

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

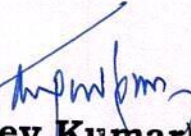
**Subject:- Grant of Earned Leave in favour of Mr. Ummar Rashid,  
Junior Assistant, Industries & Commerce Department.**

**Office Order No: 1 JK (IND) of 2023  
Dated : - 05 .01 -2023**

In terms of Rule 26 of J&K, Civil Services, leave Rules, 1979, sanction is hereby accorded to the grant of 30 days earned leave w.e.f 02.01.2023 to 01.02.2023 in favour of Mr. Ummar Rashid, Junior Assistant, Industries & Commerce Department on medical grounds.

Further, Mrs. Safoora Majid, Junior Assistant, shall look after the charge assigned to Mr. Ummar Rashid, in addition to her own duties till Mr. Ummar Rashid resumes his duties. \

**By order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

IC-ADM/54/2022-02

Dated:- 05 -01-2023

Copy to the:-

1. Director, Finance, Industries & Commerce Department with the request to kindly get the earned leave entered in Service Record of the Official.
2. Private Secretary to Principal Secretary to the Government, Industries & Commerce Department.
3. Concerned Officials.
4. Office Order file (w.3.s.c).



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

**Subject: Work distribution among the Gazetted Officers of Industries & Commerce Department.**

**Office Order No: 02 IND of 2023**

**Dated: 16.01.2023**

It is hereby ordered that Ms. Saloni Rai, Director I&C Kashmir shall deal with the matters related to BRAP/EoDB and Single Window for the entire UT of J&K. Mr Vishal Mahajan, IT Manager SICOP will assist the Director I&C Kashmir.

Besides, in partial modification of Office Order no 75-IND of 2022 dated 09.12.2022 regarding Work distribution among the Gazetted Officers of Industries & Commerce Department, the following changes in the allotment of subjects is hereby ordered with immediate effect:

S.No	Name of the officer	Category of subject now changed/allotted
1	Mr Aziz Ahmed Rather, Additional Secretary	IICT CDI
2	Ms Mamta Devi, Additional Secretary	MSME JKTPO

**By order.**

**Sd/-**

(Prashant Goyal)

**Principal Secretary to the Government.**

Dated: 16.01.2023

No. IC-Adm/20/2021-07

Copy to the:

1. Secretary in the Department, I&C Department.
2. Director I&C Kashmir.
3. Director Finance, I&C.
4. Additional Secretary to the Government (A/M), I&C Deptt
5. Private Secretary to PS, I&C Department Department.
6. Mr Vishal Mahajan, IT Manager SICOP.
7. Office Order file (w.3.s.c).

**Under Secretary to the Government**



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

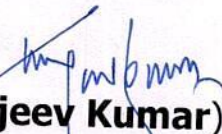
Subject:- :-Grant of Child Care Leave in favour of Smt. Rinkal Basliya, Head Assistant, Industries and Commerce Department.

**Office Order No: 3 -JK(IND) of 2023  
Dated: 20-01-2023**

In terms of Rule 41-A of J&K civil Services (Leave) Rules, 1979 read with SRO-232 dated 22.07.2015, sanction is hereby accorded to the grant of 25 days Child Care Leave w.e.f. 09.01.2023 to 02.02.23 in favour of Smt. Rinkal Basliya, Head Assistant, Industries & Commerce Department.

Further, Smt. Kanika Gupta, Head Assistant shall look after the work assigned to Smt. Rinkal Basliya, Head Assistant in addition to work already assigned to her during the leave period of the official.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government  
Dated: 20.01.2023

No:-IC-ADM/34/2022-02

Copy to the:-

1. Director Finance, Industries and Commerce Department for information and necessary action.
2. Private Secretary to Principal Secretary to the Government, Industries and Commerce Department.
3. Concerned Officials.
4. Office Order file (w.2.s.c).



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

**Subject: Proposal for modification of S.O 922 dated 26.10.2019 (Cadre of J&K Handloom Department (Subordinate/Non-Gazetted Service and S.O-924 dated 26.10.2019 (Cadre of J&K Handicrafts Department (subordinate/Non-Gazetted Service ) of the UT of J&K.**

**Office Order No: 04 -JK (IND) of 2023  
Dated: 31 -01-2023**

In order to discuss, deliberate upon the matter and finalize a proposal for proposing amendments in S.O 922 and S.O. 924, sanction is hereby accorded to the constitution of Departmental Committee under the Chairmanship of Director Finance, I&C Department with following composition:-

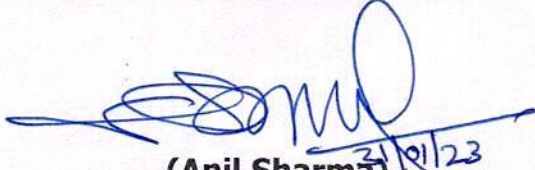
1. Director, Handicrafts and Handloom, Kashmir.
2. Director, Handicrafts and Handloom, Jammu.
3. Senior Law Officer, I&C Department.
4. Under Secretary (Anil/Sanjeev) to the Government, I&C Department.

**By order .**

**Sd/-  
(Prashant Goyal)  
Principal Secretary to the Government  
Dated: 31 -01-2023**

No:- IC-HHD/185/2021-02  
Copy to the:-

1. Director, Handicrafts & Handloom, Kashmir/Jammu.
2. Director Finance, Industries & Commerce Department.
3. Senior Law Officer, Industries & Commerce Department.
4. Under Secretary (S/A) to the Government, I&C Department
5. Pvt. Secretary to Principal Secretary to the Government, Industries & Commerce Department.
6. Office Order file (w.1.s.c).

  
**(Anil Sharma)**  
Under Secretary to the Government



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

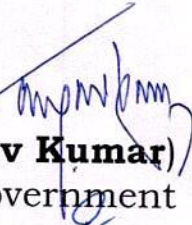
**Subject:- Grant of Earned Leave in favour of Mr. Sunil Kumar Raina, Statistical Officer, Industries & Commerce Department.**

**Office Order No: 5 JK (IND) of 2023  
Dated : - 06 .02 -2023**

In terms of Rule 26 of J&K Civil Services Leaves Rules 1979, sanction is hereby accorded to the grant of 08 days earned leave w.e.f. 27.01.2023 to 03.02.2023 in favour of Mr. Sunil Kumar Raina, Statistical Officer, Industries and Commerce Department with permission to leave the station, in connection with his treatment at New Delhi.

Further, two days earned leave for 2nd and 3rd of January, 2023 earlier availed by the official are treated as casual leave, in terms of rule 11(i) of J&K Civil Services Leaves Rules 1979.

**By order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

IC-ADM/56/2022-02

Dated:- 06 -02-2023

Copy to the:-

1. Director, Finance, Industries & Commerce Department with the request to kindly get the earned leave entered in Service Record of the Official.
2. Private Secretary to Principal Secretary to the Government, Industries & Commerce Department.
3. Concerned Officials.
4. Office Order file (w.3.s.c).



Union Territory of Jammu and Kashmir  
Industries and Commerce Department  
Civil Secretariat Srinagar/Jammu

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**Subject:- Application for sanction of Non-Refundable G.P. Fund withdrawal in favour of Mr. Shabir Ahmad Mir, Private Secretary, Industries & Commerce Department under G.P. Fund ACCOUNT No.CC-910012562.**

Office Order No: **6-JK-Ind of 2023**  
D A T E D : **15 - 02- 2023**

In pursuance of Rule 15 (1), A (b) of G.P. Fund (Central Service) Rules, 1960, sanction is hereby accorded to the grant of G.P. Fund (Non-Refundable) of Rs. 2,00,000/- (Rupees Two lakhs only) in favour of Mr. Shabir Ahmad Mir, Private Secretary, Industries and Commerce Department out of his credit balance under G.P. Fund computer code account No. CC-910012562 to defray expenses in connection with Marriage ceremony of his younger brother.

**The detailed of his credit balance in his G.P. account is as under:-**

01	Closing balance as per the schedule for the year 2021-22 issued by Accounts Officer GPF Moving Cell	3,96,771=
02	Subscription from 03/2022 to 01/2023	1,76,000=
03	Refund from 03/2022 to 01/2023	nil=
04	D.A. arrears from 03/2022 to 01/2023	nil=
<b>Total Balance as 31.10.2023</b>		<b>5,72,771=</b>
05	Withdrawals from 03/2022 to 01/2023	nil=
<b>Net balance as on ending 31.01.2023</b>		<b>5,72,771=</b>

As per service records the official has rendered more than 10 years of service, and his date of 1<sup>st</sup> appointment is 12.09.2001, the date of retirement is ending November, 2034.

**By order.**

  
**Director Finance**  
Industries & Commerce Deptt.

NO: IC-ACC/136/2021-03

Dated: **15 - 02-2023**

Copy to the:

1. Treasury Officer, Moving Treasury Civil Secretariat, Jammu/Srinagar.
2. Pvt. Secretary to Principle Secretary to Government, I&C Department.
3. Accounts Officer, G.P. Fund Moving Cell, Civil Secretariat, Jammu/Srinagar .
4. Concerned Officer.
5. Nazir, Industries & Commerce Department for n/a.
6. Officer order file (w.2. S.Cs)



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

**Subject:- Grant of Earned Leave .**

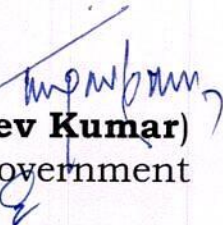
**Office Order No: 7-JK (IND) of 2023**

**Dated : - 28 .02 -2023**

In terms of Rule 26 of J&K Civil Services Leaves Rules 1979, sanction is hereby accorded to the grant of Earned Leave for a period of 25 days w.e.f. 20.02.2023 to 16.03.2023 in favour of Ms. Safoora Majid, Junior Assistant, Industries and Commerce Department in connection with domestic work.

It is further ordered that Mr. Talak Aziz, Junior Assistant shall look after the work assigned to Ms. Safoora Majid, Junior Assistant, in addition to his own duties, till Ms. Safoora Majid resume her duty.

**By order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

IC-ADM/4/2023-02

Dated:- 28-02-2023

Copy to the:-

1. Director, Finance, Industries & Commerce Department with the request to kindly get the earned leave entered in Service Record of the Official.
2. Private Secretary to Principal Secretary to the Government, Industries & Commerce Department.
3. Concerned Official.
4. Office Order file (w.3.s.c).



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

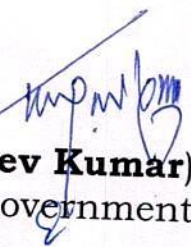
**Subject:- Grant of Earned Leave .**

**Office Order No: 8-JK (IND) of 2023  
Dated : - 28 .02 -2023**

In terms of Rule 26 of J&K Civil Services Leaves Rules 1979, Sanction is hereby accorded to the grant of Earned Leave for a period of 20 days w.e.f. 13.02.2023 to 04.03.2023 with permission to leave the station in favour of Mr. Ummar Rashid, Junior Assistant, Industries and Commerce Department in connection with medical treatment of his father at New Delhi.

It is further ordered that Mr. Harjeet Singh, Senior Assistant shall look after the work assigned to Mr. Ummar Rashid, Junior Assistant, in addition to his own duties, till Mr. Ummar Rashid resume his duties.

**By order.**

  
**(Sanjeev Kumar)**  
Under Secretary to the Government

IC-ADM/54/2022-02

Dated:- 28-02-2023

Copy to the:-

1. Director, Finance, Industries & Commerce Department with the request to kindly get the earned leave entered in Service Record of the Official.
2. Private Secretary to Principal Secretary to the Government, Industries & Commerce Department.
3. Concerned Official.
4. Office Order file (w.3.s.c).



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


**Subject:-Grant of Child Care Leave in favour of Smt. Mamta Devi, Additional Secretary to the Government, Industries and Commerce Department.**

**Office Order No: 9 -JK(IND) of 2023  
Dated: 08-03-2023**

In terms of Rule 41-A of J&K Civil Services (Leave) Rules, 1979 read with SRO-232 dated 22.07.2015, sanction is hereby accorded to the grant of 24 days Child Care Leave w.e.f. 13.03.2023 to 05.04.2023 in favour of Smt. Mamta Devi, Additional Secretary to the Government, Industries & Commerce Department. However, the officer will not leave Head Quarter and shall remain available on call to handle the time-bound files concerning JKCL strategic disinvestment and RAMP consultant REP.

Further, Mr. Aziz Ahmad Rather, Additional Secretary to the Government, Industries & Commerce Department shall look after the work assigned to Smt. Mamta Devi, Additional Secretary in addition to his work during the leave period of the officer.

**By Order.**

  
(Anil Sharma)

Under Secretary to the Government

Dated:-08.03.2023

No:-IC-ADM/7/2023-02

Copy to the:-

1. Director Finance, Industries and Commerce Department for information and necessary action.
2. Additional Secretary (M) to the Government, I&C Department.
3. Additional Secretary (A) to the Government, I&C Department.
4. Private Secretary to Principal Secretary to the Government, Industries and Commerce Department for information to Principal Secretary.
5. PA to Secretary in the Department, I&C Department.
6. Office Order file (w.2.s.c).



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

**Subject: Grant of Child Care Leave in favour of Smt. Mamta Devi, Additional Secretary to the Government, Industries and Commerce Department.**

**Office Order No:- 10-JK(IND) of 2023  
Dated:- 20 03.2023**

In continuation to Office Order No.9-JK(IND) of 2023 dated 08.03.2023 issued on the subject, it is hereby ordered that Smt. Mamta Devi, Additional Secretary to the Government, Industries and Commerce Department shall **Work from Home** during the period she is on leave in view of the closing of Financial Year.

**By Order.**

(Sanjeev Kumar)  
Under Secretary to the Government.

NO: IC-ADM/7/2023-02

Dated: 20.03.2023

Copy to the:

1. Director Finance, Industries and Commerce Department for information.
2. Additional Secretary (M) to the Government, I&C Department for information.
3. Additional Secretary (A) to the Government, I&C Department for information.
4. Private Secretary to Principal Secretary to the Government, Industries and Commerce Department.
5. P.A. to Secretary in the Department, Industries and Commerce Department.
6. Office Order file/stock file.



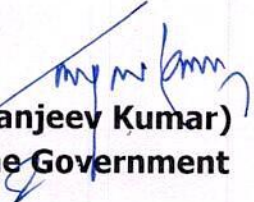
**Government of Jammu and Kashmir  
Industries & Commerce Department  
Civil Secretariat, J&K**

**Subject:-Deputation order of Sh. Kabir Ahmed Malik, Senior Law Officer,  
Industries and Commerce Department to Srinagar.**

**Office Order No. 11 – (JK) IND of 2023  
Dated: 27 .03.2023**

Sanction is hereby accorded to the deputation of Mr. Kabir Ahmad Malik, Senior Law Officer, Industries and Commerce Department to Srinagar (to and fro) for attending the proceeding personally on 18.03.2023 at the Hon'ble High Court, Srinagar in relaxation of rules in terms of Clause VII (Article 320-B) note 1.

**By order.**

  
**(Sanjeev Kumar)**  
**Under Secretary to the Government**

No.IC-HHD/35/2023202

Dated. 27.03.2023

Copy to: -

1. Director Finance, Industries & Commerce Department.
2. Senior Law Officer, I&C Department. He is requested to submit the outcome of the proceedings on 18<sup>th</sup> March. Besides, he is also requested to compile a list of all cases in proper format where the court has fixed a deadline for implementation of its order and in which PS, I&C is a party. This list should be submitted no later than 28.03.2023.
3. Private Secretary to Principal Secretary to the Government, Industries & Commerce Department.
4. Office Order file/stock file.



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

**Subject: Sanction of LTC/LTC Advance in favour of Shri Varinder Singh Rana,  
Assistant Accounts Officer..**

**Office Order No. 12 -IND of 2023  
Dated: 27 .03.2023**

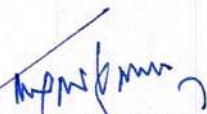
Sanction is hereby accorded to the grant of Leave Travel Concession (LTC) to visit New Delhi in favour of Shri Varinder Singh Rana, AAO with effect from 20.03.2023 to 28.03.2023 for the current block year 2020-2023.

Sanction is also accorded to the grant of an advance of Rs.45000/-(90% of the estimated expenditure of Rs.50,000/- as per item 12 of application (Form 2) for availing of the LTC.

The sanction shall be subject to the following terms and conditions:-

- a. An entry shall be made in the Service Book of the official as prescribed under Rule 16(1) and 16(2) of the J&K Civil Service (LTC) Rules, 2019;
- b. The official shall submit the final LTC claim in Form 3 within one month from the date of return journey after availing the LTC;
- c. The other conditions for grant of this concession shall be same as laid down in J&K Civil Service (LTC) Rules, 2019.

**By order.**

  
**(Sanjeev Kumar)**  
Under Secretary to the Government

No. IC-ADM/32/2022-02  
Copy to the:-

Dated: 27.03.2023.

1. Director Finance, Industries and Commerce Department.
2. Private Secretary to the Principal Secretary to the Government, Industries and Commerce Department.
3. Concerned official.
4. PA to Secretary in the Department the Government, Industries and Commerce Department.
5. Office Order file/Stock file/website.



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

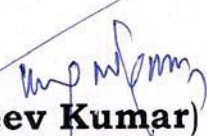
**Subject:- Grant of Earned Leave in favour of Mr. Showkat Ahmad Reashi, Head Assistant, Industries and Commerce Department.**

**Office Order No: 13-JK (IND) of 2023  
Dated : - 31 .03 -2023**

In terms of Rule 26 of J&K Civil Services Leaves Rules 1979, sanction is hereby accorded to the grant of 25 days earned leave **w.e.f. 08.03.2023** in favour of Mr. Showkat Ahmad Reshi, Head Assistant, Industries & Commerce Department in connection with domestic affairs.

Mr. Sohan Lal, Head Assistant, I&C Department, shall look after the work assigned to Mr. Showkat Ahmad Reshi, Head Assistant in addition to his own duties, during the period official remains on leave.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

IC-ADM/76/2022-02

Dated:- 31 -03-2023

Copy to the:-

1. Director, Finance, Industries & Commerce Department with the request to kindly get the earned leave entered in Service Record of the Official.
2. Private Secretary to Principal Secretary to the Government, Industries & Commerce Department.
3. P.A. to Secretary in the Department, Industries and Commerce Department.
4. Concerned Official.
5. Office Order file (w.3.s.c).



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

**Subject: Matters related to BRAP/EoDB and Single Window.**

**Office Order No:- 14-JK(IND) of 2023  
Dated:- 12.04.2023**

In partial modification of Office Order No.02-IND of 2023 dated 16.01.2023 issued by the Industries and Commerce Department under endorsement No.IC-ADM/20/2021-07 dated 16.01.2023, it is hereby ordered that Mr. Rakesh Minhas, Managing Director, J&K SICOP shall henceforth handle the matters related to BRAP/EoDB and Single Window for the entire UT of J&K.

