

Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, Jammu.

Subject: **Opening of Offices in the Union Territory of Jammu and Kashmir – Attendance regarding.**

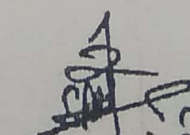
**Government Order No.584-JK(GAD) of 2020
Dated:20.05.2020**

In pursuance to order No. 11013/9/2014-Estt.A.III dated 18.05.2020, issued by the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Government of India and in partial modification of Government Order No. 477-JK(GAD) of 2020 dated 17.04.2020, read with Government Order No. 525-JK(GAD) of 2020 dated 03.05.2020 and Government Order No.544-JK(GAD) of 2020 dated 08.05.2020, it is hereby ordered that in order to enable implementation of social distancing norms, it has been decided that the attendance in the Government offices in the Union territory of Jammu and Kashmir shall be regulated as follows:-

- (A) All officers of the level of Under Secretary and above shall attend office on all working days.
- (B) For regulating the attendance of officers and staff below the level of Under Secretary, all Heads of Departments/Offices shall prepare a roster so as to ensure that 50% of officers and staff attend office on every alternate day. The staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communication at all times.
- (C) Bio-metric attendance shall continue to be suspended until further orders.

The Heads of the Departments/Offices shall ensure strict compliance of the above instructions.

By Order of the Lieutenant Governor.


(Rohit Sharma) KAS

Additional Secretary to the Government

Dated:20.05.2020

No. GAD(Adm)41/2019-III

Copy to:

1. All Administrative Secretaries.
2. Director General of Police, J&K.
3. Principal Secretary to the Lieutenant Governor.
4. Principal Resident Commissioner, J&K Government, New Delhi.
5. Joint Secretary(J&K), Ministry of Home Affairs, Government of India.

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6. Chief Electoral Officer, J&K.
7. Divisional Commissioner, Jammu/Kashmir.
8. Chairperson, J&K Special Tribunal.
9. Director General, J&K Institute of Management & Public Administration & Rural Development.
10. Director Information, J&K.
11. All Deputy Commissioners.
12. All Heads of the Departments/ Managing Directors/ Secretary, Advisory Boards.
13. Secretary, J&K PSC/SSB/BOPEE.
14. Director Estates, J&K.
15. Director, Archives, Archeology & Museums.
16. Secretary, J&K Legislative Assembly.
17. General Manager, Government Press, Jammu/Srinagar.
18. Private Secretary to Chief Secretary, J&K.
19. Private Secretary to Advisor(S)/(F)/(B) & (BK) to the Lieutenant Governor.
20. Private Secretary to Secretary to the Government, General Administration Department.
21. Government Order/Stock file/Website, GAD.

**GOVERNMENT OF JAMMU AND KASHMIR
DIRECTORATE OF COMMAND AREA DEVELOPMENT JAMMU.**

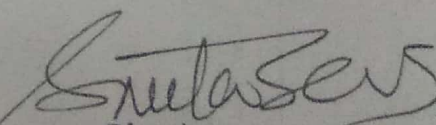
No:- CAD/Adm/COVID-19/2020-21/ 197-219

dated:- 23-05-2020

Copy to the:-

1. Project Officer, Soil and Water Management CAD Jammu.
2. Chief Agriculture Officer, CAD Jammu
3. District Panchayat Officer CAD Samba
4. Deputy Registrar, Co-operative Societies CAD Jammu
5. Accounts Officer CAD Jammu
- 6-9. Assistant Soil Conservation Officer CAD RRD Jammu/ Sarore/ Supwal/ Dayalachak.
- 10-11. Sub Divisional Agriculture Officer, Samba/ Dayalachak.
- 12-17. Block Development Officer, CAD block Vijaypur/ Samba/ Ghagwal/ Hiragagar/ Barnoti / Kathua.
- 18-23. Assistant Registrar, Co-operative CAD block Vijaypur/ Samba/ Ghagwal/ Hiragagar/ Barnoti / Kathua.

for information and immediate necessary action & with remarks that the copy of the roaster prepared be furnished to this office.


Director
Command Area Development
Jammu