

INFORMATION HANDBOOK UNDER RIGHT TO  
INFORMATION ACT, 2009 WITH RESPECT TO  
GENERAL ADMINISTRATION DEPARTMENT

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Introduction

The J&K Right to Information Act, 2009 as passed by the Jammu and Kashmir State Legislature received the assent of the Governor on 20<sup>th</sup> March, 2009. The Act provides for setting out the regime of Right to Information for the people of the State to secure access to information under the Control of Public Authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a State Information Commission and for matters connected therewith or incidental thereto.

The objective of this handbook is to provide information to the intended users regarding different function being delivered by the General Administration Department.

## Chapter – 1

### Particulars of Organization, Functions and Duties

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The business of the Government of Jammu and Kashmir is transacted in accordance with the Jammu and Kashmir Business Rules. These rules have been framed under section 43 and sub-section 2 of Section 45 of the Constitution of the State. The Council of Ministers headed by the Chief Minister is the highest executive authority of the State under the Constitution. Each Minister is Incharge of one or more Administrative Departments. At the Secretariat level, the business of the Government is transacted through various Departments, each one or more Department headed by an Administrative Secretary.

In terms of Rule 4 (i) of the **Business Rules**, following subjects are assigned to the General Administration Department.

- (i) All India Services.
- (ii) Coordination of working of different Departments of Government.
- (iii) Cabinet work.
- (iv) Services Selection Board.
- (v) Personnel administration.
- (vi) Public Service Commission.
- (vii) Secretariat administration.
- (viii) Services

(ix) Vigilance Organization.

(x) IMPA.

The **GENERAL ADMINISTRATION DEPARTMENT** by virtue of its duties is the nerve center of the administration. The Department functions under the supervision and guidance of the Chief Minister, the Chief Secretary and the Administrative Secretary of GAD, who at present is of the rank of Commissioner/Secretary to Government.

The Department plays a lead role in formulation of policies for smooth functioning of the Departments. It monitors and coordinates their working. For better appreciation of the cases involving policy decisions relating to various Departments, the matters are placed before the Apex Committee called Establishment-cum-Selection Committee for advice/guidance. The Committee is headed by the Chief Secretary with senior most officers as its Members. The cases after thorough examination at different levels are submitted for orders of the Competent Authority as provided under rules. However, depending upon the delegation of powers, the cases are submitted to the Chief Secretary, the Hon'ble Chief Minister or the Cabinet, as the case may be. The cases listed in Schedule IV of the J&K Government Business Rules are submitted to H.E. the Governor by the Hon'ble Chief Minister.

The Administrative Secretary of the Department is assisted by a team of officers of the rank of Special Secretaries/Additional Secretaries/Deputy Secretary and Under Secretaries.

Down-below the Under Secretary there is an established non-gazetted administrative hierarchy headed by the Section Officer. The procedures for dealing with the cases and the functions of the non-gazetted staff have been defined in **Secretariat Manual**. As per the Secretariat Manual, the Section Officer is empowered to dispose of certain issues at his own level or seek information from the concerned offices which he feels would be relevant for decision making.

With a view to dealing with the different issues pertaining to the General Administration Department, different Sections have been set up. The brief description is as under :-

- (i) **SERVICES SECTION:-** The Section is headed by an officer of the rank of Special Secretary/Additional Secretary. The issues relating to IAS/KAS are being dealt with by the Section. These include the personnel matters like appointments, promotions, trainings, settlement of service benefits etc. Further, the Section regulates the appointment of officers to various feeding Services to the KAS. The Administrative Secretary of the General Administration Department or his representative not below the rank of Additional Secretary represents the Chief Secretary in the Departmental Promotion Committees in the Public Service Commission. The valuable assistance is provided to the DPC/PSC in finalizing the promotions in accordance with the rules.

The Section also deals with the services like Under Secretaries, Administrative Officers, Private Secretaries of Secretariat/HODs.

There is also a Common Pool of Officers. Appointment to the Common Pool is made from amongst the Heads of the Departments other than IAS, IPS, IFS and KAS. This Common Pool is also managed by the Services Section.

The issues pertaining to the Services as broadly defined above are placed before the Establishment-cum-Selection Committee for advice in case it is so required.

- (ii) **VIGILANCE SECTION:-** The General Administration Department is the Administrative Department of the Vigilance Organization. The Vigilance Section in the GAD deals with the cases where vigilance organization has taken action against any officer(s)/official(s) under prevention of corruption Act. The role of this section is to obtain approval of the competent authority for accord of sanction to the prosecution against an official involved in

corruption case. The vigilance section also gives clearances from corruption angle for promotion of the officers.

Besides the Services and Vigilance Sections, there is a **General Administration Branch** which deals with the following subjects :-

- (i) Cabinet/Coordination
- (ii) Administration
- (iii) Establishment
- (iv) Planning & Statistics.
- (v) Monitoring
- (vi) Legal Section

This Branch is headed by an officer of the rank of Additional Secretary/Special Secretary.