**By Order.**

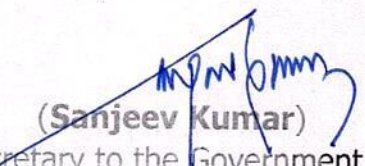
**Sd/-  
(Prashant Goyal)  
Principal Secretary to the Government**

NO: IC-ADM/20/2021-07

Dated: 12.04.2023

Copy to the:

1. Secretary in the Department, Industries and Commerce Department for information.
2. Managing Director, J&K SIDCO/SICOP for information.
3. Director, Industries and Commerce, Kashmir for information.
4. Director Finance, Industries and Commerce Department for information.
5. Additional Secretary to the Government (A/M), Industries and Commerce Department for information.
6. Private Secretary to Principal Secretary to the Government, Industries and Commerce Department.
7. Office Order file/stock file.

  
(Sanjeev Kumar)  
Under Secretary to the Government.



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

**Subject: Sanction of Non-Refundable GP Fund Withdrawal of Rs. 1,00,000/- (Rupees One Lakh Only in favour of Mr. Abid Khan, UnderSecretary to Govt, Industries and Commerce Department out of his GPF Account No. 910003851.**

Office Order No. 15 - Ind of 2023  
Dated : 19 -04-2023

In pursuance of Rule 15(1)B(e) of The General Provident Fund (Central Services) Rules 1960, sanction is hereby accorded to the grant of Non-Refundable G.P. Fund Withdrawal of Rs. 1,00,000/- (Rupees One Lakh Only) in favour of Mr. Abid Khan, Under-Secretary to Government, Industries and Commerce Department out of his G.P Fund Account No. CC-910003851 to defray the expenses in connection with additions to his ancestral house.

The Credit position of GP Fund Balance of the officer is as under:-

1. Balance as per the Annual Account Statement for the year 2021-22	Rs. 67,806/-
2. Subscription from 03/2022 to 03/2023	Rs. 93,000/-
3. Refunds from 03/2022 to 03/2023	Rs. 42,070/-
Total (1-3)	Rs. 2,02,876/-
Less: Withdrawal from 03/2022 to 03/2023	Rs. 90,000/-
Net Balance available on ending 03/2023	Rs. 1,12,876/-
Net balance available on ending 03/2023	Rs 1,12,876

By Order.

  
Director Finance  
Industries and Commerce Department.  
Dated: 19 -04-2023

No. IC-ADM/14/2021

Copy to the:-

1. Treasury Officer, Moving Treasury Civil Secretariat, Jammu.
2. Accounts Officer, G.P. Fund Moving Cell, Civil Secretariat, Jammu.
3. Pvt. Secretary to Principal Secretary to Govt, I&C Department.
4. Nazir, Industries & Commerce Department for n/a.
5. Office order file (w.2.S.Cs).



**Subject:- Application for sanction of Non-Refundable G.P. Fund withdrawal in favour of Mr. Feroz Ahmad Hajam, Section Officer, Industries & Commerce Department under G.P. Fund Account No. CC-910007215.**

Office Order No: 18 -Ind of 2023  
D A T E D : 19 - 04- 2023

In pursuance of Rule 15 (1) (B) (d) of G.P. Fund (Central Service) Rules, 1960, sanction is hereby accorded to the grant of G.P. Fund (Non-Refundable) of Rs.7,00,000/- (Rupees seven lakh only) in favour of Mr. Feroz Ahmad Hajam Section Officer, Industries and Commerce Department out of his credit balance under G.P. Fund computer code account No. CC-910007215 to defray expenses in connection with Alteration/renovation of his residential house.

**The detailed of his credit balance in his G.P. account is as under:-**

01	Closing balance as per the schedule for the year 2021-22 issued by Accounts Officer GPF Moving Cell	7,50,935=
02	Subscription from 03/2022 to 02/2023	1,06,000=
03	Refund from 03/2022 to 02/2023	1,32,000=
04	D.A. arrears from 03/2022 to 02/2023	nil=
<b>Total Balance as 28.02.2023</b>		<b>9,88,235=</b>
05	Withdrawals from 03/2022 to 02/2023	nil=
<b>Net balance as on ending 28.02.2023</b>		<b>09,88,935=</b>

As per service records the official has rendered more than 10 years of service, and his date of 1<sup>st</sup> appointment is 02.01.1998, the date of retirement is May 2041.

**By order.**

  
Director Finance  
Industries & Commerce Deptt.

NO: IC-ADM/31/2021-07

Dated: 19 -04-2023

Copy to the:

1. Treasury Officer, Moving Treasury Civil Secretariat, Jammu/Srinagar.
2. Pvt. Secretary to Principle Secretary to Government, I&C Department.
3. Accounts Officer, G.P. Fund Moving Cell, Civil Secretariat, Jammu/Srinagar .
4. Nazir, Industries & Commerce Department for n/a.
5. Concerned official.
6. Officer order file (w.2. S.Cs)



Union Territory of Jammu and Kashmir  
Industries and Commerce Department  
Civil Secretariat Srinagar/Jammu

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**Subject:- Application for sanction of Non-Refundable G.P. Fund withdrawal in favour of Mr. Masoud Ahmad Dar, Head Assistant, Industries & Commerce Department under G.P. Fund Account No. CC-910017035.**

Office Order No: 19 -Ind of 2023  
D A T E D : 19 - 04- 2023


In pursuance of Rule 15 (1) (B) (d) of G.P. Fund (Central Service) Rules, 1960, sanction is hereby accorded to the grant of G.P. Fund (Non-Refundable) of Rs.7,00,000/- (Rupees seven lakh only) in favour of Mr. Masoud Ahmad Dar, Head Assistant, Industries and Commerce Department out of his credit balance under G.P. Fund computer code account No. CC-910017035 to defray expenses in connection with renovation of his residential house.

**The detailed of his credit balance in his G.P. account is as under:-**

01	Closing balance as per the schedule for the year 2021-22 issued by Accounts Officer GPF Moving Cell	10,15,469=
02	Subscription from 03/2022 to 02/2023	1,68,000=
03	Refund from 03/2022 to 02/2023	1,21,950=
04	D.A. arrears from 03/2022 to 02/2023	nil=
<b>Total Balance as 28.02.2023</b>		<b>13,15,419=</b>
05	Withdrawals from 03/2022 to 02/2023	2,00,000=
<b>Net balance as on ending 28.02.2023</b>		<b>11,05,419=</b>

As per service records the official has rendered more than 10 years of service, and his date of 1<sup>st</sup> appointment is 08.06.2007, the date of retirement is ending December, 2037

**By order.**

  
**Director Finance**  
Industries & Commerce Deptt.

NO: IC-ADM/62/2022-02

Dated: 19 -04-2023

Copy to the:

1. Treasury Officer, Moving Treasury Civil Secretariat, Jammu/Srinagar.
2. Pvt. Secretary to Principle Secretary to Government, I&C Department.
3. Accounts Officer, G.P. Fund Moving Cell, Civil Secretariat, Jammu/Srinagar .
4. Nazir, Industries & Commerce Department for n/a.
5. Concerned official.
6. Officer order file (w.2. S.Cs)



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

Subject:- Sanction of non-refundable G.P. Fund withdrawal of **Rs.1.03 Lakh (Rupees One lakh three thousand )** only in favour of Mr. Feroz Ahmad Bazaz, Assistant Accounts Officer, Industries & Commerce Department under G.P. Fund account No. **CC-710101563**.

Office Order No: **18** - JK(IND) of 2023  
D A T E D: **25** - 04 - 2023

In pursuance of Rule 15 (1) (C) of G.P. Fund (Central Service) Rules 1960, sanction is hereby accorded to the grant of **Rs.1,03,000=00 (Rupees One lakh three thousand) only 90% out of total balance** in favour of Mr. Feroz Ahmad Bazaz, Assistant Accounts Officer, Industries and Commerce Department out of his credit balance under G.P. Fund account No. **CC-710101563**.

**The credit position of the G.P. Fund balance is as under:-**

1. Closing balance as per schedule for the year 2021-22	Rs. 1,68,088=00
2. Subscriptions from 03/2022 to 03/2023	Rs. 1,47,000=00
3. Refunds from 03/2022 to 03/2023	Rs. Nil-
4. <u>DA arrears from 03/2022 to 03/2023</u>	Rs. Nil-
<b><u>Total (1-4)</u></b>	<b><u>Rs. 3,15,088=00</u></b>
5. Withdrawal from 03/2022 to 03/2023	Rs. 2,00,000=00
<b><u>Net balance as on 31-03-2023.</u></b>	<b><u>Rs. 1,05,088=00</u></b>

As per available service records, the official has remained less than one year of service and likely to be retiring on superannuation w.e.f. 30.04.2024

By order.

  
**Director Finance**  
Industries & Commerce Deptt.

NO:IC-ADM/16/2021-02

Copy to the:-

Dated: **25** -04-2023

1. Treasury Officer, Moving Treasury Civil Secretariat, Jammu/Srinagar.
2. Accounts Officer, G.P. Fund Moving Cell, Civil Secretariat, Jammu/Srinagar.
3. Pvt. Secretary to Pr. Secretary to Government Industries & Commerce Department for information of Principal Secretary.
4. Nazir, Industries & Commerce Department for n/a.
5. Concerned official.
6. Office order files (w.2. S.Cs)



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

**Office Order No:- 19 JK(IND) of 2023  
Dated:- 08.05.2023**

It is hereby ordered that following officials of the I&C Department in Jammu shall remain available for attending duties if required intimated on phone call during Gazetted holidays/Saturdays for the month of May, 2023 as per the roster below:-

S.No.	Name of the Official	Designation	Date
1.	1. Ramesh Kumar, 2. Sunil Kumar 3. Dileep Kumar 4. Nisar Ahmad 5. Arjun Gupta 6. Surinder Kumar	S.O H.A S.A Orderly Orderly Orderly	13.05.2023 (Saturday)
2.	1. Sohan Lal 2. Harjeet Singh 3. Satish Safaya 4. Bashir Ahmad 5. Rahul Raina 6. Gurjeet Singh	H.A S.A S.A Orderly Orderly Orderly	20.05.2023 (Saturday)
3.	1. Ramesh Kumar 2. Sunil Kumar 3. Ranjeet Singh 4. Dileep Kumar 5. Arjun Gupta 6. Sohan Lal 7. Nisar Ahmad	S.O. H.A. H.A S.A Orderly Orderly Orderly	27.05.2023 (Saturday)

**By Order.**

NO: IC-ADM/Misc/2023-02

Dated: 08.05.2023

Copy to the:

1. Secretary in the Department, I&C Department for information.
2. Additional Secretary to the Government(M) for information.
3. Under Secretary to the Government (SK/AS) for information.
4. Concerned officials for information and compliance.
5. Office Order file.

  
(Mamta Devi)

Additional Secretary to the Government.



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

**Subject: - Sanction of Leave Travel Concession (LTC) in favour of  
Mr. Ashiq Hussain, Accountant.**

**Office Order No. 20JK-IND of 2023**

**Dated: 10.05.2023**


Sanction is hereby accorded to the grant of Leave Travel Concession(LTC) in favour of Mr. Ashiq Hussain, Accountant w.e.f 19-05-2023 to 23-03-2023 in terms of Rule 12(1) (a) of S.O.22 Dated: 03-12-2019 for the current Block Year 2020-2023.

Sanction is also accorded to the grant of an advance of ₹19800/- (90% of the estimated expenditure of ₹22,000/-) as per item 12 of application (Form 2) for availing of the LTC.

The sanction shall be subject to the following terms and conditions:-

- a. An entry shall be made in the Service Book of the official as prescribed under Rule 16(1) and 16(2) of the J&K Civil Service (LTC) Rules,2019.
- b. The official shall submit the final LTC claim in Form 3 within one month from the date of return journey after availing the LTC;
- c. The other conditions for grant of this concession shall be same as laid down in J&K Civil Service (LTC) Rules, 2019.

**By order.**

  
(Suresh Koul)

**Director Finance**

**Industries & Commerce Department**

**Dated:10-05-2023**

**No: IC-ADM/5/2021-02**

**Copy To:**

1. Pvt. Secretary to the Principal Secretary to the Government, I&C Department.
2. PA to Secretary in the Department, I&C Department.
3. Concerned Official.
4. Office Order File/stock file



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

**Subject:-Grant of Earned Leave in favour of Mr. Aziz Ahmad Rather, Additional Secretary to the Government, Industries and Commerce Department.**

**Office Order No: 21-JK(IND) of 2023  
Dated: 17-05-2023**

In terms of Rule 26 of J&K, Civil Services, Leave Rules, 1979, sanction is hereby accorded to the grant of 31 days earned leave w.e.f. 22.05.2023 to 21.06.2023 in favour of Mr. Aziz Ahmad Rather, Additional Secretary to the Government, Industries & Commerce Department in connection with re-construction of his ancestral house.

Further, Ms. Mamta Devi, Additional Secretary to the Government, Industries & Commerce Department shall look after the work assigned to Mr. Aziz Ahmad Rather in addition to her own work during the leave period of the officer.

**By Order.**

(Sanjeev Kumar)  
Under Secretary to the Government  
Dated:- 17.05.2023

No:-IC-ADM/58/2022-02

Copy to the:-

1. Director Finance, Industries and Commerce Department for information and necessary action.
2. Additional Secretary (M) to the Government, I&C Department.
3. Additional Secretary (A) to the Government, I&C Department.
4. Private Secretary to Principal Secretary to the Government, Industries and Commerce Department for information to Principal Secretary.
5. PA to Secretary in the Department, I&C Department.
6. Office Order file (w.2.s.c).



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

Subject:- Sanction of non-refundable G.P. Fund withdrawal in favour of Sh. Sunil Kumar, Statistical Officer (P), Industries & Commerce Department under G.P. Fund account No. **CC-910011784**.

Office Order No: **22** - JK(IND) of 2023  
D A T E D : **10** - 05 - 2023

In pursuance of Rule 15(1) (B) (b) of G.P. Fund (Central Service) Rules 1960, sanction is hereby accorded to the grant of **Rs.4,70,000/- (Rupees Four lakh seventy thousand) only** in favour of Sh. Sunil Kumar Raina, Statistical Officer (P), Industries & Commerce Department out of his credit balance under G.P. Fund account No. **CC-910011784** to defray expenses in connection with repayment of housing lone in terms of above rule.

**The credit position of the G.P. Fund balance is as under:-**

1. Closing balance as per schedule for the year 2021-22	Rs.18,23,639=00
2. Subscriptions from 03/2022 to 04/2023	Rs. 1,09,000=00
3. Refunds from 03/2022 to 04/2023	Rs. 00=00
4. DA arrears from 03/2022 to 04/2023	Rs. Nil-
<b>Total (1-4)</b>	<b>Rs.19,32,639=00</b>
5. Withdrawal from 03/2022 to 04/2023	Rs.13,00,000=00
<b><u>Net balance as on 30-04-2023.</u></b>	<b><u>Rs. 6,32,639=00</u></b>

As per service records the official has rendered more than 10 years of service, and his date of 1<sup>st</sup> appointment is 23.09.2001 and is retiring on ending April, 2031.

By order.

  
Director Finance  
Industries & Commerce Deptt.

Dated: **10** -05-2023

NO:IC-ADM/56/2022-02

Copy to the:-

1. Treasury Officer, Moving Treasury Civil Secretariat, Jammu/Srinagar.
2. Accounts Officer, G.P. Fund Moving Cell, Civil Secretariat, Jammu/Srinagar.
3. Pvt. Secretary to Principal Secretary to Govt. I&C Department for information of Principal Secretary.
4. Nazir, Industries & Commerce Department for n/a.
5. Concerned official.
6. Office order files (w.2. S.Cs)



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

Subject:- Sanction of non-refundable G.P. Fund withdrawal in favour of Mr. Zahir Ahmad Wani, Head Assistant, Industries & Commerce Department under G.P. Fund account No. **CC-910018109**.

Office Order No: **23** - JK(IND) of 2023  
D A T E D : **18** - 05 - 2023

In pursuance of Rule 15(1) (B) (b) of G.P. Fund (Central Service) Rules 1960, sanction is hereby accorded to the grant of **Rs.10,60,000/- (Rupees Ten lakh sixty thousand) only** in favour of Mr. Zahir Ahmad Wani, Head Assistant Industries & Commerce Department out of his credit balance under G.P. Fund account No. **CC-91008109** to defray expenses in connection with repayment of housing loan in terms of above rule.

**The credit position of the G.P. Fund balance is as under:-**

1. Closing balance as per schedule for the year 2021-22	Rs. 9,65,981=00
2. Subscriptions from 03/2022 to 04/2023	Rs. 1,68,000=00
3. Refunds from 03/2022 to 04/2023	Rs. 44,000=00
4. <u>DA arrears from 03/2022 to 04/2023</u>	Rs. Nil-
<b><u>Total (1-4)</u></b>	<b><u>Rs.11,77,981=00</u></b>
5. Withdrawal from 03/2022 to 04/2023	Rs. 00=00
<b><u>Net balance as on 30-04-2023.</u></b>	<b><u>Rs.11,77,981=00</u></b>

As per service records the official has rendered more than 10 years of service, and his date of 1<sup>st</sup> appointment is 18.12.2009.

By order.

  
Director Finance  
Industries & Commerce Deptt.  
Dated: **18** -05-2023

NO:IC-ADM/17/2022-02

Copy to the:-

1. Treasury Officer, Moving Treasury Civil Secretariat, Jammu/Srinagar.
2. Accounts Officer, G.P. Fund Moving Cell, Civil Secretariat, Jammu/Srinagar.
3. Pvt. Secretary to Principal Secretary to Govt. I&C Department.
4. Nazir, Industries & Commerce Department for n/a.
5. Concerned official.
6. Office order files (w.2. S.Cs)



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

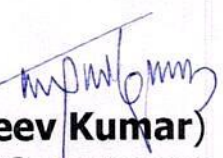
**Subject:-Grant of Earned Leave.**

**Office Order No: 24-JK(IND) of 2023  
Dated: 22-05-2023**

In terms of Rule 26 of J&K, Civil Services, Leave Rules, 1979, sanction is hereby accorded to the grant of Earned Leave for a period of 30 days w.e.f. 15.05.2023 to 13.06.2023 in favour of Ms. Rafiq Bano, Head Assistant, Industries & Commerce Department on medical grounds.

It is further ordered that Ms. Rinkal Basliya, I/c Head Assistant, I&C Department shall look after the work assigned to Ms. Rafiq Bano, in addition to her own duties during the period official remains on leave.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government  
Dated: 22.05.2023

No:-IC-ADM/66/2022-02

Copy to the:-

1. Director Finance, Industries and Commerce Department for information and necessary action.
2. Additional Secretary (M) to the Government, I&C Department.
3. Deputy Secretary to the Government, I&C Department for information.
4. Private Secretary to Principal Secretary to the Government, Industries and Commerce Department for information to Principal Secretary.
5. Concerned official.
6. Office Order file (w.2.s.c).





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

**Subject: Attending of duties.**

**Office Order No. 25 -JK(IND) of 2023  
Dated: 30 .05.2023**

Mr. Javid Ahmad Bhat, Office Assistant of J&K Cements Limited repatriated by the General Administration Department vide Government Order No 550-JK (GAD) of 2023 Dated 08-05-2023 and presently awaiting order of deployment in the administrative department shall attend duties in the personal section of Hon'ble Vice Chairperson, J&K Khadi and Village Industries Board in Civil Secretariat, till further orders. His pay shall be drawn against a vacant post available, commensurate to his pay level/scale, in KVIB.


