

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

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 20th 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

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/Jammu and Kashmir Administrative Service.
- (ii) Coordination of working of different Departments of Government.
- (iii) Cabinet work.
- (iv) Services Selection Board.
- (iv) Personnel administration.
- (v) Public Service Commission.
- (vi) Secretariat administration.
- (vii) 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 279 of 2012 dated 30.08.2012.

The Public Information Officer (PIO) in case of issues pertaining to GAD is **Shri Imteeaz Kacho**, Deputy Secretary to Government, General Administration Department (Administration and Monitoring) **Shri Raeis Ahmad Bhat**, Under Secretary to Government, General Administration Department (Services (KAS) and Cabinet) **Ms. Sonam Chhosdon**, Under Secretary to Government, General Administration Department (Coordination and Vigilance Sections) **Shri Iftikhar Rasool Hamdani**, Under Secretary to Government, General Administration Department (Establishment, Accounts and all compassionate appointment (SRO-43) cases) **Shri Amrik Singh**, Under Secretary to Government, General Administration Department (Services (IAS) and Public Services Guarantee Act) **Shri Sajad-un-Nabi**, Public Law Office General Administration Department (Legal).

The **Shri Subash Chander Chhibber**, KAS Additional Secretary to Government, General Administration Department is the 1st 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

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

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 Special Secretary/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.

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.

Chapter – 4

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

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. **State Vigilance Organization.**
4. **J&K IMPA**

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>

1. 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.

2. 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/>

5. 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/>

Chapter – 5

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

Public Information Officers:

1

1.	Name	Shri Imteaz Ahmad Kacho
2.	Designation	Under Secretary to Government, GAD
3.	Work Assignment	Relating to Administration and Monitoring
4.	STD Code	Jammu – 0191 Srinagar – 0194
5.	Ph. No. Office	Jammu – 2545702 Srinagar – 2506066
6.	Fax	Same
7.	Email	imtiaskacho@gmail.com
8.	Address	General Administration Department

2

1.	Name	Shri Raeis Ahmad Bhat
2.	Designation	Under Secretary to Government, GAD
3.	Work Assignment	Relating to Services (KAS) and Cabinet
4.	STD Code	Jammu – 0191 Srinagar – 0194
5.	Ph. No. Office	Jammu – 2545702 Srinagar – 2506066
6.	Fax	Same
7.	Email	mail2raeis@gmail.com
8.	Address	General Administration Department

3

1.	Name	Ms. Sonam Chhasdon
2.	Designation	Under Secretary to Government, GAD
3.	Work Assignment	Relating to Coordination and Vigilance
4.	STD Code	Jammu – 0191 Srinagar – 0194
5.	Ph. No. Office	Jammu – 2545702 Srinagar – 2506066
6.	Fax	Same
7.	Email	
8.	Address	General Administration Department

4.

1.	Name	Shri Iftikhar Rasool Hamdani
2.	Designation	Under Secretary to Government, GAD
3.	Work Assignment	Relating to Establishment, Accounts and All compassionate appointment (SRO-43) cases.
4.	STD Code	Jammu – 0191 Srinagar – 0194
5.	Ph. No. Office	Jammu – 2545702 Srinagar – 2506066
6.	Fax	Same
7.	Email	hamdaniiftikharrasool@gmail.com
8.	Address	General Administration Department

5.

1.	Name	Shri Amrik Singh
2.	Designation	Under Secretary to Government, GAD
3.	Work Assignment	Relating to Services (IAS) and Public Service Guarantee Act
4.	STD Code	Jammu – 0191 Srinagar – 0194
5.	Ph. No. Office	Jammu – 2545702 Srinagar – 2506066
6.	Fax	Same
7.	Email	
8.	Address	General Administration Department

6.

1.	Name	Shri Sajad-un-Nabi
2.	Designation	Public Law Officer, GAD
3.	Work Assignment	Relating to Legal.
4.	STD Code	Jammu – 0191 Srinagar – 0194
5.	Ph. No. Office	Jammu – 2545702 Srinagar – 2506066
6.	Fax	Same
7.	Email	Sajad76@gmail.com
8.	Address	General Administration Department

1st Appellate Authority:

1.	Name	Shri Subash Chander Chhibber, KAS
2.	Designation	Additional Secretary to Government
3.	STD Code	Jammu – 0191 Srinagar – 0194
4.	Ph. No. Office	Jammu – 2546569 Srinagar – 2506153
5.	Fax	Jammu – 2545702 Srinagar – 2506066
6.	Email	sc.chibber@gmail.com
7.	Address	General Administration Department

Chapter – 6

The net monthly remuneration (excluding GPF & other deductions) received by each of the officers and employees of the General Administration Department