(iii) **CABINET SECTION/CO-ORDINATION SECTION:-**

In terms of Rule 8 of the Jammu and Kashmir Government Business Rules, all the cases referred to in the Second Schedule shall be brought before the Cabinet.

Similarly, in terms of Rule 31 (2) of the Jammu and Kashmir Government Business Rules, the classes of the cases listed in the third schedule shall be submitted to the Chief Minister through Chief Secretary.

The Administrative Departments submit the cases contained in the second schedule and the third schedule of the Jammu and Kashmir Business Rules to the General Administration Department for orders of the Cabinet/Chief Minister, as the case may be. These cases are examined in the Cabinet/Coordination Section of the

General Administration Department and subsequently processed for orders of the Competent Authority.

- (iv) **ADMINISTRATION SECTION:-** General Administration Department receives communications from different Departments of the State Government and the Government of India on varied issues. These include the opinion cases from different Departments, policy formulation like Recruitment etc. conferment of awards, visit of VVIPs, contractual appointments, inter-departmental transfers, foreign visits and the cases of freedom fighters etc. Amendments in Business Rules and other issues of general nature not specifically otherwise defined are also being dealt with by GAD. It also attends to day to day administrative matters of urgent nature. This Section has, rather, a supervisory role over all the Departments functioning in the Secretariat and outside the Secretariat.

The representative of the GAD not below the rank of Under Secretary also attends various meetings of various Standing Committees where valuable assistance is provided to the Departments on the rules and procedures.

- (v) **LEGAL SECTION;-** There is a full-fledged Legal Section in the General Administration Department which deals with the legal issues like providing opinion/advise on legal matters pertaining to the GAD and also on the issues referred to by various Departments. The Section attends to the litigation in the cases where either GAD is directly involved or where the Chief Secretary has been arrayed as a respondent. The Section also provides advice on the policy formulation of the Government which become subject matter of litigation before any Competent Court of the Country.
- (vi) **ESTABLISHMENT SECTION:-** This section deals with the non-Gazetted cadre management of the employees of different Departments of the secretariat. The section also

deals with the issues of providing necessary staff to different Hon'ble Ministers.

- (vii) **Monitoring Section:-** This Section deals with the cases of the compassionate appointments of those killed as a result of Militancy related violence, monitors the functioning of SSB/PSC. This section also deals with the implementation of reservation policy in the State.
- (viii) **Planning and Statistics Section:-** This section deals with the collection of data which may be required for framing policies by the Government. During the Legislative Session, the Section plays a coordinating role in collecting information from different Departments for preparing replies to the Questions raised by Hon'ble Members.
- (ix) **The Public Information Officer (PIO):-** Any citizen can seek information pertaining to General Administration Department in terms of the relevant provisions of J&K Right to Information Act-2009 and Rules notified there under vide SRO 199 of 2010 dated 29.04.2010.

The Public Information Officer (PIO) in case of issues pertaining to GAD is **Shri** Ashok Kumar Koul, Under Secretary to Government, General Administration Department.

The Special Secretary to Government (Adm), General Administration Department, **Shri G.S. Chib, KAS** is the 1<sup>st</sup> Appellate Authority.

The officers of the General Administration Department are available for public hearing on every working day between 1 to 5 p.m. Any person can approach the officers for redressal of grievances/enquire about the status of pending case, if any, in the General Administration Department.

The particulars of the officers of the General Administration Department are available on its Website [www.jkgad.nic.in](http://www.jkgad.nic.in)

**Office Timings**

Morning Hours of the office	=	09.30 A.M
Closing Hours of the office	=	05.00 P.M



## Chapter – 2

### Powers and Duties of Officers and Employees

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The General Administration Department plays a lead role in formulation of policies for smooth functioning of the Departments. It monitors and coordinates their working. For better appreciation of the cases involving policy decisions relating to various Departments, the matters are placed before the Apex Committee called Establishment-cum-Selection Committee for advice/guidance. The Committee is headed by the Chief Secretary with senior most officers as its Members. The cases after thorough examination at different levels are submitted for orders of the Competent Authority as provided under rules. However, depending upon the delegation of powers, the cases are submitted to the Principal/Secretary, the Chief Secretary, the Hon'ble Chief Minister or the Cabinet, as the case may be. The cases listed in Schedule IV of the J&K Government Business Rules are submitted to H.E. the Governor by the Hon'ble Chief Minister.

The Administrative Secretary of the Department is assisted by a team of officers of the rank of Additional Secretaries/Deputy Secretary and Under Secretaries.

Down-below the Under Secretary there is an established Non-Gazetted administrative hierarchy headed by the Section Officer. The procedures for dealing with the cases and the functions of the non-gazetted staff have been defined in **Secretariat Manual**. As per the Secretariat Manual, the Section Officer is empowered to dispose of certain issues at his own level or seek information from the concerned offices which he feels would be relevant for decision making.

## Chapter - 3

Rules, Regulations, Instructions, Manual and Records,  
for Discharging Functions.

