



**GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
Civil Secretariat, J&K**

Subject: **4th Session of J&K Legislative Assembly, 2025 – Duty of Officers reg.**

Government Order No.1372-JK(GAD) of 2025

Dated:22.10.2025

The following officers are hereby deployed for taking note of all the points raised during the proceedings of the 4th Session of J&K Legislative Assembly, as per the dates indicated against each:

S. No.	Name of the Officer along-with designation and place of posting Mr.	Day & Date
1	Gulzar Ahmad Bhat, Deputy Secretary to the Government, Industries & Commerce Department	27th October, 2025 (Monday)
2	Suheel Ahmad Lone, Deputy Secretary to the Government, Jal Shakti Department	
3	Peer Zahid Ahmad, Deputy Secretary to the Government, School Education Department	28th October, 2025 (Tuesday)
4	Dr. Irfan Ali Khan, Deputy Secretary to the Government, Public Works (R&B) Department	
5	Dr. Suhayb Ahmad Wani, Deputy Secretary to the Government, Social Welfare Department	29th October, 2025 (Wednesday)
6	Javaid Ahmad Malik, Deputy Secretary to the Government, Department of Food, Civil Supplies & Consumer Affairs	
7	Murtaza Rashid, Deputy Secretary to the Government, Health & Medical Education Department	30th October, 2025 (Thursday)
8	Tahir Ahmad Magray, Deputy Secretary to the Government, Department of Rural Development & Panchayati Raj	
9	Ghulam Mohi-ud-Din, Deputy Secretary to the Government, Horticulture Department	31st October, 2025

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10	Nasir Bilal Shah Under Secretary to the Government, Agriculture Production Department	(Friday)
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It is further ordered that:

1. The officers shall take note of the issues/points raised in the concerned House and submit fifteen (15) copies of the same to Secretary, Department of Law, Justice & Parliamentary Affairs and five (5) copies to General Administration Department on the same day.
2. The officers shall also forward an extract of the points raised to the concerned Departments on the same day for necessary action as required. The concerned Departments shall immediately send response to the concerned MLA in respect of points raised.
3. As and when the House extends the proceedings for the 2nd sitting on any particular day, the concerned officers who have been detailed for the duty on the said date shall attend the 2nd sitting as well.

The concerned Administrative Secretaries shall ensure that no leave, whatsoever, is granted to the aforesaid officers on the date of their duty except with the prior approval of the Chief Secretary. Where such leave is granted (for an extraordinary reason), the concerned Administrative Secretary shall depute another officer of his/her Department for recording the proceedings of the House under intimation to the Secretary, Legislative Assembly and the General Administration Department.

By Order of the Government of Jammu and Kashmir.

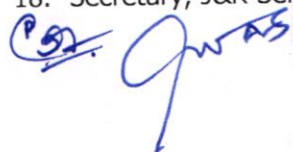
Sd/-
(M. Raju) IAS

Commissioner/Secretary to the Government
Dated: 22.10.2025

No. GAD-ADM01/3/2025-09-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. Principal Secretary to the Hon'ble Lieutenant Governor, J&K.
5. All Commissioner/Secretaries to the Government.
6. Chief Electoral Officer, J&K.
7. Divisional Commissioner, Kashmir/Jammu.
8. Resident Commissioner, J&K Government, New Delhi.
9. Director, J&K Institute of Management, Public Administration and Rural Development.
10. All Deputy Commissioners.
11. Chairman, J&K Special Tribunal.
12. Director Information, J&K.
13. All Heads of the Departments/Managing Directors of all PSUs/Corporations/Boards.
14. Secretary, J&K Public Service Commission.
15. Director, Archives, Archaeology and Museums, J&K.
16. Director Estates, Kashmir/Jammu.
17. Secretary, J&K Legislative Assembly.
18. Secretary, J&K Services Selection Board/BoPEE.



19. OSD/Private Secretary to Hon'ble Chief Minister, J&K.
20. Additional Secretary to Hon'ble Deputy Chief Minister, J&K.
21. General Manager, J&K Ranbir Press.
22. Private Secretary to Chief Secretary, J&K.
23. Private Secretaries to all Hon'ble Ministers.
24. Private Secretary to Commissioner/Secretary to the Government, GAD.
25. Government Order/Stock file/Website, GAD. **"Hindi and Urdu Versions shall follow."**

(Shakeeb Arsalan) 22/10/15
Under Secretary to the Government
PS 22/10
GRAS 22/10