

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

Subject: - Work distribution among the Gazetted Officers of Industries and Commerce Department.



Office Order No. 75 IND of 2022

Dated: 09.12.2022

In supersession of all previous orders issued on the subject, the following work distribution amongst the Gazetted Officers of Industries and Commerce Department is hereby ordered with immediate effect:-

S. No	Name of the Officer	Designation	Category of subjects allotted
1.	Ms. Smita Sethi	Secretary in the Department	1. All Land related matters, including those in Industrial Estates/DICs; 2. Industrial Estates Development 3. SIDCO/SICOP matters 4. All Policy matters, including where subject is dealt by AS(A) / AS (M)
2	Mr. Suresh Kumar Koul	Director Finance	1. All Financial matters, including Budgeting and Expenditure management, 2. CAG Paras/reports; 3. JKDFC/UTLBC related issues. 4. Languishing Projects/JKIDFC issues.
3	Mr. Suresh Koul	Director Planning	1. All Planning and Development matters ; 2. Nodal Officer for all Development Schemes of I&C/ H&H/ JKTPO 3. Capex Planning 4. Physical /Financial Capex Progress
4	Mr. Aziz Ahmad Rather	Additional Secretary	1. DIC Jammu/Kashmir (other than Land matters); 2. J&K Handicrafts and Handloom department; 3. J&K Handicrafts &

			Handloom Corporation; 4. JKTPD; 5. COS meeting (overall coordination), 6. Cross Loc Trade 7. Coordination for I&C's Senior officers meeting
5	Ms. Mamta Devi	Additional Secretary	1. JKCL/ Tourism assets outsourcing 2. Gati Shakti scheme implementation 3. Promoting Digital Payments 4. JKITIDC; 5. JKI; 6. EDI; 7. KVIB 8. IICT; 9. CDI; 10. General Administration issues not falling in jurisdiction of any officer
6	Mr. Nadeem Iqbal Andrabi	Deputy Secretary	Assist Secy (I&C) with subjects 1, 2 and 3 dealt by her
7	Mr. Kabir Ahmad Malik	Sr. Law Officer	Legal Matters
8	Mr. Sanjeev Kumar	Under Secretary	1. Assist AS (M) in all subjects dealt by her 2. Parliamentary / Assembly Questions (Over all coordination) 3. PIO under RTI Act, 2005 of concerned sections.
9	Mr. Anil Sharma	Under Secretary	1. Assist AS (A) in all subjects dealt by him 2. PIO under RTI Act, 2005 of concerned sections.
10.	Mr. Abid Khan	Under Secretary	1. Assist Secy (I&C) and DS (I&C) in subjects 1,2 and 3 dealt by Secy (I&C). 2. PIO under RTI Act, 2005 of concerned sections; 3. Governors Grievances/ GOI Grievances/Public Monitoring Grievance System (Overall Coordination) 4. Public Service Guarantee Act.

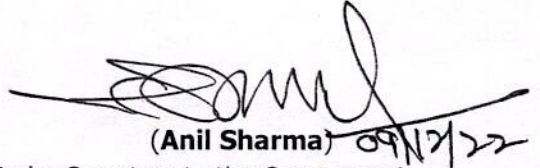
 

NOTE:

1. Besides Secy (I&C), Additional Secretary (A/M) shall also submit the files directly to Principal Secretary where files shall be routed through Secy (I&C) and those files for which the authority of final disposal is delegated to the Secy (I&C) (Annexure I)
2. Joint Director, Planning shall route all files through Director Finance, who is holding additional charge as Director Planning, I&C Department.
3. The Dy. Secretary (N) shall route files through Secretary (I&C)
4. Under Secretary (SK/AS) shall route files through concerned Additional Secretary. US (AK) shall put up files as directed by Secy (I&C).
5. Mr. Vishal Mahajan IT Manager, SICOP shall be the Nodal Officer for BRAP/EoDB/Single Window Deliverables.
6. In case any officer is on leave, the files shall be submitted to the next higher officer in line.
7. Leave application (of any kind) of Gazetted officers shall be moved to Principal Secretary I&C for sanction and that of non Gazetted shall be sanctioned by Secretary in the I&C department.
8. Parliamentary Question / Assembly Questions/Grievances/Inquiries/RDA shall be dealt by the Officers concerned with the subject. They shall, however route it through the Nodal officer dealing with the subject.
9. The Principal Secretary (I&C) may assign any specific work to any officer in supersession of the above order.

This comes into force with immediate effect.

By Order.


(Anil Sharma) 09/12/22
Under Secretary to the Government
Dated: 09.12.2022

No. IC -ADM/20/2021-07

Copy to:

1. Secretary in the Industries and Commerce Department.
2. Director, Finance, Industries and Commerce Department for information.
3. Additional Secretary to the Government, I&C (A/M) for information.
4. Joint Director, Planning, I&C Department for information.
5. Deputy Secretary (N) to the Government, I&C for information.
6. Sr. Law Officer, I&C Department for information.
7. Under Secretary (SK/AS/AKS) to the Government, I&C for information.
8. Private Secretary to Principal Secretary to the Government, I&C for information of Principal Secretary.
9. Office Order file.

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

Annexure I

Subject: Delegation of Powers-Work Distribution e.g.

Office Order No: 72 -JK(IND) of 2022

Dated: 05.12.2022

In the interest of the administration, powers are hereby delegated to the Secretary in the Industries and Commerce Department for disposal of following issues/cases at her own level and need not to be referred to the Principal Secretary to the Government, Industries and Commerce Department:-

- i. To finalize the pension cases in accordance with the Rules.
- ii. No Demand Certificates on account of House Building/Scooter/Car advance to the employees retiring on superannuation.
- iii. To grant NOC for obtaining passport/making an application for seeking employment elsewhere.
- iv. To authorize the medical treatment outside the Union territory in cases covered under the Jammu and Kashmir Civil Services (Medical attendance-Cum-Allowance) Rules in respect of the employees working in the subordinate departments.
- v. To accord sanction for withdrawal of G.P. Fund in accordance with Rules.
- vi. To impose minor punishments in accordance with the provisions of Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956.
- vii. Approval of draft order of routine cases once the matter is cleared on file by Principal Secretary.
- viii. Cases of extending vigilance clearance.
- ix. Issuance of reminders, if required, for all communications received.
- x. Seeking inputs before finalization of draft position.

By order.

Sd/-

(Prashant Goyal)

Principal Secretary to the Government

No: IC-ADM/84/2022-02

Dated: 05.12.2022

Copy to the:-

1. Secretary in the Industries and Commerce Department for information.
2. Director Finance, Industries and Commerce Department.
3. Additional Secretary to the Government (A)/(M), Industries and Commerce Department.
4. Deputy Secretary to the Government, Industries and Commerce Department.
5. Under Secretaries to the Government, Industries and Commerce Department (S/A/A).
6. Senior Law Officer, Industries and Commerce Department for information.
7. Private Secretary to Principal Secretary to the Government, Industries & Commerce Department, J&K.
8. Office Order file (w.3.s.c).

(Anil Sharma)
Under Secretary to the Government