



**GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
CIVIL SECRETARIAT, JAMMU**

Subject: Annual Darbar Move of Offices from Jammu to Srinagar for the Summer Season, 2016.

**Government Order No: 409-GAD of 2016
D a t e d : 20-04-2016**

It is hereby ordered that:

1. The offices, as indicated at Annexure "A" and "B" to this order, shall move to Srinagar in Full and in Camp respectively for the Summer Season 2016. The offices observing five day week shall close at Jammu on 29th April, 2016 (Friday) and the offices observing six day week shall close on 30th April, 2016 (Saturday) after the office hours. **All the offices shall reopen at Srinagar on 9th May, 2016 (Monday). All the departments shall ensure that records are packed in boxes after working hours on the last working day.**
2. The offices moving in Camp shall carry only 33% of the staff strength in that particular office or 10 officials, whichever is minimum or otherwise, as specifically indicated.
3. All the departments shall depute their advance parties on **25th April, 2016** consisting of one Gazetted Officer and four to five Non-Gazetted Employees, who shall receive the records at Srinagar.
4. The departments shall ensure that boxes are properly locked and their keys reach the advance parties at Srinagar, well in time. The SSP Security, Civil Secretariat, will furnish a list of defaulting departments in this regard to the Government (General Administration Department) at Srinagar.

5. J&K SRTC shall make available sufficient number of buses in good condition for transportation of Kashmir based employees on **30th April & 1st May, 2016** and Jammu based employees on **7th & 8th May, 2016**. The booking of buses shall be for destination of the employees, wherever feasible. Tickets shall be issued by the SRTC in advance i.e. from 20th April, 2016, both from the Civil Secretariat as well as from the main booking counters of SRTC.
6. J&K SRTC shall also make available trucks for shifting the records from Jammu to Srinagar. The trucks shall be requisitioned by the departments from SRTC and the departments shall draw advance for meeting carriage and packaging charges. The trucks shall be allowed to enter the Secretariat premises after 5:00 p.m. on the last working day. Loading of trucks shall commence on the day following the last working day. Loading of records in the offices located outside the Secretariat Premises observing six day week shall take place after the working hours on the last working day. The loaded trucks shall leave for Srinagar on 30th April, 2016, in a convoy.
7. SSP Security, Jammu shall supervise the packing/loading of records of the offices located outside the Secretariat from security point of view and issue clearance certificates to the Drivers, who in turn will show them to the SSP Security, Civil Secretariat to allow them to be included in the convoy. The SSP Security, Civil Secretariat shall ensure entrance of trucks/records in the Civil Secretariat Premises after proper scrutiny.
8. J&K SRTC shall ensure that one crane, two empty buses and two empty trucks accompany the convoy on the respective days, so that the employees do not face inconvenience due to any break down of buses/trucks on the way. Mobile workshops shall also accompany the convoy.
9. J&K Police shall escort the convoy carrying employees and the 'Records Convoy' all along the route upto their respective destinations. They shall also make sure that the move convoy is given precedence in crossing the Jawahar



Tunnel. Director General of Police shall issue necessary guidelines to the field agencies accordingly.

10. Health Department shall arrange medical aid facilities at Jhajjarkotli, Udhampur, Kud, Patnitop, Ramban, Ramsu, Banihal and Qazigund, on the days when the employees travel from Jammu to Srinagar. Secretary to the Government, Health and Medical Education shall issue necessary instructions in this behalf to the Directorates of Jammu and Kashmir Divisions, accordingly.
11. No moving employee shall occupy any Government/E.P./Municipal residential accommodation except under proper allotment order. However, the employees can retain the government accommodation allotted to them at Jammu for bonafide use of their families under intimation to the Estates Department, on approved terms and conditions.
12. The moving employees having Ration Cards at Jammu shall surrender the same to Director, Consumer Affairs & Public Distribution Department, Jammu and obtain a surrender certificate. The Director, Consumer Affairs and Public Distribution Department, Kashmir shall issue Ration Cards to the move employees at Srinagar on the opening of offices.
13. The employees who desire to move without families may retain the Ration Cards at Jammu for the Summer Season.
14. Special Move Travelling Allowance shall be paid at the uniform rate of Rs. 15,000/- (Rupees fifteen thousand) only per move employee. This shall be drawn and disbursed in advance. Special move T A shall not, however, be payable to such of the employees who do not move within the prescribed date.
15. Advance pay shall also be authorized in terms of Rule 14.26 of the J&K Financial Code in favour of such of the non-gazetted moving employees who may apply for the same, which shall be recoverable in installments, as per rules.



