

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

Subject:- Delivery of Dak/receipts through proper channel.

Circular No: 2 -IND of 2022

Dated : 07 - 10 -2022

It has been observed that most of the Subordinate Departments/offices under the Administrative control of Industries and Commerce Department are sending replies/dak to the Administrative Department through E-mails/WhatsApps, which often remains un-attended because of its authenticity.

It is, therefore, impressed upon all the Subordinate Departments /offices under the Administrative control of Industries and Commerce Department to kindly send all the communications/Dak to the Administrative Department through **e-Office** only for smooth functioning of the official work. Any casual approach on part of any office shall be dealt seriously and action as required under rules shall be initiated against the defaulter.

By order.


Sd/-
**(Kusum Badyal), JKAS
Secretary in the Department of
Industries & Commerce**

IC-ADM/82/2022-02

Dated:-07-10-2022.

Copy to the:-

1. All HoDs of Industries and Commerce Department.
2. All Managing Directors, Industries and Commerce Department.
3. Secretary/CEO, J&K KVIB, Srinagar.
4. All Officers of Industries and Commerce Department.
5. I/c Website, I&C Department.


**(Abid Khan)
Under Secretary to Government**