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The list of rules, regulations, instructions, manual and records is hosted on the website of the General Administration Department i.e [www.jkgad.nic.in](http://www.jkgad.nic.in).

## Chapter – 4

A statement of boards, council, committees and Other bodies constituted as its part.

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The General Administration Department, Administers and Monitors the functioning of the following Organizations/Statutory Bodies/Boards:-

1. **Public Service Commission**
2. **Services Selection Board.**
3. **Vigilance Organization.**
4. **J&K IMPA**
5. **J&K State Information Commission.**

1. Public Service Commission:-

Till the end of the year 1954 there was no formal recruiting agency in the state of Jammu and Kashmir. A Public Service Recruitment Board' was set up on December 31, 1954. Subsequently with the coming into force of the "Constitution of Jammu and Kashmir State" on 26th of January 1957, "Jammu and Kashmir Public Service Commission" was established, under section 128 of the Constitution of J&K, on September 2, 1957, with Major General Yadev Nath Singh PVC, as it is first Chairman.

Under section 129 of the Constitution of Jammu and Kashmir the Chairman and the Members of the Public Service Commission are appointed by the Governor for a period of five years or till he attains the age of 65 years whichever is earlier.

The functions of the Commission, as defined under section 133 of the Constitution of the State are: -

1. It shall be duty of Commission to conduct

examinations for appointments to the services of the State.

2. The Commission shall be consulted: -

- a. On all matter relating to methods of recruitment to Civil Services and for Civil posts.
- b. On the principles to be followed in making appointments to Civil Services and posts and in making promotions and transfers from one service to another and on the suitability of candidates for such appointments, promotions or transfers;
- c. On all disciplinary matters affecting a person serving under the Government including memorials or petitions relating to such matters;

And it shall be the duty of the Commission to advise on any matter so referred to them or any other matter, which the Governor may refer to them:

Provided that the Governor may make regulations specifying the matters in which either generally, or in any particular class of cases or in any particular circumstances, it shall not be necessary for the Commission to be consulted.

Nothing in sub –section (2) shall require the Commission to be consulted as respects the manner in which a provision may be made by the State for the reservation of appointments or posts in favour of any class of permanent residents which in the opinion of the Government is not adequately represented in the services under the State.

All regulations made under the proviso to sub-section (2) by the Governor shall be laid for not less than fourteen days before each House of the Legislature as soon as possible after they are made, and shall be subjected to such modifications, whether by way of repeal or

amendment, as the Legislative Assembly may make during the session in which they are so laid.

For further details visit JKPSC website  
<http://www.jkpsc.org>

2. Services Selection Board.

Introduction:

The Services Selection Board has been constituted in exercise of powers conferred by Provision of Section 124 of the Constitution of Jammu and Kashmir. The Rules have been made under SRO 194 of 1992 as amended upto date. The Rules are applicable to the following Non-Gazetted categories of posts:-

For further details visit JKSSB website  
<http://www.jkssb.nic.in>

### State Cadre Posts

State cadre posts involve the vacancies in the Indenting Departments across the State for which the merit is judged across the Board.

### Divisional Cadre Posts

The Divisional Cadre Posts are those posts which are borne on the establishment of the offices working in the Division. These posts are considered for the concerned Divisions and Advertisements are meant in the manner to indicate the posts available in a Division. Accordingly, the selection is also made across the Division whoever applies for these posts.

### District Cadre Posts

The District cadre posts are those posts borne on the establishment of a district and the vacancies are referred by the Administrative Secretaries and Advertisement for a district and selections are also made for the district only.

The Chairman, Members and Secretary of the Board are deputed/nominated by the government from the in-service IAS/KAS Offices or the persons of immense repute in the field of education.

### 3. Vigilance Organization.

This Organization is **primarily** an agency to check corruption by Government officers/officials. The Organization is headed by Vigilance Commissioner. The working of the Organization includes keeping a proper monitoring of all the Government functioning and take cognizance of cases involving financial irregularities.

For further details visit State Vigilance Organization website <http://jkvigilance.nic.in/>

4. J&K IMPA

The Jammu & Kashmir Institute of Management, Public Administration and Rural Development (IMPA), came into existence as an autonomous Society under the aegis of the State Government on 04.09.1986. The institute was created for in-service training to the State Government employees as also to undertake research and consultancy in areas of crucial importance to the administration of the State. Recognizing the dire need for capacity building and skill enrichment among civil services, state government planned to augment manpower pool so as to create high quality managerial cadre for manning different echelons of the administration.

The basic premise of establishing the Institute was to inculcate quality decision making competencies among different individuals and organizations in the government. Since its inception, the Institute has played a pivotal role in shaping the thinking processes and fresh perspective of civil servants not with standing many infrastructural constraints.

The role of IMPA has assumed greater significance in view of the rapid advances in technology, economy and managerial practices occurring all over the country. The state per se cannot remain isolated and immune from such changes. IMPA can claim with a sense of pride and achievement for its vital role in keeping the administrative machinery of the State abreast of latest developments in the country and the world at large. It has undertaken research studies on strategically important and contemporary issues, which explore and suggest policy options, having bearing on quality of governance and issues of public interest. It has also conducted several training programmes on various aspects of the theory and practice of Public Administration.

