



Government of Jammu and Kashmir
Directorate of Sheep Husbandry Jammu

Rail Head Complex, Jammu-180004

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Subject: Work Distribution.

ORDER NO. 223 - SHDJ of 2024

DATED 01-04-2024

In supersession of all previous orders on the subject and for smooth functioning of different sections, the work distribution among the officers/officials of each section of this Directorate is hereby ordered with immediate effect as under: -

S. No.	Section	Name of the Section Head	Name of the Official (Mr./Ms.)	Designation	Assignment/Work allotted
1.	Administration Section	Dr. Surinder Gupta, DDC	Bishan Dass	Section Officer	Incharge of Administration Section, Maintenance of Roster Register and Attendance Register (Gazetted/Non-Gazetted).
2.			Babita Sharma	Statistical Officer	Compilation of monthly vacancy statements. Any other duties assigned by DDC.
3.			Arshad Ayub	Head Assistant	All grievance/complaint matters, RTI, e-Office, SPARROW Portal, IGRAMS, Maintenance of Departmental Website, DPC, Referral of Vacancies.
4.			Savita Gupta	Head Assistant	All matters relating to Gazetted Section and Agriculture Section.
5.			Sandhya Rathore	Junior Statistical Assistant	All Receipt work and emails. Any other duties assigned by DDC/SO.
6.			Abdul Rehman	Gestetner Assistant	Dispatch Work, Service Stamp Postage. He shall also operate photocopy machine.
7.			Parveen Kumar	MTS	All matters relating to Non-Gazetted Section, Vigilance Clearance Portal, Employee Verification System Portal, Passport/Outside Country permission.
8.			Suman Devi	MTS	GPF Non-Gazetted/Class-IV, processing of Leave cases and computer typing works. Also deals with Agriculture Section.

S. No.	Section	Name of the Section Head	Name of the Official (Mr./Ms.)	Designation	Assignment/Work allotted
9.	Supplies & Store Section	Dr. Surinder Gupta, DDC	Dr. Pankaj Sharma	VAS	Nodal Officer e-Tendering. I/C Supplies Section.
10.			Dr. Siddharth Mahajan	Store Officer	In-charge of Stores/Estate Officer/Transport. Distribution of procured items/articles.
11.			Iftkhar Layaqit Bhatti	Section Officer	All files shall be routed through Section Officer (Supplies).
12.			Irshad Ahmed	Head Assistant	Procurement of Stationary, Drugs, Instruments, Machinery, Consumable Articles etc. and others allied works related to Division Level Purchase Committee.
13.			Dewan Raj	Storekeeper	Shall receive the medicine/dead stock etc. and supply to concerned. He shall route his files through SO (Supplies).
14.			Ashok Kumar Thapa	MTS	His services shall be utilized in Supplies/Store Section.
15.	Accounts Section	Ms. Anita Jamwal, Accounts Officer	Geeta Devi	Assistant Accounts Officer	Overall in-charge of Accounts Section. Reconciliation of Expenditure/Revenue/Works figures/BEAMS. Finalization of Drawal/Expenditure/Revenue and clearance of Audit Objections.
16.			Neha Gupta	Accounts Assistant	GPF cases, compilation of expenditure/revenue figures, Medical reimbursement cases, Pay fixation, TBP cases, requirement of funds under Non-Plan, PFMS.
17.			Sumit Choudhary	Junior Assistant	He shall act as Cashier and shall also maintain service books/leave accounts and preparation of pension cases.
18.	Planning Section	Ms. Shivali Sethi, Deputy Director (P&S)	Rekha Kumari	Statistical Officer	All matters related to UT CAPEX, CSS, TSP and Statistics Digest.
19.			Preeti Slathia	Statistical Assistant	HADP Project Mutton & Fodder, Employment Generation Data and NABARD.
20.			Renu Abrol	Statistical Assistant	UT CAPEX, CSS, TSP, and Statistics Digest. She shall work in co-ordination with SO (Survey).
21.			Neeru Salathia	EDPS	HADP Project Wool & Rainfed, Construction works updation, e-Compendium, Compilation of list of beneficiaries.

S. No.	Section	Name of the Section Head	Name of the Official (Mr./Ms.)	Designation	Assignment/Work allotted
21.	Technical Section	Dr. Surinder Gupta, DDC	Dr. Varsha Goswamy	Geneticist	HADP Online Portal, JKCIP, Credit Linked Schemes, Kissan Khidmat Ghar (KKG).
22.			Dr. Nasir Altaf Zargar	Technical Officer	Incharge of Technical Section. Formulations of action plan of various CSS and monitoring of technical data of the Division. All the technical correspondence of the division.
23.			Dr. Sudeepta	VAS	Credit Linked Schemes, JKCIP, Kissan Khidmat Ghar (KKG). Any other duties assigned by the T.O.
24.			Abdul Manan Malik	Assistant Livestock Officer	Scrutinizing & Compilation of work done of Field Organizations & other technical communications of the field.
25.			Jasneet Kour	Wool Classer	Scrutinizing & Compilation of work done of Farm organizations, Write-off, auction sanction, laboratory work done, general correspondence.

Section Heads are competent to distribute work on rotational basis, if need arises, to get all the employees familiarized with whole work of the Section so as to deal the matter efficiently and diligently in the need of crisis, if any.

In addition to above, a coordination cell is also established in this Directorate comprising following, in addition to their own duties, for the matters pertaining to co-ordination, inter-section issues of the Directorate, inter-departmental issues and all miscellaneous works not assigned to any particular section etc: -

S. No.	Section	Name of the Officer/ Official	Designation
1	Coordination Cell	Dr. Surinder Gupta	DDC
2		Dr. Varsha Goswamy	Geneticist
3		Dr. Sudeepta	VAS
4		Ms. Babita Sharma	SO (P&S)
5		Ms. Sandhya Rathore	JSA

All the concerned officers/officials shall perform the assigned duties as per the laid down norms and shall be responsible for the disposal of files/grievances pertaining to their sections. In addition to above assigned duties, undersigned may assign additional/special/miscellaneous work to any officer/official at any point of time.

Any slackness in the assigned work shall attract action as permissible under law.

Sd/-
(Dr. Naseem Javaid Chowdhary) JKAS,
Director.

No. DSHJ-ESTT0NG/33/2022/107-08

Dated: 01-04-2024

Copy to the: -

1. All Section Heads, Sheep Husbandry Department, Jammu for information and necessary action.
2. All concerned officers/officials, Sheep Husbandry Department, Jammu for information and necessary action.


(Dr. Surinder Gupta),
Deputy Director (Central).