**By Order.**

**Under Secretary to the Government**

Dated: 30 .05.2023

No:IC-KVIB/13/2023-02

Copy to the: -

1. Secretary/Chief Executive Officer, J&K KVIB.
2. Managing Director, J&K Cements Limited, for information.
3. Private Secretary to the Principal Secretary to the Government, Industries & Commerce Department.
4. OSD in the office of Hon'ble Vice Chairperson, J&K Khadi and Village Industries Board
5. Concerned official.
6. In-charge Website, Industries and Commerce.
7.  New Order file/stock file.





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

**Subject: Constitution of Internal Committee to verify and fix responsibility of delay in the case of Re-engagement of Mr. Pritha Bhadur Thapu, Ex senior House Keeper, JKI**

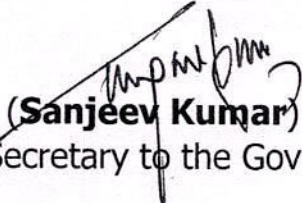
**Office Order No: 26- JK(IND) of 2023  
Dated:- 09- 06- 2023**

Sanction is hereby accorded to the constitution of Internal Committee comprising of following Officers to verify and fix responsibility of delay in the case of Re-engagement of Mr. Pritha Bhadur Thapu, Ex senior House Keeper:-

1	Director Finance, I&C	Chairman
2	Deputy Secretary (N) I&C	Member
3	Senior Law Officer I&C	Member
4	Under Secretary (S)	Member

The committee shall submit its report within one week .

**By order**

  
(Sanjeev Kumar)  
Under Secretary to the Government

**No. IC-JKI/35/2022-02**

**Dated 09-06-2023**

**Copy to the:**

1. Director Finance, Industries & Commerce Department.
2. Deputy Secretary to Government, Industries & Commerce Department.
3. Senior Law Officer, Industries & Commerce Department.
4. Under Secretary (S) for information.
5. Pvt Secretary to Commissioner Secretary to Government ,Industries & Commerce Department.
6. Office Order File.



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

**Subject: Sanction of Non-Refundable GP Fund Withdrawal of Rs. 10,00,000/- (Rupees Ten Lakh Only) in favour of Mr. Aziz Ahmad Rather, Additional Secretary to Govt., Industries and Commerce Department, out of his GPF Account No. 910015482.**

**Office Order No. 27-IND of 2023**

**Dated : 13 -06-2023**

In pursuance of Rule 15(1)B(d) of The General Provident Fund (Central Services) Rules 1960, sanction is hereby accorded to the grant of Non-Refundable G.P. Fund Withdrawal of Rs. 10,00,000/- (Rupees Ten Lakh Only) in favour of Mr. Aziz Ahmad Rather, Additional Secretary to Government, Industries and Commerce Department out of his G.P Fund Account No. CC-910015482 to defray the expenses in connection with Renovation of his house.

The Credit position of GP Fund Account of the officer as on date is as under:-

1. Balance as per the Annual Account Statement for the year 2020-21	Rs.25,90,772/-
2. Subscription from 03/2021 to 05/2023	Rs.7,70,000/-
3. Refunds from 03/2021 to 05/2023	Nil
Total (1-3)	Rs. 33,60,772/-
Less: Withdrawal from 03/2021 to 05/2023	Rs. 10,00,000/-
Net Balance available on ending 05/2023	Rs. 23,60,772/-

By Order.

  
**Director Finance**  
**Industries and Commerce Department.**

Dated: 13-06-2023

No. IC-ADM/58/2022

Copy to the:-

1. Treasury Officer, Moving Treasury Civil Secretariat, Jammu.
2. Accounts Officer, G.P. Fund Moving Cell, Civil Secretariat, Jammu.
3. Pvt. Secretary to Commissioner Secretary to Govt, I&C Department.
4. Nazir, Industries & Commerce Department for n/a.
5. Office order file (w.2.S.Cs).



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

**Subject:- Grant of Earned Leave.**

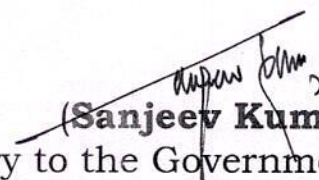
**Office Order No. 28 -JK (IND) of 2023**

**Dated: 06 -06-2023**

In terms of Rule 26 of J&K Civil Services Leave Rules 1979, Sanction is hereby accorded to the grant of Earned Leave for a period of 78 days w.e.f. 24.04.2023 to 10.07.2023 in favour of Mr. Harjeet Singh, Senior Assistant, Industries and Commerce Department on medical grounds.

It is further ordered that Mr. Ummar Rashid, Junior Assistant shall look after the work assigned to Mr. Harjeet Singh, in addition to his own duties.

**By Order.**

  
(Sanjeev Kumar)

Under Secretary to the Government

No:-IC-ADM/50/2021-02

Dated:-16 .06.2023

Copy to the:-

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Additional Secretary to the Government (M), Industries and Commerce Department.
3. Deputy Secretary to the Government, Industries and Commerce Department for information.
4. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
5. Concerned official.
6. Office Order file/stock file.



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

**Subject: Deputation of Officers of Industries and Commerce Department to Srinagar.**

**Office Order No:- 29 .JK(IND) of 2023**

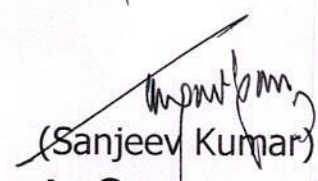
**Dated:- 19 .06.2023**

Sanction is hereby accorded to the deputation of following Officers of Industries and Commerce Department to Srinagar on **05.06.2023** in connection with official work:-

S.No.	Name of the Officer with designation
1.	Ms. Smitha Sethi, Secretary in the Department, Industries and Commerce Department.
2.	Mr. Suresh Koul, Director Finance, Industries and Commerce Department.
3.	Ms. Mamta Devi, Additional Secretary to the Government, Industries and Commerce Department
4.	Mr. Kabir Ahmad Malik, Senior Law, Officer, Industries and Commerce Department.

T.E. as admissible under rules is also sanctioned in favour of the above said Officers. In respect of officer as mentioned at serial number 4 above, T.E. is sanctioned in his favour in relaxation of rules.

**By Order.**

  
(Sanjeev Kumar)

**Under Secretary to Government**

NO:IC-ADM/7/2023-02

Dated: 19 .06.2023

Copy to the:

1. Director Finance, Industries and Commerce Department.
2. Concerned Officers.
3. Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department.
4. Incharge Website, Industries and Commerce Department.
5. Office Order file/stock file.



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

**Subject:- Regarding Application Programming Interfaces(API) Setu-  
Nomination of Nodal Officers thereof.**

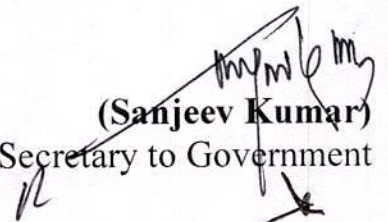
**Ref No:- OM.No.IT-SemT0SeMT/4/2023 dated 16.05.2023 received from  
Information Technology Department.**

Office Order No. **30** -(JK)IND of 2023  
Dated : **19**-06-2023

In the interest of Administration, Mr. Bharat Bhushan, Industrial Promotion Officer (IPO), Industries and Commerce Department is hereby nominated as Nodal Officer for Application Programming Interface (API) Setu in respect of Industries and Commerce Department. The details of the official are as under:-

Name	Designation	E-mail Id	Phone Number
Mr. Bharat Bhushan	Industrial Promotion Officer (IPO)	Bhushanbharat8181@gmail.com	7051916526

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to Government

No:- IC-Gen/107/2023-02

Dated:- **19** .06.2023

Copy to the:-

1. Commissioner /Secretary to Government, Information Technology Department.
2. Pvt. Secretary to Commissioner/Secretary to Government, Industries & Commerce Department.
3. Concerned Official.
4. Office record file



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


**Subject: Grant of Earned Leave.**

**Office Order No: 31 -JK(IND) of 2023.**

**Dated: 20 -06-2023.**

In terms of Rule 26 of J&K Civil Services Leave Rules 1979, Sanction is hereby accorded to the grant of Earned Leave for a period of 20 days w.e.f. 05.06.2023 to 24.06.2023 in favour of Mr. Varinder Singh Rana, Assistant Accounts Officer, Industries and Commerce Department on medical grounds.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

No:-IC-ADM/32/2022-02

Dated: 20.06.2023

Copy to the:-

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Additional Secretary to the Government (M), Industries and Commerce Department.
3. Deputy Secretary to the Government, Industries and Commerce Department for information.
4. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
5. Concerned Officer/official.
6. Office Order file/stock file.



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

**Subject: Grant of LTC in favour of Mr. Showkat Ahmad Reshi, Head Assistant, Industries and Commerce Department.**


**Office Order No. 32 -JK(IND) of 2023  
Dated: 03 .07.2023**

Sanction is hereby accorded to the grant of Leave Travel Concession (LTC) for the block period of 2020-2023 in favour of Mr. Showkat Ahmad Reshi, Head Assistant, Industries and Commerce Department w.e.f 15.06.2023 to 18.06.2023 to visit Pahalgam along with his family comprising of his wife and two children.

The sanction shall be subject to fulfillment of the necessary formalities and production of self attested genuine claim documents by the official along with the following terms and conditions:-

- a. An entry shall be made in the Service Book of the official as prescribed under Rules;
- b. The other conditions for grant of this concession shall be same as laid down in J&K Civil Service (LTC) Rules.

**By order.**

  
**(Sanjeev Kumar)**  
Under Secretary to the Government

No. IC-ADM/76/2022-02  
Copy to the:-

Dated: 03.07.2023.

1. Director Finance, Industries and Commerce Department.
2. Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department.
3. PA to Secretary in the Department, Industries and Commerce Department.
4. Concerned official.
5. Office Order file/Stock file/website.



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

**Subject: Grant of Earned leave.**

Reference: U.O No U.O. No. GAD-ESTB/164/2023-09-GAD dated:  
06.06.2023 received from General Administration Department.

**Office Order No:- 33 .JK(IND) of 2023  
Dated:- 06 .07.2023**

Sanction is hereby accorded to the grant of Earned Leave for a period of forty five days w.e.f 07.06.2023 in favour of Mr. Mohammad Aftab, Senior Assistant, Industries & Commerce Department in connection of his visit to Saudia Arabia for performing Hajj-2023. However, the sanction is subject to the following conditions:

1. that the official, after expiry of the leave, shall immediately resume his duties.
2. that the official will not undertake any assignment during his visit outside the country.

Besides, Mr. Sohan Lal, Head Assistant shall look after the work assigned to Mr. Mohammad Aftab in addition to his own duties till Mr. Mohammad Aftab resumes his duties.

**By order.**

  
(Sanjeev Kumar)  
**Under Secretary to the Government**

No: IC-Adm/15/2022-02-I&C

Dated: 06.07.2023

Copy to the: -

1. Director, Finance, Industries and Commerce Department.
2. Additional Secretary to the Government, Industries and Commerce Department.
3. Private Secretary to the Commissioner/Secretary, Industries and
4. Concerned official.
5. Incharge Website, Industries and commerce.
6. Office Order file/stock file.



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

**Subject: Deputation of Ms. Babita Pandita, Private Secretary.**

**Office Order No:- 34 JK(IND) of 2023  
Dated:- 06 07.2023**

Sanction is hereby accorded to the deputation of Ms. Babita Pandita, Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department to visit Panchayat Kotli Tanda, Block Akhnoor, District, Jammu for participation in the orientation programme of Agriculture Production Department to be held w.e.f 10.07.2023, as the officer is the **Prabhari Officer** of the said Panchayat.

T.E. as admissible under rules is also sanctioned in favour of the officer.

**By Order.**

  
(Sanjeev Kumar)

Under Secretary to the Government.  
Dated: 06.07.2023

NO: IC-GEN/60/2022-02

Copy to the:

1. Principal Secretary to the Government, Agriculture Production Department for information.
2. Director Finance, Industries and Commerce Department.
3. Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department.
4. Office Order file/stock file.



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

**Subject: Grant of Earned Leave.**

**Office Order No:- 35 -JK(IND) of 2023  
Dated:- 06 07.2023**

In terms of Rule 26 of J&K, Civil Services Leave Rules, 1979, sanction is hereby accorded to the grant of Earned Leave for a period of 12 days w.e.f. 03.07.2023 to 14.07.2023 in favour of Ms. Mamta Devi, Additional Secretary to the Government, Industries and Commerce Department.

Mr. Aziz Ahmad Rather, Additional Secretary to the Government, Industries and Commerce Department, shall look after the work assigned to Ms. Mamta Devi in addition to his own duties, till Ms. Mamta Devi resume duties.

**By Order.**

(Sanjeev Kumar)  
Under Secretary to the Government.

NO: IC-ADM/7/2023-02

Dated: 06 .07.2023

Copy to the:

1. Director Finance, Industries and Commerce Department for information and necessary action.
2. Additional Secretary to the Government (M/A), Industries and Commerce Department for information.
3. Deputy Secretary to the Government, Industries and Commerce Department for information.
4. Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department.
5. Office Order file/stock file.



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

**Subject: Administrative Inspection of the Head of Departments/Divisional Level Offices and District Level offices.**

**Office Order No:- 36 -JK(IND) of 2023**

**Dated:- 06 .07.2023**

In supersession of all previous orders issued on the subject, sanction is hereby accorded to conducting of Administrative Inspection of HoD Level/Divisional Level & District Level Officers of the Industries and Commerce Department and constitution of the following teams (two each for Kashmir and Jammu Divisions) for such inspections:

S.No	Name of the officer/ official	Designation	S.No	Name of the officer / official	Designation
<b>Team I</b>			<b>Team II</b>		
1.	Mr. Abid Khan	Under Secretary	1.	Mr. Abid Khan	Under Secretary
2.	Mr. Feroz Ahmad	S.O	2.	Mr. Abdul Hamid Ganie	Section Officer
3.	Mr. Masoud Ahmad	Head Assistant	3.	Mr. Ashiq Hussain	Accountant
4.	Mr. Showkat Ahmad Reshi	Head Assistant	4.	Mr. Zahir Ahmad Wani	Head Assistant
5.	Mr. Ummer Rashid	Junior Assistant	5.	Satish Safaya	Sr. Assistant
			6.	Mr. Talak Aziz	Junior Assistant
<b>Team III</b>			<b>Team IV</b>		
1.	Mr. Sanjeev Kumar	Under Secretary	1.	Mr. Anil Sharma	Under Secretary
2.	Mr. Ramesh Kumar Raina	Section Officer	2.	Mr. Sunil Kumar	Statistical Officer
3.	Ms. Kanika Gupta	Head Assistant	3.	Mr. Sohan Lal	Head Assistant




4.	Mr. Dileep Kumar	Sr. Assistant	4.	Mr. Sunil Kumar	Head Assistant
5.	Accounts related official to be nominated by Director Finance		5.	Accounts related official to be nominated by Director Finance	

Team I and II shall be responsible for conducting Inspections of Kashmir based Offices and Team III and IV shall be responsible for conducting Inspections of Jammu based offices as per scheduled annexure to this Government Order.

Team I and II shall be headed by the Additional Secretary (A), whereas Team III and IV shall be headed by Additional Secretary (M) respectively.

**By Order.**

  
(Sanjeev Kumar)  
**Under Secretary to the Government.**

No: IC-Adm/75/2021-02

Dated: 06.07.2023

Copy to the:

1. Secretary in the Industries and Commerce Department.
2. Director, Finance, Industries and Commerce Department.
3. Additional Secretary to the Government (A/M), Industries and Commerce Department.
4. Director Archives, Archaeology & Museums, J&K.
5. Director General, Industries and Commerce, Jammu.
6. Director, Handicrafts and Handloom, Kashmir.
7. Director, Handicrafts and Handloom, Jammu.
8. Director, Industries and Commerce Department, Kashmir.
9. Director, EDI, J&K.
10. Managing Director, J&K SIDCO/SICOP/TPO/ITIDC.
11. Managing Director, J&K, Handloom and Handicrafts corporation.
12. Director, IICT, Kashmir.
13. Secretary, Khadi and Village Industries Board.
14. Deputy Secretary to the Government, I&C Department.
15. Private Secretary to the Commissioner/Secretary to the Government.
16. Concerned officer(s)/official(s) for information.
17. Incharge Website, Industries and commerce.
18. Office Order file/stock file.



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

All Head of Departments.

No: IC- Adm/75/2021-02

Dated: 06.07.2023

**Subject: Administrative Inspection of the Head of Departments/Divisional level Offices and District level Offices.**

Sir/Madam,

I am directed to invite your attention towards Office Order No. \_\_\_\_\_ dated \_\_\_\_\_ regarding the above cited subject and to convey the schedule for Administrative Inspection of respective Directorate(s) as under

S.No.	Name of Directorate	Dates for Administrative Inspection (w.e.f)	Team of officers
1.	Handlooms & Handicrafts, Kashmir/Jammu.	10.07.2023	I & III
2.	Industries & Commerce Kashmir/Jammu.	12.07.2023	II & IV
3.	J&K EDI	14.07.2023	II & IV
4.	J&K SIDCO/SICOP	17.07.2023	I & III
5.	J&K KVIB	19.07.2023	I
6.	JKI	21.07.2023	II & III
7.	J&K Handloom & Handicrafts Corporation.	24.07.2023	I & III
8.	J&K TPO	25.07.2023	II & IV
9.	J&K IICT	27.07.2023	II
10.	J&K ITIDC	29.07.2023	II

During the above proposed visit(s) the teams shall randomly select not more than **two District level offices** for their inspections as well.

Besides, the proforma devised by the ARI & Trainings Department with regard to Administrative Inspections is also enclosed herewith with the directions that the information be kept ready for the visiting Team(s) on the scheduled date(s).

Yours faithfully,

(Sanjeev Kumar)

Under Secretary to the Government



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

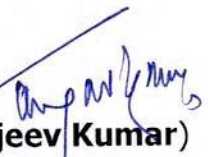
**Subject: Deputation of Mr. Kabir Ahmad Malik, Senior Law Officer, Industries and Commerce Department to Srinagar.**

**Office Order No:- 37-JK(IND) of 2023  
Dated:- 06 07.2023**

Sanction is hereby accorded to the deputation of Mr. Kabir Ahmad Malik, Senior Law Officer, Industries and Commerce Department to Srinagar with effect from 06.07.2023 to 16.07.2023 to settle the arbitration and other land dispute related issues of liquidation etc. in Kashmir Division, and reconcile the lists and update the status of matters at hand which are on priority.

T.E. as admissible under rules is also sanctioned in favour of the above said officer.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government.  
Dated: 06.07.2023

NO: IC-ADM/7/2023-02

Copy to the:

1. Director Finance, Industries and Commerce Department.
2. Concerned Officer.
3. Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department.
4. Incharge Website, Industries and Commerce Department.
5. Office Order file/stock file.



