



**GOVERNMENT OF JAMMU AND KASHMIR  
GENERAL ADMINISTRATION DEPARTMENT  
(ADMINISTRATION)  
CIVIL SECRETARIAT, J&K**

Subject: **Roster of Administrative Secretaries for the month of December, 2025 to January, 2026, at Civil Secretariat, Srinagar.**

**Government Order No.1521-JK(GAD) of 2025  
Dated:25.11.2025**

It is hereby ordered that the following Administrative Secretaries shall remain available at Civil Secretariat, Srinagar, for the month of December, 2025 – January, 2026, as per the following roster:

S. No.	Name of the officer with designation and place of posting Mr./Ms.	Period
1.	<b>Saurabh Bhagat, IAS</b> Commissioner/Secretary to the Government, Department of Food, Civil Supplies & Consumer Affairs.	<b>1<sup>st</sup> to 5<sup>th</sup> December, 2025</b>
	<b>Sarmad Hafeez, IAS</b> Commissioner/Secretary to the Government, Social Welfare Department.	
2.	<b>Santosh Dattatraya Vaidya, IAS</b> Principal Secretary to the Government, Finance Department	<b>8<sup>th</sup> to 12<sup>th</sup> December, 2025</b>
	<b>Zubair Ahmad, JKAS</b> Commissioner/Secretary to the Government, Department of Floriculture, Parks & Gardens	
3.	<b>Chandraker Bharti, IAS</b> Principal Secretary to the Government, Home Department	<b>15<sup>th</sup> to 19<sup>th</sup> December, 2025</b>
	<b>Kumar Rajeev Ranjan, IAS</b> Administrative Secretary, Labour & Employment Department	
4.	<b>Niraj Kumar, IAS</b> Secretary to the Government, Public Grievances Department.	<b>22<sup>nd</sup> to 26<sup>th</sup> December, 2025</b>
	<b>Avny Lavasa, IAS</b> Administrative Secretary, Transport Department	

5.	<b>Prasanna Ramaswamy G, IAS</b> Secretary to the Government, Tribal Affairs Department	<b>29<sup>th</sup> December, 2025 to 2<sup>nd</sup> January, 2026</b>
	<b>Ram Niwas Sharma, IAS,</b> Secretary to the Government, School Education Department	

**By Order of the Government of Jammu and Kashmir.**

**Sd/-  
(M. Raju) IAS**

Commissioner/Secretary to the Government  
Dated: 25.11.2025

No. GAD-ADM0III/123/2025-01-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 General Estates, Kashmir/Jammu.
16. Director, Archives, Archaeology and Museums, J&K.
17. Secretary, J&K Legislative Assembly.
18. Secretary, J&K Services Selection Board/BoPEE.
19. OSD to Hon'ble Deputy Chief Minister, J&K.
20. OSD/Private Secretary to Hon'ble Chief Minister, J&K.
21. Senior Superintendent of Police (Security) Civil Secretariat, Srinagar.
22. General Manager, J&K Ranbir Press.
23. Private Secretary to Chief Secretary, J&K.
24. Private Secretaries to all Hon'ble Ministers.
25. Private Secretary to Commissioner/Secretary to the Government, GAD.
26. Private Secretary to the Advisor to Hon'ble Chief Minister, J&K.
27. Government Order/Stock file/Website, GAD. **"Hindi and Urdu Versions shall follow."**

  
**(Rohit Sharma) JKAS**  
Additional Secretary to the Government  
 25/11  
 25/11