



Government of Jammu and Kashmir
Directorate of Sheep Husbandry Jammu

Rail Head Complex, Jammu-180004

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No. DSHJ-ESTTONG/15/2022/18934-73


Dated: 15.03.2023

Copy of Circular No. 08-JK(GAD) of 2023 dated 11.03.2023 issued by the General Administration Department regarding "Efficiency and speedy disposal of files in the Secretariat and other Government offices" forwarded to the: -

1. Joint Director (Extension/Farms), Sheep Husbandry Department Jammu.
2. Deputy Director, Govt. Sheep Breeding & Research Farm, Reasi/Billawar.
3. Principal, Sheep & Wool Workers Training Class, Kartholi.
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. Assistant Director, Govt. Sheep Breeding Farm, Thathri/Panthal/ Balnoi/DGF Rajbagh.
7. Research Officer, Disease Investigation Laboratory, Kartholi.
8. Sheep & Wool Development Officer Bani/Kalakote/Mahore/Reasi/Ramnagar/Banihal/Padder/Marwah.
9. Fleece Testing Officer, Sheep Husbandry Department, Kartholi.
10. All Section Heads of Directorate of Sheep Husbandry Jammu.
11. Incharge Website, Directorate of Sheep Husbandry Jammu.

--- for information and compliance.


(Krishan Lal) JKAS,
Director,
Sheep Husbandry Department,
Jammu.


13.03.23



**GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
CIVIL SECRETARIAT, J&K**

Subject:- **Efficiency and speedy disposal of files in the Secretariat and other Government offices – instructions thereof.**

**Circular No.08-JK(GAD) of 2023
Dated:11-03-2023**

Instructions have been issued vide Circular No. 35-GAD of 2006 dated 07.12.2006, followed by Circular No. 39-GAD of 2019 dated 08.07.2019, for efficient and speedy disposal of files and transaction of Government business in the Civil Secretariat and other Government offices. These instructions, inter-alia, prescribe procedure/guidelines regarding file noting, appropriate levels in the hierarchy and time-limits for disposal as well. It has been observed that various departments and HoD Offices are not adhering to these instructions, a matter which has been viewed with concern by the authorities.

In view of the above, the instructions governing file notings/levels of approval for appropriate/immediate disposal are reiterated as under:

1. File noting is the fundamental daily function performed in offices, and it shall be endeavored by all officers/officials that these notings invariably contain:
 - i) Brief history/summary of the case.
 - ii) Statement of the case and all relevant facts and figures required for generating discourse on the subject.
 - iii) Governing Law/rule positions which facilitates appropriate and correct decision making.
 - iv) Details of inter-departmental consultations/advice of other Departments, if sought.
 - v) Proper referencing/highlighting to enable identifying a document, a decision and facts mentioned in a note, draft or office copy of the communication issued.
 - vi) Implications of various available options and suggested courses of action with reasons or the 'Approval Paragraph'.
2. Noting on files shall be initiated as per the Manual of Secretariat Procedure. A simple and direct style of writing shall be adopted and use of complicated and ambiguous language shall be avoided. The verbatim reproduction of extracts from or paraphrasing of a letter or any other part of correspondence or notes on the same file and repetition of points already made/grounds already covered shall be avoided.
3. Submission of files shall be according to the levels of hierarchy laid down by the Department/Section, which, in turn shall be defined in terms of Circular No. 35-GAD of 2006 dated 07.12.2006 and Circular No. 39-GAD of 2019 dated 08.07.2019.

4. Files shall be submitted to the deciding authority i.e. Administrative Secretary/Minister-in-charge for final decision only. Secretaries in the Department/Special Secretaries/Additional Secretaries shall ensure that unnecessary referral of routine files such as forwarding of representations, proposals for compiling of information from departments and within sections, approval of routine drafts and office orders etc. to the Administrative Secretary is avoided. Files which are complete in all respects and require final approval shall be submitted to the Administrative Secretary for decision.

5. No part file on any subject shall be created unless required in unavoidable circumstances, for which the reasons should be recorded in the first para while initiating such part file. The said part file shall be immediately attached with the main file after the needful is done.

6. All officers shall endeavour to record their observations for firming up a point of view on important matters which require placement before the higher authorities. Officers shall avoid forwarding/submitting blank notes as far as possible.

These instructions shall be subject to statutory stipulations, if any.

Sd/-

(Sanjeev Verma)IAS

Commissioner/Secretary to the Government

Dated:11.03.2023


No. GAD-ESTB/167/2022-09-GAD

Copy to:-

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Director General, J&K Institute of Management, Public Administration and Rural Development.
5. Principal Secretary to the Lieutenant Governor.
6. Principal Resident Commissioner, J&K Government, New Delhi.
7. All Commissioners/Secretaries to the Government.
8. Chief Electoral Officer, J&K.
9. Chairman, Special Tribunal, J&K.
10. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
11. Divisional Commissioner, Kashmir/Jammu.
12. All Heads of Departments/Managing Directors.
13. All Deputy Commissioners.
14. Director, Information, J&K.
15. Director, Archives, Archaeology and Museums, J&K.
16. Director, Estates, Kashmir/Jammu.
17. Secretary, J&K Public Service Commission.
18. Secretary, J&K Services Selection Board.
19. Secretary, J&K Legislative Assembly.
20. General Manager, Government Press, Jammu/Srinagar.
21. Private Secretary to the Chief Secretary.
22. Private Secretary to Commissioner/Secretary to the Government, GAD.
23. Private Secretary to Advisor (B) to Lieutenant Governor.
24. Circular/Stock file/Website, GAD. "Hindi and Urdu Versions shall follow."

