMC as the case may be.	Enforcement Officer concerned	8 days (7 days for inspection and 1 day for issuance of certificate)	Joint Commissioner (Adm)/Planning	Commissioner Municipal Corporation Jammu/Srinagar as the case may be
83.	Plinth Level inspection of permitted house/industrial/other admissible Units after the date of intimation in Municipal Council/Committees	Khilafwarzi Inspector concerned	7 days	Executive Officer concerned	Additional Deputy Commissioner concerned.
84.	Final completion inspection/occupancy Certificate of permitted house/industrial/other admissible Units after the date of intimation in Municipal Council/ Committees	Khilafwarzi Inspector concerned	8 days (7 days for inspection and 1 day for issuance of certificate)	Executive Officer concerned	Additional Deputy Commissioner concerned.
85.	Issuance of license/NOC for running trade within the limits of Municipal Corporation Jammu/Srinagar as the case may be	Chief Revenue Officer/Assistant Commissioner (Revenue) SMC/JMC	30 days (from the date of receipt of clearance from UTEIC)	Joint Commissioner (Adm)/Planning concerned	Commissioner JMC/SMC as the case may be

86.	Issuance of License for Rehri to be operated within the limits of JMC/SMC as the case may be	Chief Revenue Officer/Assistant Commissioner (Revenue) SMC/JMC	30 days	Joint Commissioner (Adm)/Planning concerned	Commissioner JMC/SMC as the case may be
87.	Issuance of License/NOC for running Trades/Units within the limit of Municipal Committee/Council as the case may be.	Executive Officer concerned	30 days (from the date of clearances/ NOCs from department)	Additional Deputy Commissioner concerned	Deputy Commissioner concerned
88.	Issuance of license for Rehri to be operated within the limits of Municipal Committees/Councils as the case may be	Executive Officer concerned	30 days	Additional Deputy Commissioner concerned	Deputy Commissioner concerned

By order of the Government of Jammu & Kashmir.

**Sd/-**  
(Hilal Ahmad) IAS  
Commissioner/Secretary to the Government  
Dated: 16.10.2018

No.GAD/PSGA/05/2017

Copy to the:

1. All Financial Commissioners.
2. VC/Director General, J&K Institute of Management, Public Administration and Rural Development.
3. Director General of Police, J&K.
4. Principal Secretary to the Hon'ble Governor.
5. Principal Resident Commissioner, J&K Government, New Delhi.
6. All Principal Secretaries to the Government.
7. Chief Electoral Officer, J&K.
8. All Commissioner/Secretaries to the Government.
9. Divisional Commissioner, Jammu/Kashmir.
10. All Heads of Departments/Managing Directors.
11. Secretary, J&K Public Service Commission.
12. Director Estates.
13. Director Information, J&K.
14. All Deputy Commissioners.
15. Director Archives, Archaeology and Museums.
16. Director, State Motor Garages, J&K.
17. Secretary, J&K Legislative Assembly/Council.
18. Secretary, J&K Services Selection Board.
19. General Manager, Government Press, Srinagar/Jammu.

20. Private Secretary to the Hon'ble Advisor (V/K/G).
21. Private Secretary to the Chief Secretary.
22. Private Secretary to Commissioner/Secretary to the Government, GAD.
23. In-charge website, GAD.
24. Order file/Stock file.

  
(Soheel Noor Shah)KAS  
Additional Secretary to the Government  