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

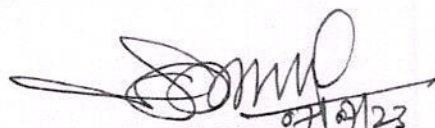
**Subject: Deputation of Mr. Vijay Kumar, Deputy Director (Planning)  
Industries and Commerce Department to Srinagar.**

**Office Order No:- 38 JK(IND) of 2023  
Dated:- 07.07.2023**

Post-facto sanction is hereby accorded to the deputation of Mr. Vijay Kumar, Deputy Director (Planning), Industries and Commerce Department to Srinagar w.e.f. 14.06.2023 to 17.06.2023 in connection with official work.

T.E. as admissible under rules is also sanctioned in favour of the officer.

**By Order.**

  
(Anil Sharma)

Under Secretary to the Government.

NO: IC-ADM/106/2022-02

Dated: 07.07.2023

Copy to the:

1. Director Finance, Industries and Commerce Department for information and necessary action.
2. Deputy Director (P), Industries and Commerce Department for information.
3. Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department.
4. Office Order file/stock file.



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

**Subject: Allow to work from Civil Secretariat, Srinagar.**

**Office Order No:- 39 JK(IND) of 2023  
Dated:- 07 07.2023**

In the interest of the administration, it is hereby ordered that Mr. Sarbjit Singh, Head Assistant of the Directorate of Handicrafts & Handloom, Jammu, who is presently working in the Personal Section of commissioner/Secretary to the Government, I&C Department at Jammu Office, shall now report to Srinagar office, with immediate effect, till the Private Secretary resumes her duty.

**By Order.**

  
(Anil Sharma) 07/07/23

Under Secretary to the Government.

NO: IC-ADM/14/2023-02

Dated: 07.07.2023

Copy to the:

1. Deputy Director Estates, Kashmir with the request to kindly provide suitable accommodation to the above said official.
2. Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department.
3. Concerned official for information.



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

**Subject:- Grant of Earned Leave.**

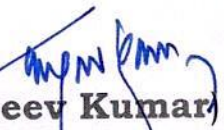
**Office Order No: 40 - JK(IND) of 2023.**

**Dated: 13 -07-2023.**

In terms of Rule 26 of J&K Civil Services Leave Rules 1979, Sanction is hereby accorded to the grant of Earned Leave for a period of 20 days w.e.f. 10.07.2023 to 29.07.2023 in favour of Mr. Ummar Rashid, Junior Assistant, Industries and Commerce Department.

Ms. Safoora Majid, Junior Assistant, Industries and Commerce Department shall look after the work assigned to Mr. Ummar Rashid in addition to her own duties, during the period Mr. Ummar Rashid, remains on leave.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

No:-IC-ADM/54/2022-02

Dated: 13 .07.2023

Copy to the:-

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Additional Secretary to the Government (A/M), Industries and Commerce Department.
3. Deputy Secretary to the Government, Industries and Commerce Department for information.
4. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
5. Concerned official.
6. Office Order file/stock file.



Not For Payment

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

**Subject: Sanction of Non-Refundable GP Fund Withdrawal of Rs. 64,85,000/- (Rupees Sixty Four Lakh Eighty Five Thousand Only) in favour of Mr. Suresh Kumar Koul, Director Finance, Industries and Commerce Department, out of his GPF Account No. 810002791.**

**Office Order No. 91 IND of 2023  
Dated : 13-07-2023**

In pursuance of Rule 15(1)(A)(b) of the General Provident Fund (Central Services) Rules 1960, sanction is hereby accorded to the grant of Non-Refundable G.P. Fund Withdrawal of Rs. 64,85,000/- (Rupees Sixty Four Lakh Eighty Five Thousand Only) in favour of Mr. Suresh Kumar Koul, Director Finance, Industries and Commerce Department out of his G.P Fund Account No. CC-810002791, to defray the expenses in connection with marriage ceremony of his daughter.

The Credit position of GP Fund Account of the officer as on date is as under:-

1. Balance as per the Annual Account Statement for the year 2022-23	Rs.72,06,385/-
2. Subscription from 03/2023 to 06/2023	Nil
3. Refunds from 03/2023 to 06/2023	Nil
Total (1-3)	Rs. 72,06,385/-
Less: Withdrawal from 03/2023 to 06/2023	Nil
<b>Net Balance available on ending 06/2023</b>	<b>Rs. 72,06,385/-</b>

**By Order.**

  
**Director Finance**  
**Industries and Commerce Department.**  
Dated: 13-07-2023

No. IC-ADM/33/2022

Copy to the:-

1. Treasury Officer, Moving Treasury Civil Secretariat, Jammu.
2. Accounts Officer, G.P. Fund Moving Cell, Civil Secretariat, Jammu.
3. Pvt. Secretary to Commissioner Secretary to Govt, I&C Department.
4. Nazir, Industries & Commerce Department for n/a.
5. Office order file (w.2.S.Cs).



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

**Subject:** Integration of online services with the service plus platform under Auto Appeal System-Appointment of Nodal Officer thereof.

**Office Order No:** 42-IND of 2023  
**Dated:** 19.07.2023

It is hereby ordered that Mr. Sanjeev Kumar, Under Secretary to the Government, Industries & Commerce Department is nominated as Nodal Officer for facilitating smooth integration of all non-service platform service over the services plus platform to avail auto appeal facility.

**By order**

*(Signature)*  
18/07/2023  
**(Abid Khan)**

*HR*  
18/7/2023  
Under Secretary to the Government

No: IC-PSGA/2/2023-02

Dated: 19.07.2023

Copy to the:-

1. Secretary in the Industries & Commerce Department.
2. Director, Handicrafts & Handloom, Jammu/Kashmir.
3. Director, Industries & Commerce, Jammu/Kashmir.
4. CEO, JaKeGA.
5. Private Secretary to Commissioner/Secretary to the Government, Industries & Commerce Department for information of the Commissioner/Secretary.
6. Concerned officer.
7. Office Order file (w.3.s.c).




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

**Subject: Grant of Earned Leave.**

**Office Order No: 43 - JK(IND) of 2023.  
Dated: 26 -07-2023.**

In terms of Rule 26 of J&K Civil Services Leave Rules 1979, sanction is hereby accorded to the grant of Earned Leave for a period of 10 days w.e.f. 17.07.2023 to 26.07.2023 in favour of Mr. Nisar Ahmad Sheikh, Jama'ar-I, Industries and Commerce Department in connection with attending marriage ceremony of his sister-in-law at Dachhan, Kishtwar.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

No:-IC-ADM/73/2022-02

Dated: 26 .07.2023

Copy to the:-

1. Director Finance, Industries and commerce Department with the request to kindly get the earned leave entered in Service Record of the official.
2. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
3. Concerned official.
4. Office Order file/stock file.



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

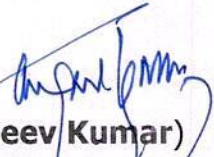
**Subject:- Grant of Earned Leave.**

**Office Order No: 44- JK(IND) of 2023.  
Dated: 27 -07-2023.**

In terms of Rule 26 of J&K Civil Services Leave Rules 1979, Sanction is hereby accorded to the grant of Earned Leave for a period of 22 days w.e.f. **31.07.2023 to 21.08.2023** in favour of Mr. Abid Khan, Under Secretary to the Government, Industries & Commerce with permission to leave the station in connection with the medical treatment of his mother at Delhi.

Mr. Anil Sharma, Under Secretary, I&C Department shall look after the work assigned to Mr. Abid Khan in addition of his own duties during the period the officer remains on leave.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government  
Dated:- 27.07.2023

No:-IC-ADM/14/2021-02

Copy to the:-

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Additional Secretary to the Government(A/M), Industries and Commerce Department.
3. Deputy Secretary to the Government, Industries and Commerce Department for information.
4. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
5. Concerned officers.
6. Office Order file/stock file.



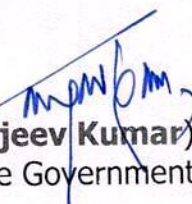
**Government of Jammu and Kashmir  
Industries and Commerce Department  
Civil Secretariat, J&K.**

**Subject:- Grant of Earned Leave.**

**Office Order No: 45 - JK(IND) of 2023.  
Dated: 31-07-2023.**

Post-facto sanction is accorded to the grant of Earned Leave, for a period of 16 days w.e.f. 26.06.2023 to 11.07.2023 in favour of Mr. Sunil Kumar, Head Assistant, Industries and Commerce Department in connection with the renovation of his residential house at Bhaderwah, Jammu.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

No:-IC-ADM/2/2023-02

Dated:- .07.2023

Copy to the:-

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
3. Concerned official.
4. Office Order file/stock file.



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

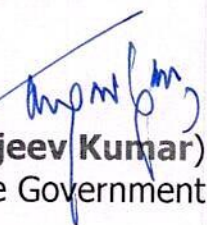
**Subject:- Grant of Paternity Leave in favour of Mr. Ashiq Hussain,  
Bhat, Accountant, Industries & Commerce Department.**

**Office Order No: 46 - JK(IND) of 2023.  
Dated: 02-08-2023.**

In terms of Rule 41(3) of J&K Civil Services Leave Rules, 1979, sanction is hereby accorded to the grant of 10 days paternity Leave w.e.f 26.07.2023 to 04.08.2023 in favour of Mr. Ashiq Hussain Bhat, Accountant, Industries & Commerce Department.

Mr. Sidharath Kaw, Accounts Assistant shall look after the work assigned to Mr. Ashiq Hussain Bhat in addition to his own duties till Mr. Ashiq Hussain Bhat resumes his duties.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

No:-IC-ADM/5/2021-02

Dated:- 02.08.2023

**Copy to the:-**

1. Additional Secretary to the Government(A/M), Industries and Commerce Department.
2. Deputy Secretary to the Government, Industries and Commerce Department for information.
3. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
4. AAO/Nazir, I&C Department for information.
5. Concerned officials.
6. Office Order file/stock file.



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

**Subject:- Placing of Vehicle bring Registration No.JK02CT-9191 at the disposal of Industries and Commerce Department.**

**Office Order No: 47 - JK(IND) of 2023.  
Dated: 08-08-2023.**

It is hereby ordered that the vehicle bearing Registration No.JK02CT-9191 (Electric Car) presently with Managing Director, J&K SICOP at Jammu, is placed at the disposal of Commissioner/Secretary to the Government, Industries and Commerce Department, Civil Secretariat, J&K , with immediate effect.

**By Order.**

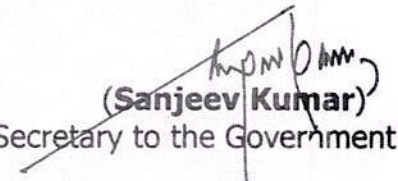
**Sd/-  
(Smita Sethi)JKAS  
Secretary in the Department**

No:-IC-COOR/1/2023-02

Dated:-08.08.2023

**Copy to the:-**

1. Secretary in the Industries and Commerce Department.
2. Managing Director, J&K SIDCO/SICOP.
3. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
4. Office Order file/stock file.

  
**(Sanjeev Kumar)**  
Under Secretary to the Government



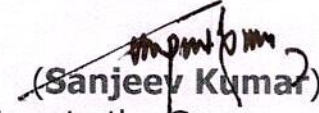
**Government of Jammu and Kashmir  
Industries and Commerce Department  
Civil Secretariat, J&K.**

**Subject:- Grant of Maternity Leave in favour of Ms. Nighat Mukhtar,  
Junior Statistical Assistant, Industries & Commerce  
Department.**

**Office Order No: 48 - JK(IND) of 2023.  
Dated: 18-08-2023.**

In terms of rule 41(2) of J&K civil Services Leave Rules, 1979, post facto sanction is accorded to the grant of 19 days Maternity Leave w.e.f. 24.07.2023 to 11.08.2023 in favour of Ms. Nighat Mukhtar, Junior Statistical Assistant, Industries & Commerce Department.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

No:-IC-ADM/42/2021-02

Dated:- 18.08.2023

**Copy to the:-**

1. Director Finance, Industries and Commerce Department for information and necessary action.
2. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
3. Concerned official.
4. Office Order file/stock file.



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

**Subject:- Grant of Earned Leave.**


**Office Order No: 49 - JK(IND) of 2023.**

**Dated: 23 -08-2023.**

In terms of Rule 26 of J&K Civil Services Leave Rules 1979, Sanction is hereby accorded to the grant of Earned Leave for a period of 26 days w.e.f. **31.07.2023 to 25.08.2023** in favour of Mrs. Kanika Gupta, Head Assistant, Industries and Commerce Department with permission to leave the station.

Ms. Rinkal Basliya, Head Assistant, I&C Department shall look after the work assigned to Mrs. Kanika Gupta in addition to her own duties till Mrs. Kanika Gupta resumes her duties.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

No:-IC-ADM/99/2021-02

Dated:- 23 .08.2023

Copy to the:-

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
3. Concerned officials.
4. Office Order file/stock file.



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

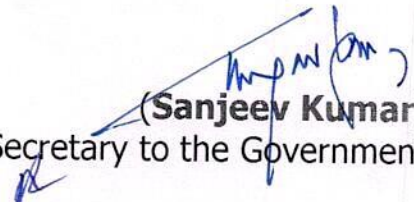
**Subject:- Grant of Paternity Leave in favour of Mr. Ashiq Hussain, Bhat, Accountant, Industries & Commerce Department.**

**Office Order No: 50 - JK(IND) of 2023.**

**Dated: 23-08-2023.**

In continuation to Office Order No.46-JK(IND) of 2023 dated 02.08.2023, Post Facto sanction is hereby accorded to the grant of paternity Leave in favour of Mr. Ashiq Hussain Bhat, Accountant, Industries & Commerce Department further for a period of 05 days w.e.f. 07.08.2023 to 11.08.2023.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

No:-IC-ADM/5/2021-02

Dated:- 23.08.2023

**Copy to the:-**

1. Director Finance Industries and Commerce Department.
2. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
3. Concerned official.
4. Office Order file/stock file.



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

**Subject:- Deputation of Mr. Varun Sanotra, the then Junior Stenographer, Industries and Commerce Department to Srinagar.**

**Office Order No.5/ JK( IND ) of 2023**

**Dated: 23.08.2023**

Post-facto Sanction is hereby accorded to the deputation of Mr. Varun Sanotra, the then Junior Stenographer, with the then Principal Secretary to the Government, Industries and Commerce Department from Srinagar to Jammu we.f. **19.05.2023 to 23.05.2023** in connection with official work at Jammu.

**By Order.**

  
(Sanjeev Kumar)

Under Secretary to the Government

Dated: 23.08.2023

No. IC-ADm/29/2023-02

Copy to:

1. Director, Finance, Industries and Commerce Department.
2. Private Secretary to Commissioner/secretary, Industries and Commerce Department for information.
3. Mr. Varun Sanotra, Junior Stenographer presently posted in Housing and Urban Development Department.
4. Office Order file/stock file.



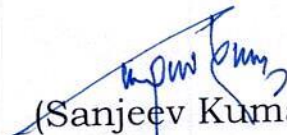
**Government of Jammu and Kashmir  
Industries and Commerce Department  
Civil Secretariat, J&K.**

**Subject: Grant of TA in favour of Mrs. Babita Kumari Pandita,  
Private Secretary to Commissioner/Secretary to the  
Government, Industries and Commerce Department.**

**Office Order No: 52- JK(IND) of 2023.  
Dated: 24/08-2023.**

Sanction is hereby accorded to the drawal of TA in favour of Ms. Babita Kumari Pandita, Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department pursuant to her transfer vide Government Order No. 638-JK(GAD) of 2023 dated 30-05-2023 from Youth Services and Sports Department Jammu and joining in the I&C Department at Srinagar in terms of rule 339 of J&K CSR Vol-I.

**By Order. \**

  
(Sanjeev Kumar)  
**Under Secretary to the Government**

No:-IC-ADM/22/2023-02

Dated: 24/08.2023

Copy to the:-

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
3. Office Order file/stock file.



I/2660/5/2023

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

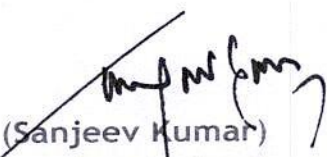
**Subject: Deputation of Mrs. Babita Kumari Pandita, Private Secretary.**

Office Order No:- **53** JK(IND) of 2023  
Dated:- **28** 08.2023

Post facto sanction is accorded to the deputation of Mrs. Babita Kumari Pandita, Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department to visit Panchayat Kotli Tanda, Block Akhnoor, District, Jammu w.e.f. 09.08.2023 to 13.08.2023 **as Prabhari Officer** in connection with activities of Meri Maati Mera Desh Programme.

T.E. as admissible under rules is also sanctioned in favour of the officer.

By Order.

  
(Sanjeev Kumar)  
Under Secretary to the Government

NO: IC-GEN/159/2023-02

Dated:- **28**.08.2023

Copy to the:

1. Director Finance, Industries and Commerce Department for information and necessary action.
2. Private Secretary to Commissioner/ Secretary to the Government, Industries and Commerce Department.
3. Office Order file/stock file.



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

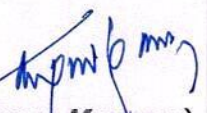
**Subject:- Grant of Earned Leave.**

**Office Order No:- 54 - JK(IND) of 2023.  
Dated:- 29 -08-2023.**

In terms of Rule 26 of J&K Civil Services Leave Rules 1979, sanction is hereby accorded to the grant of Earned Leave for a period of 28 days w.e.f. 28.08.2023 to 24.09.2023 in favour of Mr. Masoud Ahmad Dar, Head Assistant, Industries and Commerce Department in connection with the renovation of his residential house.

Mr. Sohan Lal, Head Assistant, shall look after the work assigned to Mr. Masoud Ahmad Dar in addition to his own duties till Mr. Masoud Ahmad Dar resumes his duties.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

No:-IC-ADM/62/2022-02

Dated:- 29.08.2023

**Copy to the:-**

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
3. Concerned officials.
4. Office Order file/stock file.



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

**Subject:- Grant of Earned Leave.**

**Office Order No:- 55 - JK(IND) of 2023.**

**Dated:- 31 -08-2023.**

In terms of Rule 26 of J&K Civil Services Leave Rules 1979, sanction is hereby accorded to the grant of Earned Leave for a period of 19 days w.e.f. 28.08.2023 to 15.09.2023 in favour of Mr. Zahir Ahmad Wani, Head Assistant, Industries and Commerce Department on medical grounds.

Besides, Ms. Kanika Gupta, Head Assistant, shall look after the work assigned to Mr. Zahir Ahmad Wani, in addition to her own duties till Mr. Zahir Ahmad Wani resumes his duties.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

No:-IC-ADM/17/2022-02

Dated:- 31.08.2023

**Copy to the:-**

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Additional Secretary to the Government(A/M), I&C Department for information.
3. Deputy Secretary to the Government, I&C Department for information.
4. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
5. Concerned officials.
6. Office Order file/stock file.



