

**Government of Jammu and Kashmir
Science and Technology Department
Civil Secretariat, J&K.**

Subject: - Distribution of Office Work.

Office Order No. 29 -JK (ST) of 2023

Dated: 06-07-2023

In supersession of all previous orders issued on the subject, it is hereby ordered that the following distribution of office work is assigned amongst the Officers of this Department with immediate effect for smooth function of day to day affairs of the Department:-

S No.	Name of the Officer	Designation	Assigned Section
1.	Mr. Mohd Iqbal	Deputy Director (Planning)	Capex/CSS/DPRs, e-compendium/ Jan Bagidari/Deliverables/Scheme based budgeting/Vision Document 2047/PM Gati Shakti/NITI Aayog/Board & Committee Meetings/NesDA/EODB.
2.	Ms. Fatima Farooq	Under Secretary	JAKEDA/Office Administration /Legal/HLG Correspondence/JK-IGRAMS (Mulaqaat)/CS correspondence/RTI/JKRAS/Assembly & Parliamentary Work/Social/Print Media Management/Swagatam Portal/Electronic Verification System (EVS)/Vigilance Clearance System (VCS)/SPARROW/ EPM/ Biometric Attendance/General (Coordination) section.
3.	Mr. Feroz Ahmad Sher	I/C Under Secretary	JKST&IC/ Crime & ACB cases/GoI correspondence/ CoS Meeting/ Regular Departmental Action (RDA)/ Website & e-Governance/ Public Service Guarantee Act (PSGA) / referral of posts of JKPS&JKSSB/ Cases under Article 226 & 311/ Online Property Return/Delivery of e-services/Manpower Audit/Formation of Excellence Groups.

By Order.


(Shafiq Ahmed) JKAS 06/07/2023
Additional Secretary to the Government

No: ST-Adm/61/2021-07

Dated: 06-07-2023

Copy to the:-

1. CEO, JAKEDA for information
2. Financial Advisor & CAO, Science and Technology Department for information.
3. Additional Director, JKST&IC for information.
4. Private Secretary to Commissioner/Secretary to Government, Science and Technology Department for information of the Commissioner/Secretary.
5. Concerned Officers.