(Rohit Sharma)JKAS

Additional Secretary to the Government


11.3.2023



**Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, Srinagar**

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Subject: Efficient and speedy disposal of files in the Secretariat and other Government offices.

**Circular No. 39 - GAD of 2019
Dated: 08 - 07 - 2019**

Circular instructions have been issued vide Circular No. 35-GAD of 2006 dated 07.12.2006, on the efficient and speedy disposal of files and transaction of Government business. However, it has been observed that inordinate delays take place in the disposal of office files both in the Secretariat and field offices due to the large number of hierarchical levels through which the files have to pass. The matter has been considered further and it has been decided to issue a set of instructions for speedy disposal of files.

Accordingly, with a view to ensuring speedy disposal of files, the following instructions are issued afresh for compliance and follow up action:

I. SECRETARIAT DEPARTMENTS:

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- i. Noting on files shall henceforth be initiated either by Head Assistant or Section Officer and by none below their rank. The Senior Assistants/ Junior Assistants shall only work as Record Keepers and assist in typing work. A Senior Assistant may be asked to initiate notes only when no Head Assistant is posted in the Section.
 - ii. Where both Under Secretaries and Deputy Secretaries are posted in a department, the Administrative Secretary shall order distribution of work in such a manner that a Section Officer or the Head Assistant submits files either to the Deputy Secretary or to the Under Secretary. The Under Secretary shall submit files direct to the Special Secretary / Additional Secretary as the case may be. Similarly, the Deputy Secretary shall submit files to the Special Secretary on way to the Administrative Secretary or direct to the Administrative

Secretary in case Special Secretary is not posted subject to any other instructions of the Administrative Secretary.

- iii. Where there is Secretary in the Department in addition to the Administrative Secretary, the Administrative Secretary shall order distribution of work in such a manner that the Deputy Secretary/Under Secretary as the case may be submit some or all files to the Secretary in the Department without routing the same through Additional Secretary/Special Secretary.
- iv. The Administrative Secretary shall submit the cases to the Advisor In-charge as per delegation of powers.
- v. The files / papers / references shall be disposed of as per the following timelines:-

S. No.	Stage / Level	Maximum period of disposal
1.	Receipt of references / letters / files under U.O. / O.Ms etc to initiation of note by dealing Assistant / Section Officer / Statistical Officer / Assistant Accounts Officer,	<u>03 days</u>
2.	Under Secretary / Assistant Director / Deputy Secretary , Public Law Officer / Senior Law Officer	<u>03 days</u>
3.	Additional Secretary / Special Secretary / Director Finance / Financial Advisors / Chief Accounts Officer / Joint Director / Deputy Director	<u>02 days</u>
4.	Director/ Director General/ Secretary / Commissioner/Secretary / Principal Secretary / Financial Commissioner	<u>02 days</u>
5.	Conveying of Approval of the Competent Authority	<u>03 days</u>

II. HEADS OF DEPARTMENT AND OTHER SUBORDINATE OFFICES:

- a) All Heads of Departments will order distribution of work in such a manner that no file shall have to move through more than four levels including the record keeper before reaching the decision making level.
- b) All District Development Commissioners/Deputy Commissioners and other district level officers shall order distribution of work in such a manner that no file in their offices shall have to move through more than three levels before reaching the decision making level.

- c) All District/Tehsil/Block level officers will order distribution of work in their offices in such a manner that no file in their offices shall have to move through more than two levels before reaching the decision making level.

The above circular instructions are brought to the notice of all Administrative Secretaries/Head of Departments/Deputy Commissioners for compliance in letter and spirit in their Departments as well as subordinate offices. These instructions shall be subject to statutory stipulations, if any.


(Subash Chhibber) KAS

Additional Secretary to the Government

No. GAD(Estt) M-10/2019-I

Dated:08-07-2019

Copy to the:-

1. Financial Commissioner, Finance Department.
2. Financial Commissioner, Health & Medical Education Department.
3. Financial Commissioner, to the Hon'ble Governor.
4. Director General of Police, J&K.
5. All Principal Secretaries to the Government.
6. Principal Resident Commissioner, J&K Government, New Delhi.
7. Financial Commissioner, Revenue.
8. Chief Electoral Officer, J&K.
9. All Commissioners/Secretaries to the Government.
10. Divisional Commissioner, Jammu/Kashmir/Ladakh
11. All Secretaries to the Government.
12. Chairperson, J&K Special Tribunal.
13. All Heads of Departments/Managing Directors.
14. All Deputy Commissioners.
15. Secretary, J&K Public Service Commission.
16. Director Estates, J&K.
17. Director Information, J&K.
18. Director Archives, Archaeology and Museums.
19. Secretary, J&K Legislative Assembly/Council.
20. Secretary, J&K Services Selection Board.
21. General Manager, Government Press, Srinagar/ Jammu.
22. Private Secretary to the Governor.
23. Private Secretary to Advisor (K) to the Governor.
24. Private Secretary to Advisor (G) to the Governor.
25. Private Secretary to Advisor (S) to the Governor.
26. Private Secretary to Advisor (KS) to the Governor.
27. Private Secretary to the Chief Secretary.
28. Private Secretary to Secretary to the Government, General Administration Department.
29. In charge website, GAD.
30. Government Order file/Stock file.