For further details visit **J&K Institute of Management, Public Administration & Rural Development, J&K (IMPA)**.  
<http://www.jkimpa.nic.in/>

## **5. J&K State Information Commission**

The J&K State Information Commission has been constituted in exercise of powers conferred by Provision of Section 12 of the Jammu and Kashmir Right to Information Act, 2009. The J&K State Information Commission set up its Offices both at Srinagar and Jammu in Oct. 2009 to carry out the statutory obligations and functions assigned to it under J&K Right to Information Act, 2009. The Commission is primarily an Appellate Authority for receiving and hearing complaints and appeals.

### **Powers and Functions of the Commission in respect of Appeal and Penalties.**

1. Subject to the provisions of the Act, it shall be the duty of the State Information Commission to receive and inquire into a complaint from any person:-

- (a) who has been unable to submit a request to the Public Information Officer either by reason that no such officer has been designated under the Act, or because the Assistant Public Information Officer has refused to accept his or her application for information or appeal under the Act for forwarding the same to the Public Information Officer or senior officer specified in sub-section (l) of section 16 or the State Information Commission as the case may be;
- (b) who has been refused access to any information requested Under the Act ;



- (c) who has not been given a response to a request for information or access to information within the time limit specified under the Act ;
- (d) who has been required to pay an amount of fee which he or she considers unreasonable;
- (e) who believes that he or she has been given incomplete, misleading or false information under the Act ; and
- (f) in respect of any other matter relating to requesting or obtaining access to records under the Act.

2. Where the State Information commission is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.

3. The State Information commission shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the code of civil procedure, Samvat 1977, in respect of the following matters, namely:-

- (a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things ;
- (b) requiring the discovery and inspection of documents;
- (c) receiving evidence on affidavit ;
- (d) requisitioning any public record or copies thereof from any court or office ;
- (e) issuing summons for examination of witnesses or documents; and
- (f) any other matter which may be prescribed.

4. The State Information Commission may, during the inquiry of any complaint under the Act, examine any record to which the Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.

For further details visit **J&K State Information Commission**

<http://www.jksic.nic.in/>

## Chapter – 5

The names, designations and other particulars of  
The Public Information Officers.

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### Public Information Officers:

1.	Name	Ashok Kumar Koul
2.	Designation	Under Secretary to Government, General Administration Department
3.	STD Code	Jammu – 0191 Srinagar – 0194
4.	Ph.No. Office	Jammu – 2545702 Srinagar – 2473664
5.	Fax	Same
6.	Email	
7.	Address	General Administration Department

### Department Appellate Authority:

1.	Name	G.S. Chib, KAS
2.	Designation	Special Secretary to Government, GAD
3.	STD Code	Jammu – 0191 Srinagar – 0194
4.	Ph.No. Office	Jammu – 2546569 Srinagar – 2473664
5.	Fax	Same
6.	Email	gs.chib@nic.in
7.	Address	General Administration Department

## Chapter – 6

### The monthly remuneration received by each of the officers and employees of General Administration Department

S.No.	Name and Designation	Monthly remuneration
1.	MADHAV LAL ,IAS, CHIEF SECRETARY	Consolidated @ Rs. 80,000/-
2.	MOHAMMAD SYED KHAN ,IAS, COMMISSIONER/SECRETARY TO GOVT	PB-4 37400-67000+ 10,000
3.	A.K.RAINA, IAS, COMMISSIONER OF ENQUIRIES	PB-4 37400-67000+ 10,000
4.	R. K. VERMA, KAS, SPECIAL ASSTT. TO CHIEF SECY;	PB-4 37400-67000+87,00
5.	VERINDER SALATHIA, KAS, ADDITIONAL SECRETARY	PB-3 15600-39100+7600
6.	FAYAZ AHMAD LONE, GAZ, FINANCIAL ADVISOR/CAO	PB-3 15600-39100+7600
7.	FEROZ AHMAD SHEIKH, GAZ, DEPUTY SECRETARY	PB-3 15600-39100+6600
8.	SHEIKH ARSHAD AYOUB, KAS, DEPUTY SECRETARY	PB-3 15600-39100+6600
9.	LEENA PADHA, KAS, DEPUTY SECRETARY	PB-3 15600-39100+6600
10.	MOHAMMAD SHAHID SLEEM, KAS, DEPUTY SECRETARY	PB-3 15600-39100+6600
11.	SHABNAM KAMILI, KAS, DEPUTY SECRETARY	PB-3 15600-39100+6600
12.	G . R. MIR., KAS, DEPUTY SECRETARY	PB-3 15600-39100+6600
13.	HASHMAT ALI ,KAS	PB-3 15600-39100+6600
14.	RAJINDER SINGH, KAS, KAS ( RESERVE POSTS)	PB-3 15600-39100+6600
15.	PARDEEP KUMAR, KAS, KAS ( RESERVE POSTS)	PB-3 15600-39100+6600
16.	HAKIM ASHIQUE HUSSAIN ,GAZ, PRIVATE SECRETARY	PB-2 9300-34800+5200
17.	MUSHTAQ AHMAD WANI., GAZ, PRIVATE SECRETARY	PB-2 9300-34800+4600
18.	ASHOK KUMAR KOUL, GAZ, UNDER SECRETARY	PB-2 9300-34800+4600
19.	LABHU RAM DIGRA, GAZ, UNDER SECRETARY	PB-2 9300-34800+4800
20.	P. L. PANDITA, ASSISTANT ACCOUNTS OFFICER	PB-2 9300-34800+5400
21.	IQBAL AHMAD PANDITH, ASSISTANT ACCOUNTS OFFICER	PB-2 9300-34800+4600
22.	MOHAMMED AZAM, DAFATARI	PB-2 5200-20200+1900
23.	MIRZA AB. HAMID, DAFATARI	PB-2 5200-20200+1900
24.	JAVID AHMAD FAROOQI, GAZ, PROGRAMMER	PB-2 9300-34800+4800
25.	ROHI JOHN, LIBRARIAN	PB-2 9300-34800+4200
26.	MUSHTAQ AHMAD BHAT C/S, SECTION OFFICER	PB-2 9300-34800+4600