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

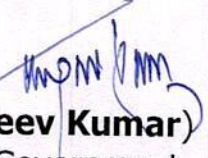
**Subject: Grant of Child Care Leave in favour of Smt. Mamta Devi, Additional Secretary to the Government, Industries and Commerce Department.**

**Office Order No:- 56 -JK(IND) of 2023  
Dated:- 08 09.2023**

In terms of Rule 41-A of J&K, Civil Services (Leave) Rules, 1979, read with SRO-232 dated 22.07.2015, issued by the Finance Department, sanction is hereby accorded to the grant of **15 days** Child Care Leave **w.e.f. 11.09.2023 to 25.09.2023** in favour of Smt. Mamta Devi, Additional Secretary to the Government, Industries and Commerce Department, in connection with the mid Term examination of her children.

Further, Mr. Aziz Ahmad Rather, Additional Secretary to the Government, Industries and Commerce Department, shall look after the work assigned to Ms. Mamta Devi in addition to his own work, till the officer resume her duties.

**By Order.**

  
**(Sanjeev Kumar)**  
Under Secretary to the Government.

NO: IC-ADM/7/2023-02

Dated: 08.09.2023

Copy to the:

1. Director Finance, Industries and Commerce Department for information and necessary action.
2. Additional Secretary to the Government (A/M), Industries and Commerce Department for information.
3. Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department.
4. P.A to Secretary in the Department, I&C Department.
5. Office Order file/stock file.



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

**Subject: Grant of Earned Leave.**

**Office Order No: 57 - JK(IND) of 2023.**

**Dated: 11 -09-2023.**

In terms of Rule 26 of J&K Civil Services Leave Rules 1979, Sanction is hereby accorded to the grant of Earned Leave for a period of 12 days w.e.f. 04.09.2023 to 15.09.2023 in favour of Mr. Mudasir Qayoom, Senior Scale Stenographer, Industries and Commerce Department in connection with marriage ceremony of his sister.

**By Order.**

(Sanjeev Kumar)

**Under Secretary to the Government**

No:-IC-ADM/23/2023-02

Dated: 11.09.2023

Copy to the:-

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Additional Secretary to the Government(A/M), Industries and Commerce Department.
3. Deputy Secretary to the Government, Industries and Commerce Department for information.
4. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
5. Concerned official.
6. Office Order file/stock file



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


**Subject:- Grant of Earned Leave.**

**Office Order No: 58- JK(IND) of 2023.  
Dated: 15-09-2023.**

Post-facto Sanction is accorded to the grant of Earned Leave in terms of Rule 26 of J&K Civil Services Leave Rules 1979, for a period of 21 days w.e.f. 07.08.2023 to 27.08.2023 in favour of Mr. Varinder Singh Rana, Assistant Accounts officer, Industries and Commerce Department on medical grounds.

**By Order.**

No:-IC-ADM/32/2022-02

  
(Sanjeev Kumar)  
Under Secretary to the Government  
Dated:- .09.2023

Copy to the:-

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
3. Concerned official.
4. Office Order file/stock file.



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

Subject:- Sanction of non-refundable G.P. Fund withdrawal in favour of Mrs. Rafiq Banoo, Head Assistant, Industries & Commerce Department under G.P. Fund account No. CC-910006698.

Office Order No: 59 - JK(IND) of 2023  
D T E D : 19 - 09 - 2023

In pursuance of Rule 15(1) (B) e) of G.P. Fund (Central Service) Rules 1960, sanction is hereby accorded to the G.P. Fund withdrawal of **Rs.9,00,000/- (Rupees Nine lakh) only** in favour of Mrs. Rafiq Banoo, Head Assistant, Industries & Commerce Department out of her G.P. Fund account No. CC-910006698 to defray expenses in connection with Renovation of her residential house

**The credit position of the G.P. Fund balance is as under:-**

1. Closing balance as per schedule for the year 2022-23	Rs. 9,40,727=00
2. Subscriptions from 03/2023 to 07/2023	Rs. 63,000=00
3. Refunds from 03/2023 to 07/2023	Rs. 00=00
4. DA arrears from 03/2023 to 07/2023	Rs. nil-
<b>Total (1-4)</b>	<b>Rs.10,03,727=00</b>
5. Withdrawal from 03/2022 to 07/2023	Rs. nil-
<b>Net balance as on 31-07-2023.</b>	<b>Rs. 10,03,727=00</b>

As per service records the official has rendered more than 10 years of service, and her date of 1<sup>st</sup> appointment is 18.06.1997 and is retiring on ending February, 2024.

By order.

  
Director Finance  
Industries & Commerce Deptt.

NO:IC-ADM/26/2022-02

Dated: 19 -09-2023

Copy to the:-

1. Treasury Officer, Moving Treasury Civil Secretariat, Jammu/Srinagar.
2. Accounts Officer, G.P. Fund Moving Cell, Civil Secretariat, Jammu/Srinagar.
3. Pvt. Secretary to Commissioner/Secretary to Govt. I&C Department for information of Commissioner/ Secretary.
4. Nazir, Industries & Commerce Department for n/a.
5. Concerned official.
6. Office order files (w.2. S.Cs)



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

Subject:- Sanction of non-refundable G.P. Fund withdrawal in favour of Sh. Sohan Lal, Head Assistant, Industries & Commerce Department under G.P. Fund account No. **CC-910017873**.

Office Order No: **60** - JK(IND) of 2023  
D T E D : **19** - 09 - 2023

In pursuance of Rule 15(1) (B) (a) of G.P. Fund (Central Service) Rules 1960, sanction is hereby accorded to the G. P. Fund withdrawal of **Rs.10,00,000/- (Rupees Ten lakh) only** in favour of Sh. Sohan Lal, Head Assistant, Industries & Commerce Department out of his G.P. Fund account No. **CC-910017873** to defray expenses in connection with construction of his residential house

**The credit position of the G.P. Fund balance is as under:-**

1. Closing balance as per schedule for the year 2022-23	Rs. 15,75,404=00
2. Subscriptions from 03/2023 to 07/2023	Rs. 60,000=00
3. Refunds from 03/2023 to 07/2023	Rs. 00=00
4. <u>DA arrears from 03/2023 to 07/2023</u>	Rs. nil-
<b><u>Total (1-4)</u></b>	<b><u>Rs.16,53,404=00</u></b>
5. Withdrawal from 03/2022 to 07/2023	Rs. nil-
<b><u>Net balance as on 31-07-2023.</u></b>	<b><u>Rs. 16,35,404=00</u></b>

As per service records the official has rendered more than 10 years of service, and his date of 1<sup>st</sup> appointment is 12.12.2009 and is retiring on ending April, 2043.

By order.

  
**Director Finance**  
Industries & Commerce Deptt.

NO:IC-ADM/28/2022-02

Dated: **19** -09-2023

Copy to the:-

1. Treasury Officer, Moving Treasury Civil Secretariat, Jammu/Srinagar.
2. Accounts Officer, G.P. Fund Moving Cell, Civil Secretariat, Jammu/Srinagar.
3. Pvt. Secretary to Commissioner/Secretary to Govt. I&C Department for information of Commissioner/ Secretary.
4. Nazir, Industries & Commerce Department for n/a.
5. Concerned official.
6. Office order files (w.2. S.Cs)





Government of Jammu & Kashmir  
Industries & Commerce Department J&K  
Civil Secretariat, Jammu/Srinagar

Subject: Work distribution in the Accounts Section of Industries and Commerce Department.

Office Order No. 61- JK-IND of 2023

Dated: 19-09-2023

In supersession of all previous orders of work distribution, the works allotted amongst the staff of this office are hereby made as under with immediate effect and until further orders:

S.No	Name & Designation	Works Allotted
1. Virender Rana, AAO.	A) Sunil Pandit, Accountant.	Files related to: a. Directorate of Industries & Commerce, Kashmir. b. J&K Industries Ltd c. JKTPD d. Budget. e. Establishment/Nazarat.
	B) Sidharath Kaw, Accounts Assistant.	Files related to: a. Directorate of Industries & Commerce, Jammu. b. JK KVIB. c. J&K ITIDC. d. JK IICT. e. Craft Development Institute.
2. Feroz Ahmad Bazaz, AAO.	A) Ashiq Hussain, Accountant.	Files related to: a. Directorate of Handicrafts & Handloom, Kashmir. b. JK SIDCO/SICOP. c. JKCL. d. BEAMS/Compilation of monthly expenditure statement. e. IDFC portal/Languishing Projects
	B) Sheetu Bhat, Accounts Assistant	Files related to: a. Directorate of Handicrafts & Handloom, Jammu. b. JK EDI. c. Audit/A.C bills of administrative department and sub ordinate offices. d. Miscellaneous communications/Grievances.



3.	Rahul Hansa, IPO	In addition to assisting in the personal section of Director Finance he will look after the CPIS,(AEBAS) J&K Biometric attendance Portal, EPM portal,JK-HRMS, General Correspondence.
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There shall not be any delay in the processing of files in e-office as per above distribution and the files like compilation of expenditure ,audit paras etc. shall be processed on regular basis.



Director Finance,  
Industries & Commerce Department.

Copy for information to:

- 1.Private Secretary to Commissioner / Secretary to Government, Industries & Commerce Department.
- 2.All concerned officials for immediate compliance.



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

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

**Office Order No. 62 JK(IND) of 2023**

**Dated: 20.09.2023**

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

S. No	Name of the Officer	Designation	Category of subjects allotted
1.	Sh. P.S Rakwal	Director Finance	<ul style="list-style-type: none"><li>• All Financial matters including Budgeting and Expenditure management</li><li>• CAG paras/reports;</li><li>• JKDFC/UTLBC related issues</li><li>• 'Languishing Projects/JKDFC issues.</li></ul>
2.	Mr. Aziz Ahmad Rather	Additional Secretary	<ul style="list-style-type: none"><li>• DIC Jammu/Kashmir (other than Land matters),</li></ul> <p><b>(All HRM related matters including Recruitment Rules, referral of vacancies, placements/regularizations, enquiries/ACB cases, suspensions, leaves of officers/officials in DICs etc)</b></p> <ul style="list-style-type: none"><li>• JKITIDC;</li><li>• COS meeting(Overall coordination)</li><li>• Coordination for I&amp;Cs Senior officers meeting</li><li>• Cross LoC Trade;</li><li>• KVIB</li><li>• JKEDI</li><li>• Parliamentary/Assembly Questions (overall coordination)</li><li>• ULBC and other DB Issues.</li><li>• Development of Amusement Park (Tattoo Ground).</li></ul>

*Amr*



3.	Ms. Mamta Devi	Additional Secretary	<ul style="list-style-type: none"> <li>• J&amp;K Handicrafts and Handloom</li> </ul> <p><b>(All HRM related matters including Recruitment Rules, referral of vacancies, placements/regularizations, enquiries/ACB cases, suspensions, leaves of officers/officials in H&amp;H etc)</b></p> <ul style="list-style-type: none"> <li>• JKTPO</li> <li>• J&amp;K Handicrafts and Handloom Corpn</li> <li>• JKCL/ Tourism assets outsourcing</li> <li>• Gati Shakti scheme implementation</li> <li>• Office Administration</li> <li>• General Section</li> <li>• JKI;</li> <li>• IICT;</li> <li>• CDI;</li> </ul>
4.	Mr. Nadeem Iqbal Andrabi	Deputy Secretary	<ul style="list-style-type: none"> <li>• All Land related matters, including those in Industrial Estates/DICs;</li> <li>• Industrial Estates Development</li> <li>• SIDCO/SICOP matters</li> <li>• RAMP</li> <li>• Development of Amusement Park (Tattoo Ground).</li> </ul>
5.	Mr. Vijay Kumar	Deputy Director (Planning)	<ul style="list-style-type: none"> <li>• All Planning and Development matters;</li> <li>• Nodal Officer for all Development Schemes of I&amp;C/H&amp;H/JKTPO</li> <li>• Capex Planning</li> <li>• Physical/Financial Capex Progress</li> <li>• Departmental Deliverables</li> <li>• BRAP (EoDB)</li> </ul>
6	Mr. Sanjeev Kumar	Under Secretary	<ul style="list-style-type: none"> <li>• Assist AS(A) in all subjects dealt by him</li> <li>• PIO under RTI Act, 2005 of concerned sections.</li> <li>• RAMP</li> </ul>



7.	Mr. Anil Sharma	Under Secretary	<ul style="list-style-type: none"> <li>Governors Grievances/GOI Grievances/ Public Monitoring Grievance System (Overall coordination)</li> <li>Public Service Guarantee Act</li> <li>General Section</li> <li>Online grievances.</li> <li>PIO under RTI Act, 2005 of concerned sections</li> </ul>
8.	Mr. Abid Khan	Under Secretary	<ul style="list-style-type: none"> <li>Assist Secy (I&amp;C) and DS(I&amp;C) in subjects 1,2 and 3 dealt by Secy (I&amp;C) issued vide earlier work distribution order</li> <li>PIO under RTI Act, 2005 of concerned sections;</li> </ul>
9.	Akshi Gupta	Technical Officer	<ul style="list-style-type: none"> <li>She will assist AS(M) on all matters being dealt by her and all other schemes of GOI which shall be notified in future.</li> </ul>

**By Order.**

No:-IC-ADM/20/2021-07

(Sanjeev Kumar)  
Under Secretary to the Government

Dated:-20.09.2023

Copy to the:-

1. Secretary, Industries & Commerce Department for information.
2. All concerned Officers of I&C Department for information.
3. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
4. Office Order file/stock file.



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

**Subject:- Grant of Earned/Extension of Earned Leave.**

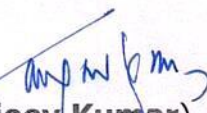
Office Order No: 63 - JK(IND) of 2023.

Dated: 21-09-2023.

In terms of Rule 26 of J&K Civil Services Leave Rules 1979, post  
-facto sanction is hereby accorded to the :-

- a. grant of extension in earned leave for a further period of 13 days with effect from 22.07.2023 to 03.08.2023 in favour of Mr. Mohammad Aftab, Senior Assistant I&C Department in continuation to office order No.33-JK(IND) of 2023 dated 06.07.2023; and
- b. grant of earned leave in favour of Mr. Mohammad Aftab, Senior Assistant I&C Department with effect from 07.08.2023 to 27.08.2023 for a period of 21 days

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

No:-IC-ADM/15/2022-02

Dated:-21.09.2023

Copy to the:-

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Additional Secretary to the Government(A/M), Industries and Commerce Department.
3. Deputy Secretary to the Government, Industries and Commerce Department for information.
4. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
5. Concerned official.
6. Office Order file/stock file.



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

**Subject:- Grant of Extension of Earned Leave.**

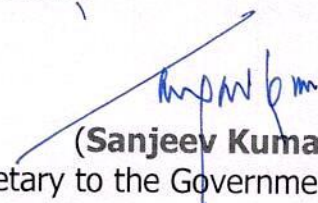
Office Order No: 64- JK(IND) of 2023.

Dated: 21-09-2023.

In continuation to Office Order No. 54-JK(IND) of 2023 dated 29.08.2023, sanction is hereby accorded to the grant of extension of earned leave in favour of Mr. Masoud Ahmad Dar, Head Assistant, Industries and Commerce Department, for a further period of 26 days w.e.f 25.09.2023 to 20.10.2023, in terms of Rule 26 of J&K Civil Services Leave Rules 1979.

Further, Mr. Sohan Lal Head Assistant, I&C Department shall continue to look after the work assigned to Mr. Masoud Ahamd Dar, in addition to his own duties, till the official resumes his duties.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

No:-IC-ADM/62/2022-02

Dated:-21.09.2023

Copy to the:-

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Additional Secretary to the Government(A/M), Industries and Commerce Department.
3. Deputy Secretary to the Government, Industries and Commerce Department for information.
4. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
5. Concerned official.
6. Office Order file/stock file.



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

**Subject:- Deputation of Mr. Sarabjeet Singh, Head Assistant, H&H, Jammu presently attached in the personal Section of Commissioner/Secretary, I&C.**

**Office Order No. 65 JK( IND) of 202  
Dated: 21 09.2023**

Post-facto sanction is hereby accorded to the deputation of Mr. Sarabjeet Singh, Head Assistant, Directorate of Handicrafts and Handloom, Jammu, presently attached in the personal Section of Commissioner/Secretary, Industries and Commerce, from Srinagar to Jammu w.e.f. 29.07.2023 to 06.08.2023 along with TA as admissible under rules, in connection with official work.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

No. IC-Adm/44/2023-02  
Copy to:

Dated: 21.09.2023

1. Director, Finance, Industries & Commerce Department.
2. Private Secretary to Principal Secretary, Industries and Commerce Department for information.
3. Concerned official.
4. Office Order file/stock file.





Government of Jammu & Kashmir  
Industries & Commerce Department J&K  
Civil Secretariat, Jammu/Srinagar

Subject: Work distribution in the Accounts Section of Industries and Commerce Department.

Office Order No: 66 -IND of 2023  
Dated: 22.09.2023

In supersession of all previous orders of work distribution, the works allotted amongst the staff of this office are hereby made as under with immediate effect and until further orders:

S.No	Name & Designation	Works Allotted
1. Virender Rana, AAO.	A) Sunil Pandit, Accountant.	Files related to: a. Directorate of Industries & Commerce, Kashmir. b. J&K Industries Ltd. c. JK TPO d. Budget Formulation. e. Establishment.
	B) Sidharath Kaw, Accounts Assistant.	Files related to: a. Directorate of Industries & Commerce, Jammu. b. JK KVIB. c. MD Handicrafts (S&E) Corporation d. MD Handloom Development Corporation Ltd.
2. Feroz Ahmad Bazaz, AAO.	A) Ashiq Hussain, Accountant.	Files related to: a. Directorate of Handicrafts & Handloom, Kashmir. b. JK SIDCO/SICOP c. JKCL/ ITIDC/CDI/IICT. d. BEAMS. e. IDFC portal/Languishing Projects
	B) Sheetu Bhat, Accounts Assistant	Files related to: a. Directorate of Handicrafts & Handloom, Jammu. b. JK EDI. c. Audit/ A.C bills. d. Compilation of monthly expenditure statement.



3. Rahul Hansa	IPO	In addition to assisting in the Personal section of Director Finance he will look after the CPIS,(AEBAS) J&K Biometric attendance Portal, EPM portal,JK-HRMS.
4.Aftab Ahmad	Senior Assistant	He shall look after the Nazarat and will work as billing clerk of the establishment of I&C Department, besides,other miscellaneous works and shall route all related papers /bill to A.A.O(V) through Accountant(S).

There shall not be any delay in the processing of files in e-office as per above distribution and the files like compilation of expenditure ,audit paras etc. shall be processed on regular basis.

  
 Director Finance,  
 Industries & Commerce Department.

Copy for information to:

- 1.Private Secretary to Commissioner / Secretary to Government, Industries & Commerce Department.
- 2.All concerned officials for immediate compliance.



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

**Subject:- Grant of LTC in favour of Mr. Feroz Ahmad Bazaz, Assistant  
Accounts Officer, Industries & Commerce Department.**

**Office Order No. 67 JK( IND) of 202**

**Dated: 22-09.2023**

In terms of S.O.22 dated 03.12.2019 of Finance Department, post-facto sanction is hereby accorded to the grant of Leave Travel Concession (LTC) for the current Block Year 2020-2023 in favour of Mr. Feroz Ahmad Bazaz, Assistant Accounts Officer, Industries and Commerce Department w.e.f 06.09.2023 to 10.09.2023 to visit Jammu alongwith his family, comprising of his wife and 02 children.