16. Salary for the month of April, 2016, in respect of all the employees working in the move offices shall be drawn on 25th April, 2016.
17. No leave shall be admissible in combination/continuation of move days except in **very exceptional circumstances**. **The concerned Administrative Secretaries shall sanction leave, whatever due, to the employees in very exceptional circumstances only.**
18. All the Administrative Departments shall **detach the staff**, if any, attached by them from the subordinate offices of Jammu Division, before closure of Move Offices in Jammu and shall submit report(s) to the General Administration Department before closure of offices at Jammu.
19. The office timings on the reopening of offices at Srinagar shall be as under:

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| Civil Secretariat and Heads of Departments located within the Civil Secretariat premises. | 9:30 a.m. to 5:00 p.m. |
| All Moving Heads of Departments located outside the Civil Secretariat and observing six day week. | 10:00 a.m. to 4:00 p.m. |

By order of the Government of Jammu and Kashmir.

Sd/-
(Gazanfer Hussain),
Commissioner/Secretary to the Government.

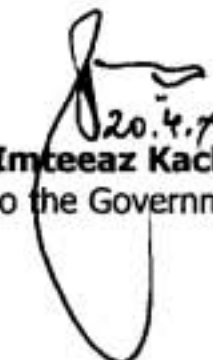
No: GAD(Adm)59/2016-I

Dated:20-04-2016

Copy to the:-

1. Chief Secretaries of all State Governments/Union Territories of India.
2. Secretary, Department of Personnel & Training, Government of India, North Block, New Delhi-110001.
3. Vice Chairman & Director General, J&K IMPARD.
4. Chairman, J&K Special Tribunal.
5. All Financial Commissioners, J&K.
6. Director General of Police, J&K, Jammu.
7. All Principal Secretaries to Government.
8. Principal Secretary to the Chief Minister.
9. Principal Secretary to the Governor.
10. Principal Secretary to Government, Election Department.
11. All Commissioner/Secretaries to Government.
12. IGP Vigilance, J&K, Jammu.

13. Divisional Commissioner, Kashmir/Jammu.
14. Chairman of the Committee for Monitoring & Ensuring Fairness of Tests conducted by BOPEE/Chairman of the Committee for fixation of Fee Structure of Professional Colleges in the State.
15. Chairman, Board of Professional Entrance Examination.
16. Director General Information, J&K.
17. All Heads of Departments/Managing Directors.
18. Registrar General, J&K High Court, Jammu.
19. Secretary, J&K State Information Commission.
20. Secretary, J&K Public Service Commission.
21. All Deputy Commissioners.
22. Director, Estates.
23. Director, Archives, Archaeology and Museums.
24. Director, Defence Labour Procurement.
25. Executive Director, J&K State Rehabilitation Council.
26. Managing Directors of all Public Sector Undertakings.
27. Special Secretary/Private Secretary to the Chief Minister.
28. OSD to the Deputy Chief Minister.
29. Secretary, J&K State Vigilance Commission.
30. Secretary, J&K State Water Resources Regulatory Authority.
31. Secretary, J&K Legislative Assembly/Council.
32. Chief Executive Officer, Economic Reconstruction Agency.
33. Member-Secretary, J&K State Legal Service Authority, Jammu.
34. Secretary, J&K State Social Welfare Board.
35. Secretary, J&K Services Selection Board.
36. Secretary, J&K Women Commission.
37. Secretary, J&K State Advisory Board for Welfare & Development of other Backward Classes.
38. Secretary, J&K Academy of Art, Culture & Languages.
39. Secretary, J&K State Accountability Commission, Srinagar.
40. Secretary, J&K Backward Classes Commission, J&K Srinagar.
41. Secretary, J&K State Advisory Board for Pahari Speaking People.
42. Secretary, J&K State Advisory Board for Development of Gujjar & Bakerwal.
43. Secretary, J&K State Electricity Regulatory Commission.
44. Secretary, J&K State Advisory Board for Development of Kissans.
45. Controller, Drug & Food Control Organization.
46. Mission Director, National Rural Health Mission, J&K.
47. SSP (Security), Jammu/Kashmir.
48. General Manager, Government Press, Srinagar/Jammu.
49. SSP (Security), Civil Secretariat, Jammu.
50. Private Secretaries to all Hon'ble Cabinet Ministers/Hon'ble Ministers of State.
51. Private Secretary to Learned Advocate General, J&K for information of Learned Advocate General.
52. President, J&K Civil Secretariat, Non-Gazetted Employees Union.
53. President, J&K Lower Grade Employees Federation, Civil Secretariat.
54. PA to Commissioner/Secretary to Government, GAD.
55. Government Order file/Stock file/Website.