27.	AMRIK SINGH, SECTION OFFICER	PB-2	9300-34800+4600
28.	NAVIDITA MUNSHI, SECTION OFFICER	PB-2	9300-34800+4600
29.	FEROZ AHMAD(SO), SECTION OFFICER	PB-2	9300-34800+4200
30.	MOHAMMAD IQBAL LONE, SECTION OFFICER	PB-2	9300-34800+4200
31.	NISAR AHMAD (SOE), SECTION OFFICER	PB-2	9300-34800+4600
32.	VIJAY KUMAR KOUL, SENIOR SCALE STENO GRAPHER	PB-2	9300-34800+4600
33.	MOHAMMAD AYOUB SOFI, SENIOR SCALE STENO GRAPHER	PB-2	9300-34800+4200
34.	SATWANT SINGH, SENIOR SCALE STENO GRAPHER	PB-2	9300-34800+4600
35.	SUHAIL YOUSUF KHAN, SENIOR SCALE STENO GRAPHER	PB-2	9300-34800+4600
36.	SHAKEEL AHMAD CHESTER (SSS), SENIOR SCALE STENO GRAPHER	PB-2	9300-34800+4600
37.	K. K. GANJOO, SENIOR SCALE STENO GRAPHER	PB-2	9300-34800+4600
38.	YASMEEN JAN, SENIOR SCALE STENO GRAPHER	PB-2	9300-34800+4600
39.	SATYA PAL SHARMA, SENIOR SCALE STENO GRAPHER	PB-2	9300-34800+4600
40.	GHULAM HASSAN HAJAM, STATISTICAL OFFICER	PB-2	9300-34800+4600
41.	FAROOQ AHMAD S.O(P), STATISTICAL OFFICER	PB-2	9300-34800+4600
42.	SAYED NASEEM AHMAD INDRABI , ACCOUNTANT	PB-2	9300-34800+4200
43.	ABDUL BARI DEVA, ACCOUNTANT	PB-2	9300-34800+4200
44.	BILAL-UR-REHMAN, ACCOUNTANT	PB-2	9300-34800+4200
45.	ABID KHAN, HEAD ASSISTANT	PB-2	9300-34800+4200
46.	PAMPOSH GANJOO, HEAD ASSISTANT	PB-2	9300-34800+4200
47.	RAMESHWAR KUMAR , HEAD ASSISTANT	PB-2	9300-34800+4200
48.	FAYAZ AHMAD BHAT - (1), HEAD ASSISTANT	PB-2	9300-34800+4200
49.	BAHA-UD-DIN , HEAD ASSISTANT	PB-2	9300-34800+4200
50.	RAJESH KUMAR, HEAD ASSISTANT	PB-2	9300-34800+4200
51.	RAMESH KUMAR RAINA, HEAD ASSISTANT	PB-2	9300-34800+4200
52.	RAFIA NABI, HEAD ASSISTANT	PB-2	9300-34800+4200
53.	RAVI KUMAR, HEAD ASSISTANT	PB-2	9300-34800+4200
54.	BISHAN DASS, HEAD ASSISTANT	PB-2	9300-34800+4200
55.	RAJ KUMARI, HEAD ASSISTANT	PB-2	9300-34800+4200
56.	REHANA HASSAN, HEAD ASSISTANT	PB-2	9300-34800+4200
57.	ANJALI KOUL, HEAD ASSISTANT	PB-2	9300-34800+4200
58.	MOHAMMAD IQBAL BAJAR, HEAD ASSISTANT	PB-2	9300-34800+4200
59.	IMTIYAZ AHMAD RATHER, HEAD ASSISTANT	PB-2	9300-34800+4200
60.	RIYAZ AHMAD WANI, JUNIOR SCALE STENO GRAPHER	PB-2	9300-34800+4200
61.	NARESH KUMAR (JSS), JUNIOR SCALE STENO GRAPHER	PB-2	9300-34800+4200
62.	NISAR AHMAD BHAT, JUNIOR SCALE STENO GRAPHER	PB-2	9300-34800+4200
63.	JIWAN LAL, JUNIOR SCALE STENO GRAPHER	PB-2	9300-34800+4200
64.	FAYAZ AHMAD MIR, JUNIOR SCALE STENO	PB-2	9300-34800+4200

