

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

Subject: - Distribution of Office Work.

Office Order No. 30-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 Officials of this Department with immediate effect for smooth function of day to day affairs of the Department:-

S.No	Name of the officials Shri/Smt	Designation	Assigned Section
1.	Shaista Akhter	Section Officer	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.
2.	Mushtaq Ahmad Sheikh	Section Officer	JKST&IC/ Crime & ACB cases/GoI correspondence/ Regular Department Action (RDA)/ Website & e-Governance/ Public Service Guarantee Act (PSGA)/ referral of posts of JKPS&JKSSB/CoS Meeting/ Cases under Article 226 & 311/ Online Property Return/Delivery of e-services/Manpower Audit/Formation of Excellence Groups.
3.	Kirpal Singh	Statistical Officer	Capex/CSS/DPRs, e-compendium/ Jan Bagidari/Deliverables/Scheme based budgeting/Vision Document 2047/PM Gati Shakti/NITI Aayog/Board & Committee Meetings/NesDA/EODB.
4.	Sumeer Ji Bhat	AAO	Budget/Capex/Accounts/Audit Paras/AG issues/ BEAMS/PFMS.
5.	Mushtaq Ahmad Lone	Head Assistant (Nazir)	Nazarat Section
6.	Adil Bashir	Head Assistant	JAKEDA /JKST&IC /General (coordination) Section/Crime & ACB Cases/RDA/website.
7.	Naresh Kumar Sharma	I/C Head Assistant	RTI/Grievances/HLG Correspondence/CS Correspondence and shall assist Additional Secretary.
8.	Sheikh Zulfikar Sheeraz	Legal Assistant	Legal Section/Court Cases.
9.	Rukhsana Bashir	Senior Assistant	JKST&IC/GoI Correspondence/CS Correspondence.
10.	Vinod Kumar Raina	Senior Assistant	Services placed at the disposal of Accounts Section of the Department.
11.	Irfa-ul-Haque	Junior Statistical Assistant	Capex/CSS/DPRs, e-compendium/ Jan Bagidari/Deliverables/Scheme based budgeting/Vision Document 2047/PM Gati Shakti/NITI Aayog/Board & Committee Meetings/NesDA/EODB.

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12.	Umar Bashir	Senior Assistant	JAKEDA/RTI/General (Coordination) Section/website.
13.	Aabid Hussain Wani	Junior Assistant	JK-IGRAMS (Mulaqaat)/Vigilance Clearance System (VCS)/Electronic Verification System (EVS) and assist with Under Secretary (Fatima) & Nazarat Section.
14.	Nikhil Gupta	Junior Assistant	Record Keeper of JAKEDA/ RTI/HLG Correspondence/CS Correspondence.
15.	Rais Ahmad Wani	Junior Assistant	Record Keeper of JKST&IC/ General (Coordination) section and shall assist with Under Secretary (Feroz).
16.	Abdul Majid Bhat	Daftri	Shall work in the office of Under Secretary (Fatima)
17.	Bilal Ahmad Sofi	Jamadar-I	Shall work in the office of Deputy Director Planning.
18.	Dilshada Akhter	Jamadar-I	Shall work in the Clerical Hall.
19.	Aarshvir Singh Jamwal	Multitasking Staff	Shall work in the office of FA/CAO.
20.	Ishtiyag Ahmad Bhat	Multitasking Staff	Shall work in the personal section of Commissioner/Secretary.

By Order.


 (Shafiq Ahmed) JKAS
Additional Secretary to the Government

Dated: 06-07-2023

No: ST-Adm/61/2021-07

Copy to the:-

1. Financial Advisor & CAO, Science and Technology Department for information.
2. Deputy Director (Planning), Science and Technology Department for information.
3. Under Secretary to Government, Science and Technology Department for information.
4. Private Secretary to Commissioner/Secretary to Government, Science and Technology Department for information of the Commissioner/Secretary.
5. Concerned officials for immediate compliance.
6. Office Order file (w.2.s.c)