

Government of Jammu and Kashmir
Science and Technology Department
Civil Secretariat, J&K.

Subject: Furnishing of information to the correspondences of the Administrative Department by the Sub-ordinate offices- Instructions thereof.

Circular No: 02-JK(ST) of 2023

Dated: 26 -06-2023

Department of Science and Technology, Union Territory of Jammu & Kashmir is committed to the speedy disposal of all the matters as may be received by it through various other departments like General Administration Department, Finance Department, Planning Development & Monitoring Department, Lieutenant Governor's Secretariat, Grievance Cell, etc. At times, other departments of the Union Territory of Jammu & Kashmir seek immediate response from this Department in the context of specific administrative matters/issues.

It has, however, been observed that notwithstanding the instructions issued regarding the timely furnishing of information on various matters, the sub-ordinate offices of this Department furnish the Action Taken Report/response to this Department belatedly, thereby defeating the concept of prompt service delivery and grievance redressal which are a sine qua non of the "Mission Good Governance- Mission Delivering Development."

With a view to ensuring speedy disposal of all administrative issues/furnishing of information with regard to various matters, it is impressed upon the heads of the sub-ordinate offices of this Department viz. CEO, JAKEDA and Additional Director, JKST&IC to ensure submission of reports/response in respect of all the administrative matters/correspondences issued by the Administrative Department as the case may be strictly as per the fixed timelines. Besides, the matters involving approval of the administrative department such as sanctioning of depositions outside the UT/country, Leave Travel Concession, NDCs for issuing retirement notifications, etc. should reach this Department well before time so as to avoid grant of post-facto sanctions.

The above instructions are issued for strict compliance by both the sub-ordinate offices viz. JAKEDA and JKST&IC. Any deviation in this regard shall be viewed seriously by the authorities.

Sd/-

(Saurabh Bhagat) IAS

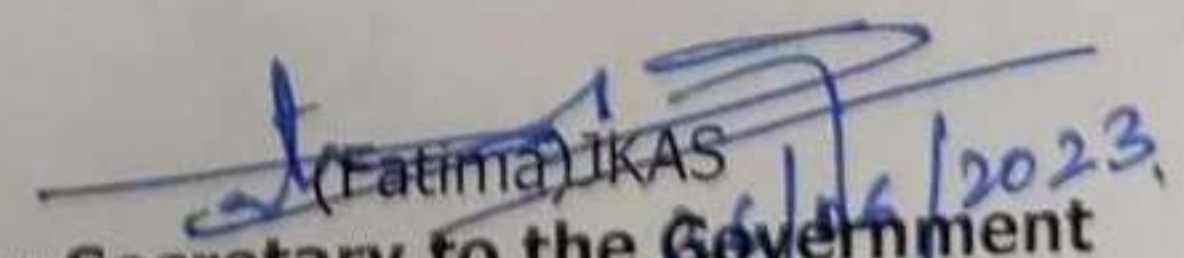
Commissioner/Secretary to the Government.

Dated: 26-06-2023

No. ST-Adm/2/2021-07

Copy to the:-

1. CEO, JAKEDA.
2. FA & CAO, Science & Technology Department.
3. Additional Director, JKST&IC.
4. Private Secretary to Commissioner/Secretary to Government, S&T Department for information of the Commissioner/Secretary.
5. In-charge website (S&T Department).
6. Circular/Stock File.


(Fatima) JKAS
Under Secretary to the Government
26/06/2023