 20.4.2014
 (Imteeaz Kacho),
 Under Secretary to the Government


**Annexure "A" to the Government Order No.410-GAD of 2016
dated 20-04-2016**

Offices which shall move in full:

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| 1. | All Departments of the Civil Secretariat including: (a) Chief Minister's Secretariat. (b) Personal Staff of Hon'ble Ministers. (c) Director, Estates. (d) Department of Civil Aviation. (e) Civil Secretariat Dispensary. (f) Security Staff of the Civil Secretariat. (g) Civil Secretariat Treasury. (h) Executive Director, Rehabilitation Council (Social Welfare Department). (i) Accounts Officer, G.P. Fund Moving Cell. |
| 2. | State Information Commission. |
| 3. | State Vigilance Commission. |
| 4. | Financial Commissioner, Revenue (including Jt. Director, Statistics in Camp). |
| 5. | Director General of Police including CID Organization. |
| 6. | Principal Chief Conservator of Forests, J&K. |
| 7. | Director of Vigilance. |
| 8. | Chief Electoral Office, J&K. |
| 9. | Director General, Prisons. |
| 10. | Director General, Youth Services and Sports. |
| 11. | Director General, Fire and Emergency Services. |
| 12. | Director General, Information. |
| 13. | Director, State Motor Garages. |
| 14. | Director, Hospitality and Protocol Department with the catering staff. |
| 15. | Director General, Accounts and Treasuries. |
| 16. | Director, Employment. |
| 17. | Director, Forest Protection Force. |
| 18. | Director, Technical Education. |
| 19. | Director, State Forest Research Institute. |
| 20. | Director, Tribal Affairs. |
| 21. | Development Commissioner, Power. |
| 22. | Labour Commissioner, J&K. |
| 23. | Custodian General, J&K. |
| 24. | Transport Commissioner, J&K. |
| 25. | Chief Executive Officer, J&K e-Governance Agency. |
| 26. | Assistant Director/Programme officers, AIDS Cell. |
| 27. | Special Officer Augaf. |
| 28. | State Board of Technical Education. |



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| 29. | J&K Advisory Board for the Development of Pahari Speaking People. |
| 30. | J&K Advisory Board for the Development of Gujjars and Bakerwals. |
| 31. | J&K State Electricity Regulatory Commission. |
| 32. | J&K State Water Resources Regulatory Authority. |
| 33. | J&K State Commission for Women. |
| 34. | J&K State Police Housing Corporation. |
| 35. | One Man Forest Authority. |
| 36. | Toshkhana Officer. |
| 37. | J&K State Accountability Commission. |
| 38. | Chief Engineer, Procurement and Material Management Wing, J&K. |
| 39. | Chief Engineer, Planning and Design Wing, J&K. |
| 40. | Director of Testing, Inspections and Commissioning, J&K. |
| 41. | J&K State Advisory Board for the Welfare and Development of Kissans. |
| 42. | J&K State Advisory Board for the Welfare and Development of Other Backward Classes. |
| 43. | CEO/Secretary, J&K Building and Other Construction Workers Welfare Board. |
| 44. | Directorate of Local Funds, Audit and Pensions, J&K. |
| 45. | Project Director of Rashtriya Madhyamik Shiksha Abhiyan (RMSA). |
| 46. | Controller, Drug and Food Control Organization. |
| 47. | Mission Director, J&K Women Empowerment Society. |
| 48. | Mission Director, J&K State Rural Livelihood Mission (JKSRLM). |
| 49. | Mission Director, ICDS. |



