



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

Subject: Secretariat Assistant Training Course (SATC) in respect of Senior Assistants of Heads of the Department's/Offices (**Kashmir Division**) at J&K IMPARD, Srinagar.

**Government Order No. 136 O-GAD of 2015.**  
**D a t e d. 13.10.2015.**

It is hereby ordered that sixty (60) Senior Assistants of the Kashmir based Heads of the Departments/offices as per annexure to this order, are hereby deputed to the J&K Institute of Management, Public Administration and Rural Development, Srinagar, for undergoing three months Secretariat Assistants Training Course (SATC) commencing from **15.10.2015 to 15.01.2016**.

The training shall be conducted in two sessions, Morning Session from 10:00 a.m to 1:00 p.m and Afternoon Session from 2.00 pm to 5.00 pm.

All the trainees shall attend the respective Departments/offices regularly wherefrom they have been deployed in addition to the training session in the morning and evening respectively as the case may be.

The salary in respect of the trainees shall continue to be drawn from the respective Departments/offices where from they shall be deputed on production of the attendance certificate from the concerned in the J&K IMPARD, Srinagar.

All the concerned Heads of Departments are impressed upon to relieve the Senior Assistants strictly in accordance with the seniority against the allocated slots as per annexure to this order, for attending the training course at J&K, IMPARD, Srinagar. In case of any ambiguity/failure on the part of any official/concerned HoD in relieving the eligible Senior Assistant(s) in time for attending the training course, the responsibility shall squarely lie on the concerned official (s)/ Head of Department (s).

By order of the Government of Jammu and Kashmir

  
**(Iftikhar Rasool Hamdani)**  
Under Secretary to the Government

No. GAD (Estt) M- 20/2010  
Copy to the:

1. Vice Chairman and Director General, Institute of Management Public Administration and Rural Development J&K, Srinagar.

 Dated. **13.10.2015**

2. Divisional Commissioner, Kashmir.
3. All the concerned Deputy Commissioners, \_\_\_\_\_ (Kashmir Division)
4. Director General, Information and Public Relations Department for information with the request to kindly publish this order in two leading dailies at Srinagar for information of all the concerned.
5. All the concerned Head of the Departments, (**Kashmir Division**)  
\_\_\_\_\_.

  

6. P.A to the Commissioner/Secretary to Government, GAD
7. Government Order file (w.2.s.c).
8. In-charge Website,GAD
9. Stock file.

**Annexure to Government order No.1360-GAD of 2015 Dated 13.10.2015****(Kashmir Division)**

<b>S.No.</b>	<b>Name of the Department</b>	<b>No of Senior Assistants nominated for current session</b>
1.	Divisional Commissioner,Kashmir	03
2.	Chief Conservator of Forests,Kashmir	03
3.	Director,SKIMS,Soura,Srinagar	03
4.	Director, Agriculture Department,Kashmir	03
5.	Director, School Education,Kashmir	03
6.	Director Rural Dev. Department,Kashmir	03
7.	Director, Health Services,Kashmir	03
8.	Director, Animal Husbandry Department, Kashmir	03
9.	Director, Sheep Husbandry Department, Kashmir	02
10.	Chief Engineer,R&B,Kashmir	02
11.	Chief Engineer,PHE, Kashmir	02
12.	Chief Engineer,M&RE Wing, Kashmir	02
13.	Chief Engineer,Irrigation & FC, Kashmir	02
14.	Chief Engineer,Mech. Eng. Kashmir	02
15.	Director, Social Welfare Department, Kashmir	02
16.	Director, CA & PD Department, Kashmir	02
17.	Director, Industries & Commerce Department, Kashmir	02
18.	Director, Urban Local Bodies,Kashmir	02
19.	Director, Horticulture Departent,Kashmir	02
20.	Director, Command Area Development	02

	Department,Kashmir	
21.	Principal, Government Medical College, Srinagar	02
22.	Principal, Govt. Dental College, Srinagar	02
23.	Director, Tourism Department, Kashmir	02
24.	General Manager, Government Press, Srinagar	02
25.	Office of the Deputy Commissioner, Leh	02
26.	Office of the Deputy Commissioner, Kargil	02
	<b>Total</b>	<b>60</b>

  
**(Iftikhar Rasool Hamdani)**  
 Under Secretary to the Government

  