



**Government of Jammu and Kashmir
General Administration Department
(Administration Section)
Civil Secretariat, Jammu**

Subject:- Specification of Signatory.

**Circular No. 16 –GAD of 2011
Dated: 08 .4.2011**

Attention of all the Officers/Officials is invited to Circular No. 10-GAD of 2004, dated 14.07.2004, wherein it has been enjoined that all Officers/Officials must indicate their names and designation below their signature while initiating or endorsing any note/proposal for consideration of the Competent authorities and also on all communications exchanged with different departments. Besides, Officers who approve any proposal on the departmental file at their own level as per delegation of powers must indicate their names and designations below their signature while approving any such proposal.

To make the communication specific and easier, all the Officers/Officials have also been advised to mention their Telephone Number and e-mail addresses on all letters/letter heads/correspondence etc in future.

It has been observed that the instructions issued vide above mentioned circular have not been adhered to in letter and spirit and communications/correspondence made is usually signed by the Officers without giving their names and contact number.

It is hereby once again enjoined upon all the Officers/Officials to strictly adhere to the instructions envisaged in Circular No. 10-GAD of 2004, dated 14.07.2004.

The aforesaid instructions mutatis mutandis shall also be applicable in case of PIOs/FAAs dealing with RTI applications/appeals as well.

Sd/-

**Commissioner/ Secretary to Government
General Administration Department.**

No. GAD (Adm.)110/2009-V (Part file)

Dated:-08.4.2011

Copy to the:-

1. All Principal Secretaries to Government
2. Director General of Police J&K.
3. Commissioner of Vigilance, J&K
4. Chairman, J&K Special Tribunal.

5. Principal Resident Commissioner, J&K Government, New Delhi.
6. Financial Commissioner, Revenue.
7. Principal Secretary to Hon'ble Chief Minister.
8. Chief Electoral Officer, J&K.
9. Chief Executive Officer, Economic Reconstruction Agency.
10. Chairman, Bureau of Public Enterprises.
11. Principal Secretary to H.E the Governor.
12. All Commissioner/ Secretaries to Government.
13. Director General, IMPA, Jammu.
14. Divisional Commissioner, Jammu/ Kashmir.
15. 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.
16. Secretary, J&K Public Service Commission.
17. All Heads of Departments.
18. Director Estates.
19. Director Information, J&K, Jammu.
20. Director, Archives and Archeology & Museums.
21. All Deputy Commissioners..
22. Executive Director, Rehabilitation Council
23. Managing Directors of all Public Sector Undertakings.
24. Secretary, J&K State information Commission.
25. Secretary, J&K Academy of Art, Culture & Languages, Jammu.
26. Secretary, J&K Legislative Assembly/ Council.
27. Secretary, J&K Services Selection Board.
28. Secretary, J&K State Electricity Regulatory Commission.
29. Secretary, J&K Accountability Commission.
30. Secretary, J&K State Advisory Board for Pahari Speaking People.
31. Secretary, J&K Advisory Board for Development of Gujjar and Bakerwals.
32. Secretary, J&K State Women Commission
33. Secretary, J&K State Advisory Board for the Welfare & Development of Kissan.
34. Secretary, J&K, State Advisory Board for Welfare & Dev. of Other Backward Classes
35. Secretary J&K State Social Welfare Board
36. Chairman, Board of Professional Entrance Examination.
37. S.S.P Security, Jammu/Srinagar.
38. S.P. Security, Civil Secretariat.
39. Prpl. Private Secretary to Chief Secretary
40. Private Secretaries to all Cabinet Ministers/ Ministers of State.
41. Special Assistant to Advisor to Hon'ble Chief Minister.
42. Special Assistant to Economic Advisor to Government.
43. OSD to Political Advisor to Hon'ble Chief Minister.
44. Private Secretary to Commissioner/Secretary, GAD.
45. Private Secretary to Chairman/Vice Chairman of the Commissions/Boards/Corporations.
46. Government order file/ Stock file/GAD website.



(Tahir Mustafa Malik)

Under Secretary to Government
General Administration Department

