

**Government of Jammu and Kashmir**  
**Directorate of Sheep Husbandry Jammu**  
Railway Head Complex, Jammu- 180004

Phone 0191-2470075 Fax 0191-2470754 Email ID: directorshdjammu@gmail.com

**Subject: Specification of Signatory.**

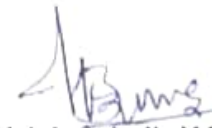
**CIRCULAR**

Time and again, the General Administration Department has instructed all officers/officials to indicate their names and designation below their Signature on the communications exchanged with different Departments, alongwith their telephone numbers and e-mail addresses vide Circular No. 10-GAD of 2004 dated 14.07.2007, No. 16-GAD of 2011 dated 08.04.2011 and No. 23-GAD of 2012 dated 09.08.2012.

Moreover, vide Circular No. 11-GAD of 2016 dated 09.02.2016, it has been enjoined that all officers/officials must ensure that files/notes are maintained as per the procedure prescribed in the Manual of Secretariat Procedure.

However, it has been observed that the instructions issued vide above referred circulars are not being adhered to in letter and spirit and files are being submitted without numbering the pages on either the note side or the correspondence side while in many cases the note paras are not numbered.

It is, therefore, impressed upon all the concerned to strictly adhere to the instructions envisaged in Circular No. 10-GAD of 2004 dated 14.07.2007, No. 16-GAD of 2011 dated 08.04.2011 and No. 23-GAD of 2012 dated 09.08.2012, 11-GAD of 2016 dated 09.02.2016 (Copies enclosed).

  
(Krishan Lal), KAS  
Director,  
Sheep Husbandry Department,  
Jammu  
16/x  
Dated: 18.10.2021

No. DSHJ/Esstt-NG/F-23/2021-22/11384-11416

Dated: 18.10.2021

Copy of the above to the: -

1. Joint Director (Extension/Farms), Sheep Husbandry Department, Jammu.
2. Deputy Director, Govt. Sheep Breeding & Research Farm, Reasi/Billawar.
3. Assistant Director, Govt. Sheep Breeding Farm, Thathri/Panthal/ Balnoi/DGF Rajbagh.
4. District Sheep Husbandry Officer Jammu/Samba/Kathua/Poonch/ Rajouri/Reasi/Udhampur/Ramban/Doda/Kishtwar.
5. Assistant Project Officer, Intensive Sheep Development Migratory Project, Jammu/Warwan and Bhaderwah/Hiranagar.
6. Research Officer, Disease Investigation Laboratory, Kartholi.
7. Principal, Sheep & Wool Workers Training Class, Kartholi.
8. Sheep & Wool Development Officer Bani/Kalakote/Mahore/Reasi/ Ramnagar/Banihal/Padder/Marwah.
9. Fleece Testing Officer, Sheep Husbandry Department, Kartholi.
10. Concerned \_\_\_\_\_ (All)
11. I/C Official Website.  
— for information and compliance.