**By Order.**

(Sanjeev Kumar)  
Under Secretary to the Government

Dated: 22-09.2023

No. IC-Adm/16/2021-02

**Copy to:**

1. Director, Finance, Industries & Commerce Department for information and necessary action.
2. Additional Secretary to the Government (A/M), Industries and Commerce Department.
3. Deputy Secretary to the Government, Industries and Commerce Department.
4. Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department.
5. Concerned official.
6. Office Order file/stock file.





Government of Jammu & Kashmir  
Industries & Commerce Department J&K  
Civil Secretariat, Jammu/Srinagar

Subject: Work distribution in the Accounts Section of Industries and Commerce Department.

Office Order No: 68 -IND of 2023

Dated: 26.09.2023

In supersession of all previous orders of work distribution, the works allotted amongst the staff of this office are hereby made as under with immediate effect and until further orders:

S.No	Name & Designation	Works Allotted
1. Virender Rana, AAO.	A) Sunil Pandit, Accountant.	Files related to: a. Directorate of Industries & Commerce, Kashmir. b. J&k Industries Ltd. c. JKTPO d. Budget Formulation. e. Establishment.
	B) Sidharath Kaw, Accounts Assistant.	Files related to: a. Directorate of Industries & Commerce, Jammu. b. JK KVIB. c. MD Handicrafts(S&E) Corporation d. MD Handloom Development Corporation Ltd.
2. Feroz Ahmad Bazaz, AAO.	A) Ashiq Hussain, Accountant.	Files related to: a. Directorate of Handicrafts & Handloom, Kashmir. b. JK SIDCO/SICOP c. JKCL/ ITIDC/CDI/IICT. d. BEAMS. e. IDFC portal/Languishing Projects
	B) Sheetu Bhat, Accounts Assistant	Files related to: a. Directorate of Handicrafts & Handloom, Jammu. b. JK EDI. c. Audit/ A.C bills. d. Compilation of monthly expenditure statement.



3. Fahul Hansa	IPO	In addition to assisting in the Personal section of Director Finance he will look after the CPIS,(AEBAS) J&K Biometric attendance Portal, EPM portal,JK-HRMS.
4.Aftab Ahmad	Senior Assistant	He shall look after the Nazarat Section , besides,other misc. works and shall route all related papers /bills through respective A.A.O, as per the station of working of Director Finance.
5. Zaffar Ullah	Junior Assistant	He will work in the Nazarat section and will assist Aftab Ahmad in routine work.

There shall not be any delay in the processing of files in e-office as per above distribution and the files like compilation of expenditure ,audit paras etc. shall be processed on regular basis.

  
 Director Finance,  
 Industries & Commerce Department.

Copy for information to:

- 1.Private Secretary to Commissioner / Secretary to Government, Industries & Commerce Department.
- 2.All concerned officials for immediate compliance.



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

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

**Office Order No. 69 JK( IND) of 2023**

**Dated: 05 10.2023**

In continuation of Office Order No.62-JK(IND) of 2023 dated 20.09.2023, it is hereby ordered that:-

- i. the powers delegated to Secretary in the I&C Department vide Office Order No.72-JK(IND) of 2022 dated 05.12.2022 shall continue to be exercised by the Officer;
- ii. all the files being dealt by Additional Secretary(A), Additional Secretary (M), Sr. Law Officer, Deputy Secretary(N), Deputy Director (Planning) shall be routed through **Secretary** in the I&C Department. However, the Director Finance (I&C) may submit the files directly to the Commissioner/Secretary to the Government, I&C Department.

**By Order.**

(Sanjeev Kumar)  
Under Secretary to the Government

No. IC-ADM/84/2022-02

**Copy to the:**

Dated: 05.10.2023

1. Secretary in the Industries and Commerce Department.
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. SLO, Industries and Commerce Department.
6. Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department.
7. All the concerned.
8. Office Order file (w.3.s.c).



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

**Subject:- Establishment of Excellence Group in respect of Industries & Commerce Department.**

**Reference: Circular No. 14-JK(GAD) of 2023 dated 09.05.2023 issued by the General Administration Department.**

**Office Order No: 70 JK( IND) of 2023**

**Dated: 09.10.2023**

Sanction is hereby accorded to the establishment of Excellence Group in respect of Industries & Commerce Department, comprising of the following officers, for facilitating exchange of ideas and concepts in respect of the department that will help in materializing of fruitful ideas/initiatives/programmes of the department and would foster value-addition in the governance structure by converting an idea into a tangible outcome:

1. Mr. Vivek Bhardwaj, IAS, the then Principal Secretary to the Government, I&C Department.
2. Mr. Rajnan Prakash Thakur, IRTS, the then Principal Secretary to the Government, I&C Department.
3. Mr. Prashant Goyal, IAS, the then Principal Secretary to the Government, I&C Department.
4. Ms. Anoo Malhotra, JKAS, the then Director General, I&D, Jammu.
5. Mr. Aadil Fareed, JKAS, the then Deputy Secretary to the Government, I&C Department.
6. Mr. Sartaj Hussain Madni, JKAS, the then Deputy Secretary to the Government, I&C Department.

Besides above composition, the officers presently posted in Industries and Commerce Department also form part of the Group.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government



No. IC-Adm/51/2023

Dated: 09.10.2023

Copy to the:

1. All concerned Officers.
2. Secretary in the Industries and Commerce Department.
3. Director, Finance, Industries and Commerce Department.
4. Additional Secretary to the Government, (A/M) Industries and Commerce Department.
5. Deputy Secretary to the Government, Industries and Commerce Department.
6. Senior Law Officer, Industries and Commerce Department.
7. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
8. Pvt. Secretary to Commissioner/ Secretary to the Government, Industries and Commerce Department.
9. Office Order file(w.3.s.c).



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

**Subject:- Utilization of the Services of MTS/Class-IV.**

**Office Order No: 71 JK( IND) of 2023**

**Dated: 09 10.2023**

In the interest of the administration, it is hereby ordered that Mr. Prem Nath, MTS/Class-IV, presently working in the Personal Section of Director, Finance, I&C Department shall report in the Office of the Ms. Akshi Gupta, Technical Officer, Industries and Commerce Department for further duties in her personal section.

**By Order.**

  
(Sanjeev Kumar)

Under Secretary to the Government

No. IC-Adm/27/2023

Dated: 09.10.2023

Copy to the:

1. Secretary in the Industries and Commerce Department.
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. Pvt. Secretary to Commissioner/ Secretary to the Government, Industries and Commerce Department.
6. Technical Officer, Industries and Commerce Department.
7. Concerned Official.
8. Office Order file(w.3.s.c).



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

**Subject:- Grant of Earned Leave.**

**Office Order No: 72 JK( IND) of 2023**

**Dated: 09 10.2023**

Sanction is hereby accorded to the grant of Earned Leave in terms of Rule 26 of J&K Civil Services Leave Rules, 1979, for a period of 12 days w.e.f. 09.10.2023 to 20.10.2023 in favour of Mr. Talak Aziz, Junior Assistant, Industries and Commerce Department.

Mr. Harjeet Singh, Senior Assistant shall look after the work assigned to Mr. Talak Aziz in addition to his own duties till Mr. Talak resumes his duties.

**By Order.**

(Sanjeev Kumar)

Under Secretary to the Government

No. IC-Adm/69/2022-02

Dated: 09.10.2023

**Copy to:**

1. Secretary, Industries & Commerce Department for information.
2. Director, Finance, Industries & Commerce Department for information and necessary action.
3. Additional Secretary to the Government (A/M), Industries and Commerce Department.
4. Deputy Secretary to the Government, Industries and Commerce Department.
5. Under Secretary to the Government, (SK/AS/AK) Industries and Commerce Department.
6. Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department.
7. Concerned officials.
8. Office Order file/stock file.



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

**Subject:- Process of installation of SSL certificates (through GeM Portal), security audit of government Websites, applications/online services.**

**Reference: IT-GEN/187/2022(194517) dated 23.08.2023 received from Information Technology Department.**

**Office Order No: 73 JK( IND) of 2023**

**Dated: 09 10.2023**

It is hereby ordered that the Director, Finance, Industries and Commerce Department shall expedite the process of installation of SSL certificates (through GeM Portal), so that security audit of Government Websites, applications/online services are ensured.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

No. IC-Adm/92/2022

Dated: 09.10.2023

Copy to the:

1. Administrative Secretary, Information Technology Department for information.
2. Secretary in the Industries and Commerce Department.
3. Director, Finance, Industries and Commerce Department.
4. Additional Secretary to the Government, (A/M) Industries and Commerce Department.
5. Deputy Secretary to the Government, Industries and Commerce Department.
6. Senior Law Officer, Industries and Commerce Department.
7. Pvt. Secretary to Commissioner/ Secretary to the Government, Industries and Commerce Department.
8. Office Order file(w.3.s.c).



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

**Subject:- Sanction of non-refundable G.P. Fund withdrawal in favour of Mr. Tariq Ahmad Wani, Head Assistant, Industries & Commerce Department under G.P. Fund account No. CC-910002179.**

Office Order No: **74** - JK(IND) of 2023  
DATED : **10** - 10 - 2023

In pursuance of Rule 15 (1) (B) of G.P. Fund (Central Service) Rules 1960, sanction is hereby accorded to the G. P. Fund withdrawal of **Rs. 4,00,000/- (Rupees Four lakh) only** in favour of Mr. Tariq Ahmad Wani, Head Assistant, Industries & Commerce Department out of his G.P. Fund account No. **CC-910002179** to defray expenses in connection with Repair of his residential house.

**The credit position of the G.P. Fund balance is as under:-**

1. Closing balance as per schedule for the year 2022-23	Rs. 4,22,543=00
2. Subscriptions from 03/2023 to 07/2023	Rs. 75,000=00
3. Refunds from 03/2023 to 07/2023	Rs. 00=00
4. <u>DA arrears from 03/2023 to 07/2023</u>	Rs. nil-
<b><u>Total ( 1 to 4 )</u></b>	<b><u>Rs. 4,97,543=00</u></b>
5. Withdrawal from 03/2022 to 07/2023	Rs. nil-
<b><u>Net balance as on 31-07-2023.</u></b>	<b><u>Rs. 4,97,543=00</u></b>

As per service records the official has rendered more than 10 years of service, and his date of 1<sup>st</sup> appointment is 08.02.1988 and is retiring on ending March, 2024.

By order.

  
**Director Finance**  
Industries & Commerce Deptt.

NO:IC-ADM/19/2023-02

Dated: **10** - 10 - 2023

Copy to the:-

1. Treasury Officer, Moving Treasury Civil Secretariat, Jammu/Srinagar.
2. Accounts Officer, G.P. Fund Moving Cell, Civil Secretariat, Jammu/Srinagar.
3. Pvt. Secretary to Commissioner/Secretary to Govt. I&C Department for information of Commissioner/ Secretary.
4. Nazir, Industries & Commerce Department for n/a.
5. Concerned official.
6. Office order files (w.2. S.Cs)



/288030/2023

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

Subject:- Grant of LTC in favour of Mr. Satish Safaya, Senior Assistant, Industries & Commerce Department.

**Office Order No: 75 JK(IND) of 2023.**

**Dated: 11 -10-2023.**

Post facto Sanction is accorded to the grant of Leave Travel Concession (LTC) in favour of Mr. Satish Safaya, Senior Assistant, Industries and Commerce Department, including his three family members comprising of his wife and two children for the block year 2020-2023 along with sanction of 07 days casual leave w.e.f 18.09.2023 to visit Jammu, in terms of S.O. 22 dated 03.12.2019 issued by the Finance Department.

**By order.**



(Anil Sharma) 11/10/23

Under Secretary to the Government.

No:-IC-ADM/54/2021-02

Dated:- 11.10.2023

Copy to the:-

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Additional Secretary to the Government(A/M), Industries and Commerce Department.
3. Deputy Secretary to the Government, Industries and Commerce Department for information.
4. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
5. Concerned official.
6. Office Order file/stock file.



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

**Subject:- Grant of Earned Leave.**

**Office Order No: 76 JK( IND) of 2023**

**Dated: 13.10.2023**

Sanction is hereby accorded to the grant of Earned Leave in terms of Rule 26 of J&K Civil Services Leave Rules, 1979, for a period of 12 days w.e.f. 09.10.2023 to 20.10.2023 in favour of Mr. Nissar Ahmad, Jamadaar, -1<sup>st</sup>, Industries and Commerce Department.

Mr. Bashir Ahmad, MTS shall look after the work of Mr. Nissar Ahmad in addition to his own duties, till the official resumes his duties.

**By Order.**

  
(Sanjeev Kumar)  
Under Secretary to the Government

No. IC-Adm/88/2021-02

Dated: 13.10.2023

**Copy to:**

1. Director, Finance, Industries & Commerce Department for information and necessary action.
2. Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department.
3. Concerned officials.
4. Office Order file/stock file.



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

**Subject: New Guidelines of Micro and Small Enterprises Cluster Development Programme (MSE-CDP)- nomination of Nodal officer thereof.**

**Office Order No: 77-JK(IND) of 2023  
Dated:- 17-10-2023**

Mr. Mushtaq Ahmad, Project Engineer, J&K Cements Limited who has been repatriated to the Administrative Department by the Managing Director, J&K SIDCO/SICOP vide Order No. 21-SICOP of 2023 dated 17.07.2023 and has joined the department is hereby directed to prepare Estimates/DPRs as per new guidelines of Micro and Small Enterprises Cluster Development Programme (MSE-CDP) in consultation with concerned HoDs , as per the roster given below:-

S.No.	Name of HoD	Date of interaction/visit to HoD office
1.	Directorate of Industries and Commerce, Kashmir	16.10.2023 to 18.10.2023
2.	Directorate of Handicraft and Handloom, Kashmir	19.10.2023 to 21.10.2023
3.	Managing Director, JK SIDCO	25th, 27th and 28th October, 2023
4.	Managing Director, JK SICOP	30th, 31th October, 2023 and 1 <sup>st</sup> November 2023
5.	Secretary/CEO, KVIB	02.11.2023 to 04.11.2023

The concerned HoDs shall share with the Administrative Department the outcome of the work assigned to Mr. Mustaq Ahmad, after completion of the assignment.

**By order.**

  
(Sanjeev Kumar)  
**Under Secretary to the Government**

Dated: 17.10.2023

No. IC-SICO/31/2022-02

Copy to the:-

1. Director, Industries and Commerce, Kashmir.
2. Director, Handloom and Handicraft, Kashmir
3. Managing Director, J&K SIDCO/SICOP.
4. Secretary/CEO, KVIB, Srinagar.
5. Concerned officer.
6. Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department.



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

**Subject:- Farash Duty Roaster of Orderlies of Industries and Commerce Department ,  
Civil Secretariat, Jammu.**

**Office Order No. 78 JK( IND )of 2023**

**Dated: 02.11.2023**

For smooth functioning of the office of Industries and Commerce Department at Civil Secretariat, Jammu , following officials are hereby ordered to perform the duty of Farash in addition to their own duties as per the dates shown against each:

S.No	Name of the Official	Designation	Section attached with	Duty Schedule
1.	Prem Nath	Orderly	With Under Secretary	01.11.2023 to 08.11.2023
2.	Nisar Ahmad Sheikh	Orderly	Clerical Hall	09.11.2023 to 15.11.2023
3.	Polu Ram	Orderly	With SLO	16.11.2023 to 22.11.2023
4.	Garu Ram	Orderly	With Director Finance	23.11.2023 to 29.11.2023
5.	Surinder Kumar	Orderly	Deputy Director (Plg)	30.11.2023 to 06.12.2023
6.	Sushil Kumar	Orderly	Accounts Section	07.12.2023 to 13.12.2023
7.	Danish Rayaz	Orderly	Accounts Section	14.12.2023 to 20.12.2023
8.	Gurjeet Singh	Orderly	With Under Secretary	21.12.2023 to 26.12.2023
9.	Bashir Ahmad	Orderly	Clerical Hall	27.12.2023 to 31.12.2023

**By Order.**

*Akshi Gupta*  
(Akshi Gupta)JKAS

Technical Officer

Dated: 02.11.2023

No. IC-ADM/08/2022-02

Copy to:

1. Additional Secretary to Government, Industries & Commerce Department for information.
2. Private Secretary to Commr./Secretary, Industries and Commerce Department for information .
3. PA to Secretary, Industries & Commerce Department for kind information of Secretary.
4. All concerned for compliance.
5. Office Order file(w.2.s.c).





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

**Subject: - Grant of LTC in favour of Mr. Ummar Rashid, Junior Assistant, Industries & Commerce Department.**

**Office Order No: 79 - JK(IND) of 2023.**

**Dated: 16-11-2023.**

In terms of Rule 12 of Jammu and Kashmir Civil Services (Leave Travel Concession) Rules, 2019, notified vide S.O. 22 dated 03.12.2019, sanction is hereby accorded to availing of Leave Travel Concession (LTC) by Mr. Ummar Rashid, Junior Assistant, Industries and Commerce Department for the Block year 2020 -2023 to visit Delhi alongwith his family, comprising of his wife and son w.e.f **06.11.2023 to 17.11.2023.**

Besides, Mr. Vatsal Gupta, Junior Assistant, I&C shall look after the work assigned to Mr. Ummar Rashid, till the official resumes his duties.

**By Order.**

*Akshi Gupta*

**(Akshi Gupta)JKAS**

Technical Officer

Dated: - 16.11.2023

No:-IC-ADM/55/2023-02

Copy to the:-

1. Director Finance, Industries and Commerce Department for information and necessary action.
2. Additional Secretary to the Government (A/M), Industries and Commerce Department.
3. Deputy Secretary to the Government, Industries and Commerce Department for information.
4. Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department for information of the Commissioner/Secretary.
5. Concerned official.
6. Office Order file/stock file.





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

**Subject: - Grant of 19 days Earned Leave in favour of Mr. Ashiq Hussain Bhat, Accountant, Industries and Commerce Department.**

**Office Order No: 80 - JK(IND) of 2023.**

**Dated: 17-11-2023.**

In pursuance of Rule 26 of J&K Civil Services Leave Rules 1979, sanction is hereby accorded to the grant of 19 days earned leave w.e.f. 13.11.2023 to 01.12.2023 in favour of Mr. Ashiq Hussain Bhat, Accountant, Industries and Commerce Department in connection with the preparation for Departmental Examination.

Besides, Mr. Sunil Pandit, Accountant, shall look after the work of Mr. Ashiq Hussain Bhat in addition to his own duties, till the official resumes his duties.

**By Order.**

*Akshi Gupta*

**(Akshi Gupta)JKAS**

Technical Officer

**Dated: 17.11.2023**

**No:-IC-ADM/5/2021-02**

Copy to the:-

1. Secretary, Industries & Commerce Department for information.
2. Director Finance, Industries and Commerce Department for information and necessary action.
3. Additional Secretary to the Government(A/M), Industries and Commerce Department.
4. Deputy Secretary to the Government, Industries and Commerce Department for information.
5. Private Secretary to Commissioner/Secretary to Government, Industries and Commerce Department for information of the Commr./Secretary.
6. Concerned officials.
7. Office Order file/stock file.





