

Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, Jammu.

Subject: **Opening of Offices in the Union Territory of Jammu and Kashmir.**

Government Order No.477-JK(GAD) of 2020
Dated:17.04.2020

In pursuance to order No. 40-3/2020-DM-I(A) dated 15th April, 2020 issued by the Union Home Secretary in terms of Section 10(2)(1) of the Disaster Management Act, 2005 and in partial modification of Government Order No. 421-JK(GAD) of 2020 dated 25.03.2020 read with Government Order No. 472-JK(GAD) of 2020 dated 15.04.2020, it is hereby ordered that the Government offices in the Union Territory of Jammu & Kashmir shall resume their working in the following manner w.e.f. 20.04.2020:-

- (A) All the offices dealing with essential supplies/services shall be fully functional as already instructed in the referred Government orders;
- (B) All the Educational Institutions/Training Institutes shall remain closed till 3rd May, 2020;
- (C) In all other offices:-
 - i) Officers of the level of Under Secretary and above shall regularly attend offices w.e.f 20.04.2020;
 - ii) 33% of Non-Gazetted staff shall attend office as per roster to be devised by the respective Head of offices;
- (D) Staff/workers of Forest Department operating and maintaining zoo, nurseries, wildlife, fire-fighting in forests, watering plantations and patrolling shall work as usual.

The Head of offices shall take necessary steps for implementation of instructions with regard to social distancing, face masks and sanitizing the work places in their respective Offices, as per guidelines.

Arrangements for issuance of passes shall be made by the General Administration Department for Civil Secretariat Employees and by the Deputy Commissioners in respect of officers/officials working in their respective jurisdictions.

By Order of the Government of Jammu and Kashmir.


(Rohit Sharma) KAS

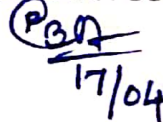
Additional Secretary to the Government

Dated:17.04.2020

No. GAD(Adm)41/2019-III

Copy to:

1. All Administrative Secretaries.
2. Director General of Police, J&K.
3. Principal Secretary to the Lieutenant Governor.



4. Joint Secretary(J&K), Ministry of Home Affairs, Government of India.
5. Chief Electoral Officer, J&K.
6. Divisional Commissioner, Jammu/Kashmir.
7. Chairperson, J&K Special Tribunal.
8. Director General, J&K Institute of Management & Public Administration & Rural Development.
9. Director Information, J&K.
10. All Deputy Commissioners.
11. All Heads of the Departments/Managing Directors/ Secretary, Advisory Boards.
12. Secretary, J&K PSC/SSB/BOPEE.
13. Director Estates, J&K.
14. Director, Archives, Archeology & Museums.
15. Secretary, J&K Legislative Assembly.
16. General Manager, Government Press, Jammu/Srinagar.
17. Private Secretary to Chief Secretary, J&K.
18. Private Secretary to Advisor(S)/(F)/(B) & (BK) to the Lieutenant Governor.
19. Private Secretary to Secretary to the Government, General Administration Department.
20. Government Order/Stock file/Website, GAD.