

**Government of Jammu and Kashmir
Industries and Commerce Department
Civil Secretariat, Jammu**

Subject:- Work Distribution of Non-Gazetted officials of Industries & Commerce Department.

Office Order No: 04 -IND of 2022
D a t e d : 31 -01-2022

In supersession of all previous orders on the subject, and consequent upon the transfer of some officials, following distribution of work amongst Non-Gazetted officials of Industries & Commerce Department is hereby ordered with immediate effect :-

S. No.	Name of the Official	Designation	Section Assigned
1	Janak Raj	Section Officer	KVIB/ PSGA & Public Monitoring Grievances System, Governor's Grievances, Govt. of India Grievances APIO-RTI concerned sections.
2	Ramesh Kumar	Section Officer	Gen Section/ JKTPD/CoS Meetings, Office Administration/ Re-organization/ JKITIDC, APIO-RTI concerned sections.
3	Feroz Ahmad Hajam	Section Officer	Directorates of I&C Jammu/Kashmir, Cross LoC, House Committee Report /JKCL/ LoK Sabha, Raj Sabha QDs, APIO-RTI concerned sections.
4	Niki Jahan	Section Officer	JKI/ EDI/ IICT, APIO-RTI concerned sections.
5	Vikas Sharma	I/c Section Officer	Directorate of Handicrafts & Handloom J/K and Handloom and Handicrafts Corporation/SIDCO, NI/SICOP, APIO-RTI concerned sections
6	Masoud Ahmad Dar	Head Assistant	Directorates of I&C Jammu/Kashmir, Cross LoC.
7	Rafiq Banoo	Head Assistant	EDI/JKITIDC/IICT/House Committee Report

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8	Zahir Ahmad	Head Assistant	Directorates of Handicrafts and Handloom Jammu/Kashmir, KVIB.
9	Ranjit Singh	Head Assistant	SIDCO, NI/SICOP/ Public Monitoring Grievances System/ Governor's Grievances.
10	Showkat Ahmad Reshi	Head Assistant	Office Administration & Re-organization/JKCL.
11	Sohan Lal	Head Assistant	JKTPO/Government of India Grievances/to look after the work in the personal section of Secretary in the I&C Department.
12	Sunil Kumar	Head Assistant	General Section/CoS Meetings.
13	Kanika Gupta	Head Assistant	Handloom & Handicrafts Dev. Corporation/ PSGA/JKI / Raj Sabha/Lok Sabha QDs.
14	Rahul Hansa	I/c IPO	Website Management/IT Interventions.
15	Harjeet Singh	Senior Assistant	Handloom & Handicrafts Corporation/ Governor's Grievances.
16	Satish Safaya	Senior Assistant	Directorate of Handicrafts Handlooms Jammu/Kashmir, Reorganization & Office Administration.
17	Mohammad Aftab	Senior Assistant	JKTPO / JKITIDC/Government of India Grievances
18	Rinkal Basliya	Senior Assistant	JKCL/PSGA & Public Monitoring Grievances System, House Committee Reports.
19	Showkat Hussain	Senior Assistant	General Section/ CoS Meetings/ He shall also assist Deputy Secretary (A) in addition to his assigned work.
20	Satish Kumar	Senior Assistant	Legal Section
21	Shivdev Singh	Senior Assistant	Receipt/ Dispatch.
22	Safoora Majid	Junior Assistant	JKI / EDI / IICT
23	Talak Aziz	Junior Assistant	KVIB/LSQ/RSQ.
24	Dileep Kumar	Senior Assistant	DIC J&K/Cross LOC.

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25	Ummar Rashid	Junior Assistant	SIDCO, NI/SICOP.
26	Ishfaq Ahmad	Orderly	He shall assist H.A Administration Section at Srinagar.
27	Aman Sharma	Orderly	RTI Section. He shall assist Additional Secretary (K) in addition to his own assignment.

By order.


(Sartaj Hussain Madni)
 Deputy Secretary to the Government

No:IC-ADM/27/2021-02

Dated:- 31 -01-2022

Copy to the:-

1. Secretary in the Industries and Commerce Department.
2. Additional Secretary to the Government, Industries & Commerce Department.
3. Deputy Secretary (A/S) to the Government, Industries & Commerce Department.
4. SLO, Industries and Commerce Department.
5. Under Secretary (S/A) to the Government, Industries and Commerce Department.
6. Pvt. Secretary to Principal Secretary to the Government, Industries & Commerce Department.
7. All the Concerned.
8. Office Order file (w.3.s.c.)