	GRAPHER		
65.	MOHAMMAD YASEEN DAR(JSS), JUNIOR SCALE STENO GRAPHER	PB-2	9300-34800+4200
66.	SHOWKAT AHMAD MIR, STATISTICAL ASSISTANT	PB-2	9300-34800+4200
67.	MADAN LAL, STATISTICAL ASSISTANT	PB-2	9300-34800+4200
68.	KHURSID AHMAD DAR, ACCOUNTS ASSISTANT	PB-1	5200-20200+2800
69.	MUDASIR NABI KHAN, ACCOUNTS ASSISTANT	PB-1	5200-20200+2800
70.	MUSHTAQ AHMAD LALA, DESPATCH RIDER GRADE-I	PB-2	9300-34800+4200
71.	GH. HASSAN BANGROO, DESPATCH RIDER GRADE-I	PB-1	5200-20200+1900
72.	NIRMALA KUMARI , LIBRARY ASSISTANT	PB-1	5200-20200+2400
73.	JANAK RAJ KUNDAL, SENIOR ASSISTANT	PB-1	5200-20200+2400
74.	ABDUL RASHID GANAI, SENIOR ASSISTANT	PB-1	5200-20200+2400
75.	TILAK RAJ (NG) -92, SENIOR ASSISTANT	PB-1	5200-20200+2400
76.	ABDUL RASHID LONE, SENIOR ASSISTANT	PB-1	5200-20200+2400
77.	FAREEDA BASHIR, SENIOR ASSISTANT	PB-1	5200-20200+2400
78.	ABID HUSSAIN LONE, SENIOR ASSISTANT	PB-1	5200-20200+2400
79.	SHAISTA AKHTAR , SENIOR ASSISTANT	PB-1	5200-20200+2400
80.	SHAHID HUSSAIN , SENIOR ASSISTANT	PB-1	5200-20200+2400
81.	ASIF RASHID WANI , SENIOR ASSISTANT	PB-1	5200-20200+2400
82.	ABDUL HAMID, SENIOR ASSISTANT	PB-1	5200-20200+2400
83.	BILAL AHMAD BHAT , SENIOR ASSISTANT	PB-1	5200-20200+2400
84.	JAVID AHMAD ZARGAR, SENIOR ASSISTANT	PB-1	5200-20200+2400
85.	FAYAZ AHMAD BHAT - (2), SENIOR ASSISTANT	PB-1	5200-20200+2400
86.	RAKESH SINGH, SENIOR ASSISTANT	PB-1	5200-20200+2400
87.	JAVID AHMAD PUNJABI , SENIOR ASSISTANT	PB-1	5200-20200+2400
88.	FAIAZ AHMAD MALIK, SENIOR ASSISTANT	PB-1	5200-20200+2400
89.	DARSHAN MASHI , SENIOR ASSISTANT	PB-1	5200-20200+2400
90.	JAVID AHMAD BHAT , SENIOR ASSISTANT	PB-1	5200-20200+2400
91.	GH. RASOOL HAJI, SENIOR ASSISTANT	PB-1	5200-20200+2400
92.	GH. MOHAMMED BHAT, SENIOR ASSISTANT	PB-1	5200-20200+2400
93.	SHASHI PAUL SHARMA, SENIOR ASSISTANT	PB-1	5200-20200+2400
94.	ASHOK KUMAR, SENIOR ASSISTANT	PB-1	5200-20200+2400
95.	NOOR HUSSAN, SENIOR ASSISTANT	PB-1	5200-20200+2400
96.	SAWARN SINGH, SENIOR ASSISTANT	PB-1	5200-20200+2400
97.	MUSHTAQ AHMAD WANI , SENIOR ASSISTANT	PB-1	5200-20200+2400
98.	SHAM LAL (SC), SENIOR ASSISTANT	PB-1	5200-20200+2400
99.	JAVID AHMAD MALIK, SENIOR ASSISTANT	PB-1	5200-20200+2400
100.	ROMESH KUMAR (NG), SENIOR ASSISTANT	PB-1	5200-20200+2400
101.	KIRNI TURKI, SENIOR ASSISTANT	PB-1	5200-20200+2400
102.	RUKHSANA BANOO, SENIOR ASSISTANT	PB-1	5200-20200+2400
103.	QAZI BASHIR AHMAD, SENIOR ASSISTANT	PB-1	5200-20200+2400
104.	SHEELA TIKOO, SENIOR ASSISTANT	PB-1	5200-20200+2400
105.	SUSHMA DEVI, SENIOR ASSISTANT	PB-1	5200-20200+2400
106.	LEENA VASHAN, SENIOR ASSISTANT	PB-1	5200-20200+2400
107.	TABASUM, SENIOR ASSISTANT	PB-1	5200-20200+2400
108.	SALEEMA AKHTER, SENIOR ASSISTANT	PB-1	5200-20200+2400

