

~~HAM~~ ✓ 1/2 IT to e-office  
- AM HOD'S  
- AM M.S.S.  
- AM Desk officers  
- P/A

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

Subject: **Switching over of Heads of Departments to e-office-reg.**

**Circular No. 10-JK (GAD) of 2022**  
**Dated. 03.03.2022**

In terms of Government Order No. 820-JK(GAD) of 2021 dated 02.09.2021 followed by Circular No. 37-JK(GAD) of 2021 dated 20.09.2021, and Circular No. 44-JK(GAD) of 2021 dated 12.11.2021, all Heads of the Department were directed to switch over to e-office mode of working with assistance/hand holding from the Information Technology Department. In pursuance of these directions, all HoDs (move as well as non move) were provided the necessary assistance by the Information Technology Department, by way of provisioning of the VPN connections, creation of domain IDs (@jk.gov.in) and training of local admins/master trainers etc.

Notwithstanding the above said instructions, extension of timelines and the arrangements put in place, it has been observed that, many HoD offices are still not fully operational on e-office mode and continue to send physical files/daks to their respective Administrative Secretaries, a matter which has been viewed seriously by the authorities.

It is, accordingly, enjoined upon all Administrative Secretaries to direct HoDs working under their administrative control to immediately switch over to e-office mode of working. Further, no physical files/daks shall be entertained in the Civil Secretariat, J&K, w.e.f. 7<sup>th</sup> March, 2022.

Sd/-

**(Manoj Kumar Dwivedi) IAS**  
Principal Secretary to the Government

No.GAD-ADM0II/41/2021-09-GAD

Dated: 03.03.2022

Copy to the:

1. Financial Commissioner (Additional Chief Secretary), Finance Department.
2. Financial Commissioner (Additional Chief Secretary), Home Department.
3. Financial Commissioner (Additional Chief Secretary), Health & Medical Education Department.
4. Director General of Police, J&K.
5. All Principal Secretaries to the Government.
6. Principal Secretary to the Hon'ble Lieutenant Governor.
7. All Commissioner/Secretaries to the Government.
8. Chief Electoral Officer, J&K.

*Manoj Kumar Dwivedi*  
03.03.2022

9. Director General, IMPARD, J&K.  
10. Divisional Commissioner, Kashmir/Jammu.  
11. Chairperson, J&K Special Tribunal.  
12. Director Information, J&K.  
13. All Deputy Commissioners.  
14. All Heads of Department/Managing Directors/Secretary, Advisory Boards.  
15. Registrar General, J&K High Court, Jammu.  
16. Secretary, J&K Public Service Commission/SSB/BoPEE.  
17. Director, Estates, J&K.  
18. Director, Archives, Archeology and Museums.  
19. Secretary General, J&K Legislative Assembly.  
20. Secretary, J&K Academy of Art, Culture & Languages.  
21. General Manager, Government Press, Srinagar/Jammu.  
22. Private Secretary to the Chief Secretary.  
23. Private Secretary to Advisor (F) & (B) the Hon'ble Lieutenant Governor.  
24. Private Secretary to the Secretary to the Government, General Administration Department.  
25. Circular/Stock file/Website, GAD.

*Roopali Arora*  
03.03.2022  
(Roopali Arora)

Under Secretary to the Government

*20*  
*03/03*