 20.4.24
(Imteez Kacho),
 Under Secretary to the Government
 20/4/24

**Annexure "B" to the Government Order No.409-GAD of 2016
dated 20-04-2016**

Offices which shall move in Camp:

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| 1 | Commissioner, Commercial Taxes. |
| 2 | Excise Commissioner, J&K, with skelton staff. |
| 3 | Director, Family Welfare MCH and Immunization. |
| 4 | Director, Indian System of Medicines. |
| 5 | Director, Economics and Statistics. |
| 6 | Director, Soil Conservation. |
| 7 | Director Environment and Remote Sensing. |
| 8 | Director, Sericulture. |
| 9 | Director of Stationery and Office Supplies with Marginal Staff. |
| 10 | Director, Audit and Inspection. |
| 11 | Director, Horticulture(P&M) |
| 12 | Director, Handicrafts. |
| 13 | Director, Geology and Mining. |
| 14 | Director, Libraries & Research. |
| 15 | Director, Achieves, Archaeology and Museums. |
| 16 | Chief Architect. |
| 17 | Director, Finance Organization, PDD. |
| 18 | Mission Director, Rashtriya Uchchar Shiksha Abhiyan (RUSA). |
| 19 | Project Chief IWDP Hills, Forest Department. |
| 20 | Nucleus Staff of Funds Organization. |
| 21 | Gazette Section of J&K Government Press. |
| 22 | Registrar, Cooperatives. |
| 23 | Subordinate Office of Science and Technology Department. |
| 24 | Inspector General of Police, Railways. |
| 25 | Inspector General of Police, Crime. |
| 26 | Director, Social Forestry. |
| 27 | J&K Services Selection Board with staff to be determined by the Chairperson. |
| 28 | Board of Professional Entrance Examination with staff to be determined by the Chairman. |
| 29 | Chairman, Staff Pollution Control Board. |
| 30 | Board of Unani Ayurvedic System of Medicines. |
| 31 | J&K State Commission for Backward Classes. |

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| 32 | J&K Special Tribunal with marginal staff. |
| 33 | Managing Directors of all PSUs with skelton staff. |
| 34 | J&K Commercial Taxes Tribunal, with marginal staff. |
| 35 | Director, Rural Sanitation. |
| 36 | DFO, Photo Interpretation Division (Forest Department) with marginal staff. |
| 37 | J&K Khadi and Village Industries Board with the staff, to be determined by the Industries and Commerce Department. |
| 38 | J&K Social Welfare Board. |
| 39 | J&K Housing Board. |
| 40 | Chief Wildlife Warden. |
| 41 | Chairman of the Committee for Monitoring and ensuring Fairness of Tests Conducted by BOPEE. |
| 42 | Chairman of the Committee for Fixation of Fee structure of Professional Colleges in the State. |
| 43 | Chief Engineer, Commercial and Survey Wing along with Driver. |
| 44 | J&K Academy of Art, Culture and Languages with 26 employees. |
| 45 | Director, Handloom Development Department. |
| 46 | Relief and Rehabilitation Commissioner (Migrant). |
| 47 | Director, Fisheries. |
| 48 | Director, Defence Labour Procurement. |
| 49 | Empowered Officer, PMGSY (JKRRDA). |
| 50 | Directorate of National Health Mission. |
| 51 | Office of the J&K Medical Supplies Corporation. |
| 52. | Chief Engineer, J&K UEED. |


 20.4.2014
 (Imteeaz Kacho),
 Under Secretary to the Government
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