109.	JAWAHIRA AKHTER, SENIOR ASSISTANT	PB-1	5200-20200+2400
110.	RIFAT YASMEEN, SENIOR ASSISTANT	PB-1	5200-20200+2400
111.	MUKHANDER KUMAR, SENIOR ASSISTANT	PB-1	5200-20200+2400
112.	MUKHTAR AHMAD BHAT(SA), SENIOR ASSISTANT	PB-1	5200-20200+2400
113.	MANJU SHARMA, SENIOR ASSISTANT	PB-1	5200-20200+2400
114.	BABITA TICKOO, SENIOR ASSISTANT	PB-1	5200-20200+2400
115.	RAJ KUMARI KOTWAL, SENIOR ASSISTANT	PB-1	5200-20200+2400
116.	KAKI BHAN, SENIOR ASSISTANT	PB-1	5200-20200+2400
117.	GEETA SHARMA, SENIOR ASSISTANT	PB-1	5200-20200+2400
118.	ANJUM AFROZ, SENIOR ASSISTANT	PB-1	5200-20200+2400
119.	NEELAM DEVI, JUNIOR ASSISTANT	PB-1	5200-20200+2400
120.	SHAFIQ AHMAD SHAH, JUNIOR ASSISTANT	PB-1	5200-20200+1900
121.	MANZOOR AHMAD DAR, JUNIOR ASSISTANT	PB-1	5200-20200+1900
122.	MOHAMMED YASIN GANAI, JUNIOR ASSISTANT	PB-1	5200-20200+1900
123.	MULKH RAJ, JUNIOR ASSISTANT	PB-1	5200-20200+1900
124.	AB. RASHID HAJAM, JUNIOR ASSISTANT	PB-1	5200-20200+1900
125.	MOHAMMAD KHALID JAHANGEER, JUNIOR ASSISTANT	PB-1	5200-20200+1900
126.	ROMESH KUMAR, JUNIOR ASSISTANT	PB-1	5200-20200+1900
127.	ABDUL GANI BHAT, JUNIOR ASSISTANT	PB-1	5200-20200+1900
128.	RAJ KUMAR (JA), JUNIOR ASSISTANT	PB-1	5200-20200+1900
129.	RAHUL KOHLI, JUNIOR ASSISTANT	PB-1	5200-20200+1900
130.	PANKUL VAID, JUNIOR ASSISTANT	PB-1	5200-20200+1900
131.	ANIL KUMAR, JUNIOR ASSISTANT	PB-1	5200-20200+1900
132.	SHAHEEN , JUNIOR ASSISTANT	PB-1	5200-20200+1900
133.	HAKIM SHAKEEL AHMAD, JUNIOR ASSISTANT	PB-1	5200-20200+1900
134.	ANKU CHOWRA, JUNIOR ASSISTANT	PB-1	5200-20200+1900
135.	VIKAS SHARMA, JUNIOR ASSISTANT	PB-1	5200-20200+1900
136.	MOHAMMAD ALTAF MALIK, JUNIOR ASSISTANT	PB-1	5200-20200+1900
137.	SYED FERAZ AHMAD, JUNIOR ASSISTANT	PB-1	5200-20200+1900
138.	NIGHAT, JUNIOR ASSISTANT	PB-1	5200-20200+1900
139.	SYED BILAL AHMAD, JUNIOR ASSISTANT	PB-1	5200-20200+1900
140.	KABIR AHMAD, JUNIOR ASSISTANT	PB-1	5200-20200+1900
141.	SUNIL KUMAR GUPTA, JUNIOR ASSISTANT	PB-1	5200-20200+1900
142.	SUNITA MOZA, JUNIOR ASSISTANT	PB-1	5200-20200+1900
143.	RANJEET SINGH, JUNIOR ASSISTANT	PB-1	5200-20200+1900
144.	VARUN SHARMA, JUNIOR ASSISTANT	PB-1	5200-20200+1900
145.	MUZAFAR NABI WANI, JUNIOR ASSISTANT	PB-1	5200-20200+1900
146.	ZUBAIR AHMAD YAZDANI, JUNIOR ASSISTANT	PB-1	5200-20200+1900
147.	ZAHOOR AHMAD GANIE, JUNIOR ASSISTANT	PB-1	5200-20200+1900
148.	AMARDEEP SINGH, JUNIOR ASSISTANT	PB-1	5200-20200+1900
149.	NISAR AHMAD BABA, JUNIOR ASSISTANT	PB-1	5200-20200+1900
150.	GOTAM SHARMA, JUNIOR ASSISTANT	PB-1	5200-20200+1900
151.	VIRINDER KUMAR, JUNIOR ASSISTANT	PB-1	5200-20200+1900
152.	PARAM JEET SINGH, JUNIOR ASSISTANT	PB-1	5200-20200+1900
153.	ANITMA KACHROO , KEY PUNCH OPERATOR	PB-1	5200-20200+2400
154.	BASHIR AHMAD LONE, JAMMADAR GRADE-I	PB-1	5200-20200+1800