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

**Subject: - Grant of Earned Leave.**

**Office Order No: 81 - JK(IND) of 2023.  
Dated: 21-11-2023.**

Post-facto sanction is hereby accorded to the grant of Earned Leave in terms of Rule 26 of J&K Civil Services Leave Rules 1979, for a period of 26 days w.e.f. 14.09.2023 to 09.10.2023 in favour of Smt. Babita Kumari Pandita, Private Secretary to the Commissioner/Secretary, Industries & Commerce Department.

**By Order.**

*Akshi Gupta*  
(Akshi Gupta), JKAS  
**Technical Officer**

No:-IC-ADM/22/2023-02

Dated:- 21.11.2023

Copy to the:-

1. Secretary, Industries & Commerce Department for information.
2. Director Finance, Industries and commerce Department for information and necessary action.
3. Additional Secretary to the Government (A/M), Industries and Commerce Department for information.
4. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department for information.
5. Office Order file/stock file



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

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

**Office Order No. 82 JK(IND) of 2023  
Dated: 30.11.2023**

In partial modification to Officer Order No. 62-JK(Ind) of 2023 dated 20.09.2023, the following work distribution among the Gazetted officers (Under Secretaries), of Industries and Commerce Department is hereby ordered with immediate effect.

1.	Dr. Farukh Nasir Paul	Under Secretary	<ul style="list-style-type: none"><li>• CoS Meeting</li><li>• General Coordination</li><li>• PM Gati Shakti Implementation</li><li>• PM Vishwakarma implementation</li><li>• Office Administration</li><li>• PIO under RTI Act, 2005 of concerned sections</li></ul>
2	Akshi Gupta	Technical Officer	<ul style="list-style-type: none"><li>• J&amp;K Handicrafts &amp; Handloom Department</li><li>• J&amp;K Handicrafts &amp; Handloom Corporation</li><li>• JKTPO, IICT, CDI</li><li>• RAMP</li><li>• PIO under RTI Act, 2005 of concerned sections</li></ul>
3	Mr. Sanjeev Kumar	Under Secretary	<ul style="list-style-type: none"><li>• DIC Jammu/Kashmir (other than Land matters)</li><li>• JKITIDC</li><li>• JKCL/Tourism Assets Outsourcing</li><li>• Parliamentary/Assembly Questions(overall coordinations)</li><li>• PIO under RTI Act, 2005 of</li></ul>



			concerned sections
4	Mr. Anil Sharma	Under Secretary	<ul style="list-style-type: none"> <li>• KVIB</li> <li>• JKEDI</li> <li>• JKI</li> <li>• Cross LoC Trade</li> <li>• UTLBC and other DB issues</li> <li>• Governors Grievances/GOI Grievances/ Public Monitoring Grievance System (Overall coordination)</li> <li>• Public Service Guarantee Act</li> <li>• General Section</li> <li>• Online grievances.</li> <li>• PIO under RTI Act, 2005 of concerned sections</li> </ul>
5	Mr. Abid Khan	Under Secretary	<ul style="list-style-type: none"> <li>• Assist Secy (I&amp;C) and DS(I&amp;C) in subjects 1,2 and 3 dealt by Secy (I&amp;C) issued vide earlier work distribution order.</li> <li>• PIO under RTI Act, 2005 of concerned sections;</li> </ul>

Under Secretaries shall route the files of the subjects allotted to them through the concerned Additional/Deputy Secretaries.

**By Order.**

*Akshi Gupta*  
**Akshi Gupta, JKAS**  
 Technical Officer

No. IC-Adm/65/2023-02

Dated: 30.11.2023

Copy to:

1. Director, Finance, Industries and Commerce Department for information.
2. Additional Secretary to the Government, I&C (A/M) for information.
3. Deputy Secretary (N) to the Government, I&C for information.
4. Sr. Law Officer, I&C Department for information.



5. Under Secretaries to the Government, I&C for information.
6. Private Secretary to Commissioner/Secretary to the Government, I&C for information of Commissioner/Secretary.
7. Private Assistant to the Secretary in the I&c Department for information of the Secretary .
8. Office Order file.



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

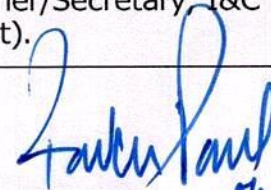
**Subject:-Allowing Officers/officials to work from Jammu.**

**Office Order No: 83 - JK(IND) of 2023.  
Dated: 04-12-2023.**

In the interest of administration and smooth functioning of the official work in Industries and Commerce Department, Civil Secretariat, at Jammu, the following officers/officials of I&C, are allowed to work from Jammu for Winter Session, with immediate effect. This arrangement shall be in-force till ending April, 2024.

S.No.	Name of the officer/official.	Designation.
1.	Mr. Abid Khan	Under Secretary
2.	Smt. Babita Kumari Pandita	Private Secretary to the Commissioner/Secretary, I&C
3.	Feroz Ahmad Bazaz	Assistant Accounts Officer
4.	Mr. Mudasir Qayoom Bh at	Personal Assistant (in the personal section of Commissioner/Secretary to the Government, I&C.
5.	Mr. Tariq Ahmad Wani	Head Assistant
6.	Mr. Sarabjit Singh	Head Assistant (in the personal section of Commissioner/Secretary, I&C
7.	Mr. Satish Safaya	Senior Assistant
8.	Mr. Harjeet Singh	Senior Assistant.
9.	Mr. Ramesh Kumar	Head Assistant, Legal Section
10.	Mr. Mohammad Yousuf Mangnoo	MTS, (in the Personal Section of Commissioner/Secretary, I&C Department)
11.	Mr. Mushtaq Ahmad Khan	Driver, (in the Personal Section of Commissioner/Secretary, I&C Department).

**By Order.**

  
**(Dr. Farukh Paul), JKAS**  
Under Secretary to the Government



Copy to the:-

1. Secretary, Industries & Commerce Department for information.
2. Director Finance, Industries and commerce Department for information
3. Additional Secretary to the Government (A/M), Industries and Commerce Department.
4. Deputy Secretary to the Government, Industries and Commerce Department for information.
5. Deputy Director, Planning, Industries and Commerce Department.
6. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
7. Concerned officer/officials.
8. Office Order file/stock file.



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

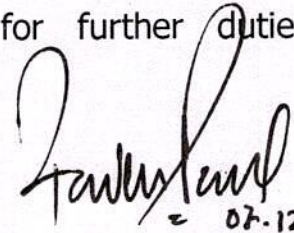
**Subject:- Utilization of the services of MTS/Class-IV.**

**Office Order No: 84 - JK(IND) of 2023.**

**Dated: 07 -12-2023.**

In the interest of administration, it is hereby ordered that Mr. Bashir Ahmad Chopan, MTS/Class-IV shall report in the office of Ms. Akshi Gupta, JKAS, Technical Officer, Industries and Commerce Department, for further duties in her section.

**By Order.**

  
07.12.2023  
**(Dr. Farukh Paul) JKAS**

Under Secretary to the Government

No:-IC-ADM/27/2023-02

Dated:- 07.12.2023

Copy to the:-

1. Secretary in the Department, Industries & Commerce Department for information.
2. Additional Secretary to the Government(A/M), Industries and Commerce Department.
3. Deputy Secretary to the Government, Industries and Commerce Department for information.
4. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
5. Concerned official.
6. Office Order file/stock file



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

**Subject:- Grant of Earned Leave.**

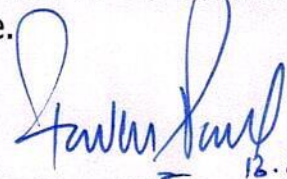
**Office Order No: 85 - JK(IND) of 2023.**

**Dated: 13-12-2023.**

In terms of Rule 26 of J&K Civil Services Leaves Rules 1979, sanction is hereby accorded to the grant of Earned Leave for a period of 40 days w.e.f. 22.11.2023 to 31.12.2023 in favour of Mr. Feroz Ahmad Hajam, Section Officer, Industries and Commerce Department in connection with medical treatment of his mother.

Mr. Abdul Hamid, Section Officer shall look after the work assigned to Mr. Feroz Ahmad Hajam in addition to his own duties, during the period the official remains on leave.

**By Order.**

  
**(Dr. Farukh Paul) JKAS**  
12.12.2023.

Under Secretary to the Government

No:-IC-ADM/31/2021-07

Dated:- 13 .12.2023

Copy to the:-

1. Secretary, Industries & Commerce Department for information.
2. Additional Secretary to the Government(A/M), Industries and Commerce Department.
3. Director, Finance, I&C for information and necessary action.
4. Deputy Secretary to the Government, Industries and Commerce Department for information.
5. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
6. Concerned officials.
7. Office Order file/stock file.



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

**Subject:-Grant of LTC in favour of Smt. Rinkal Basliya, I/C Head  
Assistant, Industries & Commerce Department.**

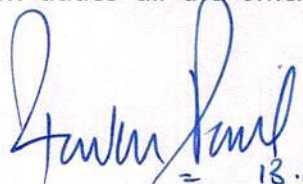
**Office Order No: - JK(IND) of 2023.**

**Dated: -12-2023.**

In terms of S.O. 22 dated 03.12.2019, sanction is hereby accorded to the grant of Leave Travel Concession (LTC) in favour of Smt. Rinkal Basliya, I/C Head Assistant, Industries & Commerce Department along with her three family members consisting of husband, daughter and son for the Block Year 2020-2023 to visit Sonamarg, Kashmir. Sanction is also accorded to the grant of 10 days earned leave w.e.f 11.12.2023 to 20.12.2023 for the said purpose.

Further, Mr. Sunil Kumar, Head Assistant, I&C shall lookafter the work assigned to Smt. Rinkal Basliya, in addition to his own duties till the official resumes her duties.

**By Order.**

  
**(Dr. Farukh Paul) JKAS**  
18.12.2023

Under Secretary to the Government

Dated:-13.12.2023

No:-IC-ADM/34/2022-02

Copy to the:

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Additional Secretary to the Government(A/M), Industries and Commerce Department.
3. Deputy Secretary to the Government, Industries and Commerce Department for information.
4. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
5. Concerned officials.
6. Office Order file/stock file.



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

**Subject: Grant of LTC in favour of Smt. Kanika Gupta, Head Assistant, Industries & Commerce Department.**

**Office Order No: 87- JK(IND) of 2023.  
Dated: 13-12-2023.**

In terms of S.O. 22 dated 03.12.2019, sanction is hereby accorded to the grant of Leave Travel Concession (LTC) for the Block Year 2020-2023 in favour of Smt. Kanika Gupta, Head Assistant, Industries & Commerce Department along with her family members, comprising of her husband, daughter and son to visit Pune. Sanction is also accorded to the grant of 12 days earned leave w.e.f 18.12.2023 to 29.12.2023 for the purpose.

Further, Mr. Masoud Ahmad Dar, Head Assistant, I&C shall look after the work assigned to Smt. Kanika Gupta, in addition to his own duties till the official resumes his duties.

**By Order.**

  
**(Dr. Farukh Paul) JKAS**

Under Secretary to the Government

No:-IC-ADM/99/2021-02

Dated:-13.12.2023

Copy to the:

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Additional Secretary to the Government(A/M), Industries and Commerce Department.
3. Deputy Secretary to the Government, Industries and Commerce Department for information.
4. Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department.
5. Concerned officials.



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

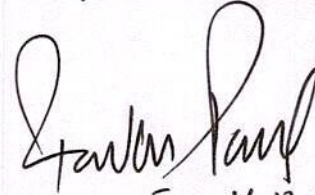
**Subject: Grant of Commuted leave in favour of Mr. Varinder Singh Rana, Assistant Accounts Officer, Industries and Commerce Department.**

**Office Order No: 88 JK(IND) of 2023.**

**Dated: 14-12-2023.**

In terms of rule 28, 29 of J&K civil Service (Leave) Rules, 1979, post facto sanction is hereby accorded to the grant of 59 days commuted leave in lieu of 118 days half pay leave w.e.f 03- 10-2023 to 31-11-2023 in favour of Mr. Varinder Singh Rana, Assistant Accounts Officer, Industries and Commerce Department on medical grounds.

**By order**



= 14.12.2023.

**(Dr. Farukh Paul) JKAS**

Under Secretary to the Government

No:-IC-ADM/<sup>32</sup>99/2021-02

Dated: 14.12.2023.

Copy to the:

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
3. Concerned official.
4. Office Order file/stock file



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

**Subject:-Grant of LTC in favour of Mr. Mohammad Aftab,  
Senior Assistant, Industries & Commerce  
Department.**

**Office Order No: 89 - JK(IND) of 2023.  
Dated: 15 -12-2023.**

In terms of S.O. 22 dated 03.12.2019, sanction is hereby accorded to the grant of Leave Travel Concession (LTC) for the Block Year 2020-2023 in favour of Mr. Mohammad Aftab, Senior Assistant, Industries & Commerce Department along with his family members comprising his wife, two daughters and son to visit New Delhi. Sanction is also accorded to the grant of 11 days earned leave w.e.f 10.12.2023 to 20.12.2023 for the purpose.

Further, Mr. Sohan Lal, Head Assistant, I&C shall look after the work assigned to Mr. Mohammad Aftab, in addition to his own duties till the official resumes his duties.

  
**(Dr. Farukh Paul), JKAS**

Under Secretary to the Government

Dated:- 15.12.2023

No:-IC-ADM/15/2022-02

Copy to:

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Additional Secretary to the Government(A/M), Industries and Commerce Department.
3. Deputy Secretary to the Government, Industries and Commerce Department for information.
4. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
5. Concerned officials.
6. Office Order file/stock file.



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

**Subject:-Grant of LTC in favour of Mr. Sunil Pandit, I/C  
Accountant, Industries & Commerce Department.**

**Office Order No: 90 - JK(IND) of 2023.**

**Dated: 15 -12-2023.**

In terms of S.O. 22 dated 03.12.2019, sanction is hereby accorded to the grant of Leave Travel Concession (LTC) for the block period 2020 -2023 in favour of Mr. Sunil Pandit, I/C Accountant, Industries & Commerce Department along with 10 day earned leave w.e.f 20.12.2023 to 29.12.2023 to visit Chandigarh alongwith his 02 family members.

Further, Mr. Ashiq Hussain Bhat, Accountant, I&C shall look after the work assigned to Mr. Sunil Pandit, in addition to his own duties till the official resumes his duties.

  
**(Dr. Farukh Paul) JKAS**

Under Secretary to the Government

No:-IC-ADM/49/2023-02

Dated:- 15 .12.2023.

Copy to the:-

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Additional Secretary to the Government(A/M), Industries and Commerce Department.
3. Deputy Secretary to the Government, Industries and Commerce Department for information.
4. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
5. Concerned officials.
6. Office Order file/stock file



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

**Subject: Work distribution in the Accounts Section of Industries & Commerce Department.**

Office Order: **91** - JK (IND) of 2023

Dated: **18** -12-2023

In supersession of all previous orders, the following work-distribution in the Accounts Section of Industries and Commerce Department is hereby ordered with immediate effect: -

S. No.	Name of officer/ official	Designation	Section / Matter Assigned
1	Mr. Feroz Ahmad Bazaz	A.A.O. (F)	1. Handicrafts and Handloom, Kashmir/Jammu 2. J&K SIDCO/SICOP 3. J&K EDI/J&K Cements Ltd. 4. CDI/IICT 5. J&K ITIDC. 6. BEAMS. 7. Languishing Projects. 8. AC bills/O.B. items/Audit matters. 9. E.M.D/ Tenders.
2	Mr. Varinder Singh Rana	A.A.O (V)	1. Industries & Commerce Jammu/Kashmir. 2. J&K Handicrafts & Handloom Corporation. 3. JK Industries Ltd. 4. J&K TPO. 5. KVIB. 6. Preparation of Budget. 7. Establishment matters 8. HRMS of all HoDs/PSUs 9. Reconciliation of monthly expenditure.
3.	Mr. Rahul Hansa	IPO	In addition to assisting in the Personal Section of Director Finance he will look after the Biometric Attendance, EPM, HRMS of Administrative Department. He shall route Files through AAO (F).
4.	Mr. Ashiq Hussain	Accountant (A)	1. Handicrafts and Handloom, Kashmir/Jammu 2. J&K SIDCO/SICOP 3. J&K EDI/J&K Cements Ltd. 4. CDI/IICT 5. J&K ITIDC. 6. BEAMS. 7. Languishing Projects. 8. AC bills/O.B. items/Audit matters.



5.	Mr. Sunil Pandit	Accountant (S)	<ol style="list-style-type: none"> <li>1. Industries &amp; Commerce Jammu/Kashmir.</li> <li>2. J&amp;K Handicrafts &amp; Handloom Corporation.</li> <li>3. JK Industries Ltd.</li> <li>4. J&amp;K TPO.</li> <li>5. KVIB.</li> <li>6. Preparation of Budget.</li> <li>7. Establishment matters</li> <li>8. HRMS of all HoDs/PSUs</li> <li>9. Reconciliation of monthly expenditure.</li> </ol>
6.	Mrs. Sheetu Bhat	Accounts Asstt	All Sections assigned to AAO (F). She shall route files through Accountant (A)
7.	Mr. Sidharath Kaw	Accounts Asstt	All Sections assigned to AAO (V). He shall route files through Accountant (S)
8.	Mr. Aftab Ahmad	Seniority Assistant	He shall look after the Nazarat. Besides, other miscellaneous works and shall route all related papers /bill to AAO (V) through Accountant(S).
9.	Mr. Zafarullah Bhat	Jr. Assistant	He will work as billing clerk of the establishment of I&C Department.

Note: In case of the officials on leave the work shall be looked after by the other AAO/Accountant/Accounts Assistant.

  
 Director Finance  
 Industries and Commerce Department

Copy to the:

1. Private Secretary to Commissioner/Secretary to the Government, Industries & Commerce Department.
2. Concerned official(s) for compliance.
3. Office Order/file.



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

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

**Office Order No: 99-JK(IND) of 2023**

**Dated: 19-12-2023**

In supersession of all previous orders issued on the subject, 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.	Ramesh Kumar Raina	Section Officer	<ul style="list-style-type: none"><li>• Directorates of I&amp;C J/K (other than Land matters);</li><li>• JKCL/Tourism Assets outsourcing</li><li>• Gati Shakti Scheme Implementation</li><li>• COS meeting (overall coordination);</li><li>• Office Administration;</li><li>• JKITIDC/KVIB/JKEDI</li><li>• Coordination for I&amp;Cs Senior Officers meeting;</li><li>• LSQ/RSQ issues;</li><li>• Cross LoC Trade;</li><li>• APIO -RTI concerned Sections;</li><li>• SRO 43/RAS cases of concerned sections</li><li>• <b>(All HRM related matters including referral of vacancies, placements/regularization's, enquiries/ACB cases, suspensions, leaves of officers/officials in DIC etc);</b></li></ul>
2.	Feroz Ahmad Hajam	Section Officer	<ul style="list-style-type: none"><li>• General Section,</li><li>• JKTPO;</li><li>• All Land related matters, including those in Industrial Estates/DIC;</li><li>• JKI/IICT/CDI;</li><li>• PM Vishwakarma Scheme;</li><li>• New Industries (NI);</li><li>• Governor's Grievances/Public Monitoring Grievances/Online Grievances.</li><li>• Public Monitoring Grievance System;</li><li>• GoI Grievances/Governors</li></ul>



			<ul style="list-style-type: none"> <li>Grievances;</li> <li>• House Committee Reports;</li> <li>• APIO -RTI concerned Sections;</li> <li>• SRO 43/RAS cases of concerned sections</li> </ul>
3.	Abdul Hamid Ganaie	Section Officer	<ul style="list-style-type: none"> <li>• J&amp;K Handicrafts and Handloom Department</li> <li>• J&amp;K Handicrafts and Handloom Corporation;</li> <li>• <b>(All HRM related matters including, referral of vacancies, placements/regularizations, enquiries/ACB cases, suspensions, leaves of officers/officials in H&amp;H etc);</b></li> <li>• SIDCO/SICOP matters;</li> <li>• PSGA;</li> <li>• APIO-RTI concerned sections.</li> <li>• SRO 43/RAS cases of concerned sections</li> </ul>
4.	Sunil Kumar Raina	Statistical Officer	All Planning and Development related matters
5.	Masoud Ahmad Dar	Head Assistant	<ul style="list-style-type: none"> <li>• COS meeting (overall coordination);</li> <li>• SIDCO/SICOP matters;</li> <li>• Coordination for I&amp;Cs Senior officers meeting;</li> <li>• Cross LOC Trade;</li> <li>• All Land related matters, including those in Industrial Estates/DICs;</li> <li>• Industrial Estates Development;</li> <li>• SRO 43/RAS cases of concerned sections;</li> <li>• RTI issues of concerned sections.</li> </ul>
6.	Rafiq Bano	Head Assistant	<ul style="list-style-type: none"> <li>• House Committee Report;</li> <li>• PSGA;</li> <li>• Government of India Grievances;</li> <li>• RTI issues of concerned sections</li> </ul>
7.	Zahir Ahmad Wani	Head Assistant	<ul style="list-style-type: none"> <li>• Directorates of I&amp;C J/K (other than Land matters);</li> <li>• (All HRM related matters including recruitment Rules, referral of vacancies, placements/regularizations, enquiries/ACB cases, suspensions, leaves of officers/officials in DIC etc);</li> <li>• (SRO 43/RAS/Recruitment Rules/RDAs/Enquiries/vigilance cases of concerned sections).</li> </ul>



			<ul style="list-style-type: none"> <li>• RTI issues of concerned sections</li> </ul>
8.	Showkat Ahmad Reshi	Head Assistant	<ul style="list-style-type: none"> <li>• JKTPD;</li> <li>• JKITIDC/KVIB/JKEDI;</li> <li>• Parliamentary/Assembly Questions (overall coordination);</li> <li>• RTI issues of concerned sections;</li> </ul>
9.	Sohan Lal	Head Assistant	<ul style="list-style-type: none"> <li>• General Section</li> <li>• New Industries;</li> <li>• SRO 43/RAS/Recruitment Rules/RDAs/Enquiries/vigilance cases of concerned sections)</li> <li>• RTI issues of concerned sections</li> </ul>
10.	Sunil Kumar	Head Assistant	<ul style="list-style-type: none"> <li>• Office Administration/Re-organization;</li> <li>• Gati Shakti Scheme;</li> <li>• PM Vishwakarma Scheme;</li> <li>• (RDAs/Enquiries/vigilance cases of concerned sections)</li> <li>• RTI issues of concerned sections</li> </ul>
11.	Kanika Gupta	Head Assistant	<ul style="list-style-type: none"> <li>• J&amp;K Handicrafts and Handloom Department;</li> <li>• (All HRM related matters including recruitment Rules, referral of vacancies, placements/regularizations, enquiries/ACB cases, suspensions, leaves of officers/officials in H&amp;H etc);</li> <li>• JKI;</li> <li>• (RDAs/Enquiries/vigilance cases of concerned sections);</li> <li>• SRO 43/RAS/Recruitment Rules/RDAs/Enquiries/vigilance cases of concerned sections)</li> <li>• RTI issues of concerned sections</li> </ul>
12.	Tariq Ahmad Wani	Head Assistant	Shall assist SO(F)/SO(H) at Srinagar office.
13.	Ramesh Kumar	Head Assistant	Legal Section
14.	Rinkal Basliya	Head Assistant	<ul style="list-style-type: none"> <li>• Handicrafts and Handloom Corporation;</li> <li>• JKCL (Tourism assets outsourcing);</li> <li>• JKITIDC</li> <li>• RTI issues of concerned sections</li> <li>• (RDAs/Enquiries/vigilance cases of concerned sections);</li> <li>• SRO 43/RAS/Recruitment Rules/RDAs/Enquiries/vigilance cases of concerned sections)</li> </ul>
15.	Rakesh Sharma	Statistical Assistant	All Planning and Development related matters

2



16.	Harjeet Singh	Senior Assistant	<ul style="list-style-type: none"> <li>• SIDCO/SICOP;</li> <li>• Public Monitoring Grievances System;</li> <li>• Governors Grievances/Online grievances;</li> <li>• RTI Section;</li> <li>• Coordination for I&amp;Cs Senior officers meeting;</li> </ul>
17.	Satish Safaya	Senior Assistant	<ul style="list-style-type: none"> <li>• Handicrafts and Handloom, J/K;</li> <li>• PM Vishwakarma Scheme;</li> <li>• Government of India Grievances;</li> </ul>
18.	Mohammad Aftab	Senior Assistant	Nazarat Section (Nazir)
19.	Rahul Hansa	IPO	<ul style="list-style-type: none"> <li>• Assist in the Personal Section of Director Finance at Jammu Office;</li> <li>• Web Management / IT interventions;</li> <li>• Uploading of posting details on the vigilance portal of GAD for obtaining vigilance clearance</li> </ul>
20.	Satish Kumar Parihar	Senior Assistant	Legal Section;
21.	Dileep Kumar	Senior Assistant	<ul style="list-style-type: none"> <li>• General Section;</li> <li>• CoS Meetings;</li> <li>• Gati Shakti</li> <li>• JKCL/Tourism assets outsourcing;</li> </ul>
22.	Safoora Majid	Junior Assistant	<ul style="list-style-type: none"> <li>• KVIB;</li> <li>• PSGA;</li> <li>• New Industries.</li> </ul>
23.	Talak Aziz	Junior Assistant	<ul style="list-style-type: none"> <li>• DIC JK;</li> <li>• EDI;</li> <li>• House Committee Report;</li> </ul>
24.	Nighat Mukhtar	JSA	Planning Section
25.	Umar Rashid	Junior Assistant	<ul style="list-style-type: none"> <li>• Office Administration/Re-organization;</li> <li>• JKTPO;</li> <li>• LSQ &amp; RSQ issues;</li> </ul>
26.	Ishfaq Ahmad	Junior Assistant	He shall assist Additional Secretary (A)
27.	Poonam Sambyal	Junior Assistant	<ul style="list-style-type: none"> <li>• JKITIDC;</li> <li>• JKI;</li> <li>• IICT;</li> <li>• CDI;</li> </ul>
28.	Vatsal Gupta	Junior Assistant	<p>J&amp;K Handicrafts and Handloom Corporation;</p> <p>Receipt/Dispatch section/Scanning &amp; Uploading of communications and forwarding of communications</p>



			to the concerned departments through e-mail, at Jammu.
29.	Umar Jan	Computer Assistant	Planning Section
30.	Amir Bashir	Orderly (MTS)	He shall assist Deputy Secretary (N)
31.	Arjun Gupta	Orderly	He shall assist Mr. Vatsal Gupta, Junior Assistant in his assigned work, as also assist in clerical hall at Jammu office.
32.	Rahul Raina	Orderly	He shall assist Additional Secretary (M) in her Personal Section, besides, shall also assist in getting approved files signed by the concerned Under Secretaries, particularly for Srinagar office and uploading the same before forwarding to the concerned sections
33.	Mohd. Shafi	Orderly	Receipt/Dispatch/Scanning & Uploading of communications and forwarding of communications to the concerned departments through e-mail. Besides, he shall also assist in clerical hall at Srinagar office.

**By order.**

**(Dr. Farukh Paul) JKAS**

Under Secretary to the Government.

No:-IC-ADM/27/2021-02

Dated:- 19.12.2023

Copy to the:-

1. Secretary in the Industries and Commerce Department.
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. SLO, Industries and Commerce Department.
6. Under Secretary to the Government, (FP/AG/SK/AS/AK) I&C Department,
7. Pvt. Secretary to Commissioner/ Secretary, Industries and Commerce Department.
8. All the Concerned.
9. Office Order file (w.3.s.c).



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

**Subject: -** Constitution of Committee.

**Office Order No. 93 JK( IND) of 2023**

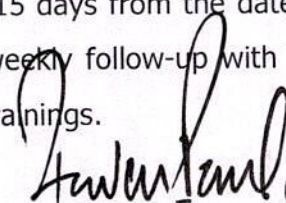
**Dated: 19.12.2023**

Sanction is hereby accorded to the constitution of following committee headed by Under Secretary (S) to the Government, Industries and Commerce Department for preparing and ensuring of finalization of draft recruitment rules (Gazette and Non-gazetted of I&C Department). The Committee shall work in regular coordination and consultation with respective Directorates, GAD, Finance and ARI & Training Departments, in a time bound manner:

1. Mr. Feroz Ahmad Hajam, Section Officer.
2. Mr. Masoud Ahmad, Head Assistant.
3. Mr. Ashiq Hussain, Accountant
4. Mr. Ummar Rashid, Junior Assistant

The Committee shall submit its report on weekly basis to the department and shall strive hard to complete the exercise as early as possible. The draft rules, in any case, shall be prepared within 15 days from the date of constitution of this committee and shall ensure the weekly follow-up with the concerned departments viz. GAD, Finance and ARI & Trainings.

**By Order.**

  
**Dr. Farukh Paul, JKAS**

Under Secretary to the Government

Dated: 19.12.2023

No. IC-Adm/27/2021-02

Copy to the:

1. Secretary in the Industries and Commerce Department.
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. SLO, Industries and Commerce Department.
6. Under Secretary to the Government, (FP/AG/SK/AS/AK) I&C Department,
7. Pvt. Secretary to Commissioner/ Secretary, Industries and Commerce Department.
8. All the Concerned.
9. Office Order file(w.3.s.c).





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

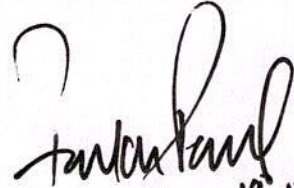
**Subject:- Grant of Earned Leave.**

**Office Order No: 94 -JK(IND) of 2023.  
Dated: 19 -12-2023.**

In terms of Rule 26 of J&K Civil Services Leaves Rules 1979, sanction is hereby accorded to the grant of Earned Leave for a period of 29 days w.e.f. **18.12.2023 to 15.01.2024** in favour of **Mr. Ishfaq Ahmad Khan**, Junior Assistant, Industries and Commerce Department in connection with preparation of departmental examination.

Further, **Mr. Umar Rashid, Junior Assistant**, I&C shall look after the work assigned to Mr. Ishfaq Ahmad Khan in addition to his own duties, during the period the official remains on leave.

**By Order.**

  
**Dr. Farukh Paul, JKAS**

Under Secretary to the Government

No:-IC-ADM/12/2023-02

Dated: 19 .12.2023

Copy to the:-

1. Secretary, Industries & Commerce Department for information.
2. Additional Secretary to the Government(A/M), Industries and Commerce Department.
3. Director, Finance, I&C for information and necessary action.
4. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
5. Concerned officials.
6. Office Order file/stock file



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

**Subject:-Grant of LTC in favour of Mr. Sohan Lal, Head Assistant, Industries & Commerce Department.**

**Office Order No: 95 - JK(IND) of 2023**  
**Dated: 20 -12-2023.**

In terms of S.O. 22 dated 03.12.2019, sanction is hereby accorded to the grant of Leave Travel Concession (LTC) for the block period 2020 -2023 in favour of Mr. Sohan Lal, Head Assistant, Industries & Commerce Department alongwith 11 day earned leave w.e.f. 21.12.2023 to 31.12.2023 to visit New Delhi alongwith 03 family members.



**(Dr. Farukh Paul)JKAS**

Under Secretary to the Government

No:-IC-ADM/28/2022-02

Dated:- 20.12.2023

Copy to the:-

1. Director Finance, Industries and commerce Department for information and necessary action.
2. Additional Secretary to the Government (A/M), Industries and Commerce Department.
3. Deputy Secretary to the Government, Industries and Commerce Department for information.
4. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
5. Concerned officials.
6. Office Order file/stock file.



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

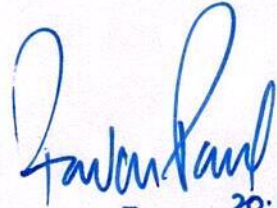
**Subject:- Grant of Earned Leave.**

**Office Order No: 96 - JK(IND) of 2023.**

**Dated: 20 -12-2023.**

In terms of Rule 26 of J&K Civil Services Leaves Rules 1979, Sanction is hereby accorded to the grant of Earned Leave for a period of 10 days w.e.f. 16.12.2023 to 25.12.2023 in favour of Mr. Riyaz Hussain, Director Finance, (Directorate of Industries & Commerce Jammu), for availing LTC.

**By Order.**



**(Dr. Farukh Paul) JKAS**

Under Secretary to the Government

No:-IC-ADM/69/2023-02

Dated:- 20 .12.2023

**Copy to:**

1. Secretary, Industries & Commerce Department for information.
2. Director General Accounts & Treasures, J&K for information.
3. Additional Secretary to the Government(A/M), Industries and Commerce Department.
4. Director, Finance, I&C for information.
5. Deputy Secretary to the Government, Industries and Commerce Department for information.
6. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
7. Office Order file/stock file.





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

**Subject: Constitution of QD Cell.**

**Office Order No. 97-JK(IND) of 2023**

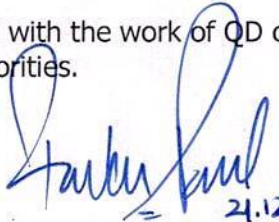
**Dated: 21.12.2023**

The following QD cell of Officers/officials of the Industries and Commerce Department headed by the Secretary in the Industries and Commerce Department is hereby constituted for carrying out the business with regard to current Parliament Session :

S.No	Name of the Officer/Official	Designation
1.	Mr. Aziz Ahmad Rather	Additional Secretary to the Government, I&C
2.	Mr. Syed Nadeem Iqbal Andrabi	Deputy Secretary to the Government, I&C
3.	Mr. Vijay Kumar	Deputy Director, Planning, I&C
4.	Dr. Farukh Nasir Paul	Under Secretary to the Government, I&C
5.	Mr. Sanjeev Kumar	Under Secretary to the Government, I&C
6.	Mr. Feroz Ahmad Bazaz	Assistant Accounts officer, I&C
7.	Mr. Ramesh Kumar	Section Officer
8.	Mr. Sunil Pandit	Accountant.
9.	Mr. Neeraj Sharma	Jr. Stenographer
10.	Mr. Sohan Lal	Head Assistant
11.	Mr. Dileep Kumar	Senior Assistant
12.	Mr. Sidharath Kaw	Accounts Assistant.
13.	Mr. Ishfaq Ahmad	Junior Assistant
14.	Mr. Varun Kumar	Computer Operator (attached from SICOP)
15.	Mr. Arjun Gupta	MTS.
16.	Mr. Arshid Ahmad Shah	Machinery Attendant
17.	Mr. Irshad Ahmad Khan	Machinery Attendant
18.	Mr. Bikram Singh	Driver
19.	Mr. Sachin Kumar	Driver (attached from SICOP)
20.	Mr. Rahul Mehra	MTS/orderly.

During the Parliament Budget Session the officials associated with the work of QD cell shall not leave the office without seeking prior permission of the authorities.

**By Order.**

  
21.12.2023.

**(Dr. Farukh Paul) JKAS**

Under Secretary to the Government

No. IC-Adm/107/2021-02

Dated: 21.12.2023



Copy to:

1. Secretary in the Industries and Commerce Department for information.
2. Additional Secretary (A/M) to the Government for information.
3. Director, Finance, Industries and Commerce Department.
4. Deputy Secretary (A/M) to the Government, I&C for information.
5. Under Secretary (FP/SK/AS) to the Government, I&C for information.
6. Concerned officials.
7. Office Order file.

A handwritten mark in blue ink, possibly a signature or initials, located on the left side of the page. It consists of a large, loopy 'S' shape with a small 'y' or 'r' at the bottom.




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

**Subject:-Grant of Earned Leave in favour of Smt. Mamta Devi,  
Additional Secretary to the Government, Industries  
and Commerce Department.**

**Office Order No: 98 -JK(IND) of 2023  
Dated: 22-12-2023**

In terms of Rule 26 of J&K, Civil Services, Leave Rules, 1979, sanction is hereby accorded to the grant of 12 days earned leave w.e.f. 01.01.2024 to 12.01.2024 (prefixing holidays on Saturday and Sunday falling on 30<sup>th</sup> and 31<sup>st</sup> December, 2023 and suffixing on 13<sup>th</sup> and 14<sup>th</sup> January, 2023) in favour of **Ms. Mamta Devi**, Additional Secretary to the Government, Industries & Commerce Department in connection with her visit to Kerala.

**By Order.**



22.12.2023.  
**(Dr. Farukh Paul), JKAS**

Under Secretary to the Government

No:-IC-ADM/7/2023-02

Dated:-22.12.2023

Copy to the:-

1. Director Finance, Industries and Commerce Department for information and necessary action.
2. Additional Secretary (M) to the Government, I&C Department.
3. Additional Secretary (A) to the Government, I&C Department.
4. Private Secretary to Principal Secretary to the Government, Industries and Commerce Department for information to Principal Secretary.
5. PA to Secretary in the Department, I&C Department.
6. Office Order file (w.2.s.c).



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

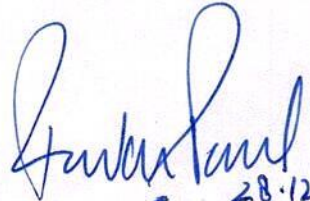
**Subject:- Allowing Official to work from Jammu.**

**Office Order No: 99 - JK(IND) of 2023.**

**Dated: 28 -12-2023.**

In the interest of administration and smooth functioning of the official work in Industries & Commerce Department, Sh. Ummar Rashid, Junior Assistant is allowed to work from Civil Secretariat, Jammu during this Winter, with immediate effect. This arrangement shall be in-force till ending April, 2024.

**By Order.**



**(Dr. Farukh Paul)JKAS**

Under Secretary to the Government

No:-IC-ADM/54/2022-02

Dated:- 28 .12.2023

**Copy to:**

1. Secretary, Industries & Commerce Department for information.
2. Director, Finance, I&C for information
3. Additional Secretary to the Government(A/M), Industries and Commerce Department.
4. Deputy Secretary to the Government, Industries and Commerce Department for information.
5. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
6. Concerned official.
7. Office Order file/stock file.