155.	MOHAMMED SHAFI SHAH, JAMMADAR GRADE-I	PB-1	5200-20200+1800
156.	MOHAMMED YOUSUF HAJAM, JAMMADAR GRADE-I	PB-1	5200-20200+1800
157.	JOGINDER KHANA, JAMMADAR GRADE-I	PB-1	5200-20200+1800
158.	MAQBOOL HUSSAIN, JAMMADAR GRADE-I	PB-1	5200-20200+1800
159.	SHAHNAWAZ AHMAD BHAT, JAMMADAR GRADE-I	PB-1	5200-20200+1800
160.	KIRPAL SINGH, JAMMADAR GRADE-I	PB-1	5200-20200+1800
161.	MOHAMMAD SABIR, JAMMADAR GRADE-I	PB-1	5200-20200+1900
162.	ABDUL REMAN WAGAY, CL IV, ORDERLY	PB-1	5200-20200+1300
163.	BASHIR AHMAD SHEIKH, ORDERLY	PB-1	5200-20200+1300
164.	DES RAJ, ORDERLY	PB-1	5200-20200+1300
165.	MOHAMMAD RAMZAN HAROON, ORDERLY	PB-1	5200-20200+1300
166.	AJAY KUMAR, ORDERLY	PB-1	5200-20200+1300
167.	KAKA JI BHAT, ORDERLY	PB-1	5200-20200+1300
168.	SUSHIL KUMAR(CLASS-IV), ORDERLY	PB-1	5200-20200+1300
169.	AJAZ AHMAD PARA, ORDERLY	PB-1	5200-20200+1300
170.	BILAL AHMAD LONE, ORDERLY	PB-1	5200-20200+1300
171.	HILAL AHMAD LONE, ORDERLY	PB-1	5200-20200+1300
172.	SUNIL KUMAR BHAT(CLASS-IV), ORDERLY	PB-1	5200-20200+1300
173.	MOHAMMAD ISMAIL DAR, ORDERLY	PB-1	5200-20200+1300
174.	YASHPAL SINGH, ORDERLY	PB-1	5200-20200+1300
175.	RAJ NATH PANDITA, ORDERLY	PB-1	5200-20200+1300
176.	HEENA MUMTAZ, CL IV, ORDERLY	PB-1	5200-20200+1300
177.	PARVINDER SINGH, CL IV, ORDERLY	PB-1	5200-20200+1300
178.	PARDEEP SINGH, CL IV, ORDERLY	PB-1	5200-20200+1300
179.	SONALI , CL IV, ORDERLY	PB-1	5200-20200+1300
180.	JASBINDER SINGH, ORDERLY	PB-1	5200-20200+1300
181.	M. ABDULLAH SOFI, GESTT. ASSISTANT	PB-1	5200-20200+2900
182.	TILAK RAJ (IV)-140, GESTT. ASSISTANT	PB-1	5200-20200+1900
183.	SHAFIQ AHMAD KHAN, GESTT. ASSISTANT	PB-1	5200-20200+1900
184.	NARESH KUMAR-I, GESTT. ASSISTANT	PB-1	5200-20200+1900
185.	MOHAMMAD TARIQ BHAT, NETWORK MANAGER	PB-2	9300-34800+4200
186.	PINKY RAINA, DRESSING ASSISTANT	PB-2	9300-34800+4200
187.	MANZOOR AHMAD GANAI, CL IV, JAMADAR GRADE-II		-IS,4440-7440 +1400
188.	AB. WAHID, JAMADAR GRADE-II		-IS,4440-7440 +1400
189.	HASINA BANO, JAMADAR GRADE-II		-IS,4440-7440 +1400
190.	AB. HAMID BHAT, JAMADAR GRADE-II		-IS,4440-7440 +1400
191.	GH. MOHAMMED WANI, JAMADAR GRADE-II		-IS,4440-7440 +1400
192.	BODH RAJ, JAMADAR GRADE-II		-IS,4440-7440 +1400
193.	SHAKUNTULA DEVI, JAMADAR GRADE-II		-IS,4440-7440 +1400
194.	MOHAMMED ASLAM SHEIKH, JAMADAR GRADE-II		-IS,4440-7440 +1400
195.	PARVAZ AHMAD SOFI, CL IV, JAMADAR GRADE-II		-IS,4440-7440 +1400
196.	AJAZ AHMAD WANI,GAZ, JAMADAR GRADE-II		-IS,4440-7440 +1400