S.No.	Name	Designation	Pay Band	Grade
1.	Braj Raj Sharma, IAS	Chief Secretary	Consolidated @79000	
2.	Sandeep Kumar Naik, IAS		Consolidated @79000	
3.	Khurshid Ahmad Shah, IAS	Commr./Secretary	PB4	37400-67000+8700
4.	Ashok Kumar Parmar, IAS		PB4	37400-67000+10000
5.	Ms. Tasneem Maajid, IAS		PB4	37400-67000+8700
6.	Sheikh Arshad Ayub, KAS	Special Secretary	PB3	15600-39100+7600
7.	Ghulam Rasool Mir, KAS	Addl. Secretary	PB3	15600-39100+7600
8.	Pankaj Magotra, KAS	Addl. Secretary	PB3	15600-39100+7600
9.	Bashir Ahmad Lone, KAS	Addl. Secretary	PB3	15600-39100+6600
10.	Subash Chander Chibber, KAS	Addl. Secretary	PB3	15600-39100+7600
11.	Tahir Hussain	FA/CAO	PB3	15600-39100+7600
12.	Ideel Saleem	Deputy Secretary	PB3	15600-39100+6600
13.	Imteeaz Ahmad Khan, KAS	Deputy Secretary	PB3	15600-39100+6600
14.	Baseer ul Haq	IAS (PROBATIONER)	PB2	9300-34800+5400
15.	Ch. Mohd. Yaseen	IAS (PROBATIONER)	PB2	9300-34800+5400
16.	Sachin Kumar	IAS (PROBATIONER)	PB2	9300-34800+5400
17.	Tarun Sharma	Private Secretary	PB2	9300-67000+5200
18.	Shakeel Ahmad OMC	Private Secretary	PB2	9300-34800+4800
19.	Iftikhar Rasool Hamdani	Under Secretary	PB2	9300-34800+4800
20.	Babita Kumari Pandit	Private Secretary	PB2	9300-34800+4800
21.	Praduman Krishan Raina	Private Secretary	PB2	9300-34800+4800
22.	Mohammad Sameed Wani	Private Secretary	PB2	9300-34800+4800
23.	Peerzada Shabir Ahmad	I/C Private Secretary	PB2	9300-34800+4600
24.	Ghulam Hassan Thokar	I/C Private Secretary	PB2	9300-34800+4600
25.	Anjali Fotedar	Under Secretary	PB2	9300-34800+4800
26.	Amrik Singh	Under Secretary	PB2	9300-34800+4600
27.	Mohammad Ishaq Saboon	Asstt. Director	PB2	9300-67000+5200
28.	Kumar Ji Raina	Asstt. Accounts Officer	PB2	9300-34800+4600
29.	Sumeerji Bhat	Asstt. Accounts Officer	PB2	9300-34800+4220
30.	Ab. Rashid Shah	Section Officer	PB2	9300-34800+4200
31.	Rohi John	Librarian	PB2	9300-34800+4300
32.	Baha-ud-din	Section Officer	PB2	9300-34800+4600
33.	Ramesh Kumar Raina	Section Officer	PB2	9300-34800+4600
34.	Manzoor Ahmad Jan	Section Officer	PB2	9300-34800+4600

35.	Venus Sethi	Section Officer	PB2	9300-34800+4600
36.	Anjali Koul	Section Officer	PB2	9300-34800+4600
37.	Mohan Singh	Section Officer	PB2	9300-34800+4600
38.	Sanjeev Kumar	Section Officer	PB2	9300-34800+4600
39.	Ravi Kumar	Section Officer	PB2	9300-34800+4600
40.	Asif Rashid Wani	Section Officer	PB2	9300-34800+4200
41.	Mohammed Sayed Mir	Section Officer	PB2	9300-34800+4600
42.	Hamid Hameed	Section Officer	PB2	9300-34800+4600
43.	Imtiyaz Ahmad Wani	Section Officer	PB2	9300-34800+4600
44.	Mohammad Ayoub Sofi	Senior Steno	PB2	9300-34800+4600
45.	Naresh Kumar	Senior Steno	PB2	9300-34800+4600
46.	Poonam Baala	Senior Steno	PB2	9300-34800+4600
47.	Rifat Anjum	Senior Steno	PB2	9300-34800+4600
48.	Taha Hussain	Senior Steno	PB2	9300-34800+4600
49.	Mulkh Raj Sharma	Senior Steno	PB2	9300-34800+4600
50.	Mushtaq Ahmad Naika	Statistical Officer	PB2	9300-34800+4600
51.	Swarn Singh	Statistical Officer	PB2	9300-34800+4600
52.	Khurshid Ahmad Dar	Accountant	PB2	9300-34800+4220
53.	Rakesh Kumar	Head Assistant	PB2	5200-20200+2400
54.	Abdul Rashid Lone	Head Assistant	PB2	9300-34800+4200
55.	Abdul Hamid Dhobi	Head Assistant	PB2	9300-34800+4200
56.	Javid Ahmad Zargar	Head Assistant	PB2	9300-34800+4200
57.	Javid Ahmad Punjabi	Head Assistant	PB2	9300-34800+4200
58.	Mukhtar Ahmad Bhat	Head Assistant	PB2	9300-34800+4200
59.	Ashok kumar	Head Assistant	PB2	9300-34800+4200
60.	Swarn Singh	Head Assistant	PB2	9300-34800+4200
61.	Mushtaq Ahmad Wani	Head Assistant	PB2	9300-34800+4200
62.	Sham Lal	Head Assistant	PB2	9300-34800+4200
63.	Kirni Turki	Head Assistant	PB2	9300-34800+4200
64.	Meenakshi Raina	Head Assistant	PB2	9300-34800+4200
65.	Raj Kumar	Head Assistant	PB2	9300-34800+4200
66.	Hakeem Shakeel Ahmad	Head Assistant	PB2	9300-34800+4200
67.	Dalip Singh	Head Assistant	PB2	9300-34800+4200
68.	Syed Feroz Ahmad	Head Assistant	PB2	9300-34800+4200
69.	Syed Bilal Ahmad	Head Assistant	PB2	9300-34800+4200
70.	Kabir Ahmad	Head Assistant	PB2	9300-34800+4200
71.	Manju Sharma	Head Assistant	PB2	9300-34800+4200
72.	Shaima Nargis	Head Assistant	PB2	9300-34800+4200
73.	Kaki Bhan	Head Assistant	PB2	9300-34800+4200
74.	Sunita Moza	Head Assistant	PB2	9300-34800+4200
75.	Geeta Sharma	Head Assistant	PB2	9300-34800+4200

76.	Muzafar Nabi Wani	Head Assistant	PB2	5200-20200+2400
77.	Zubair Ahmad Yazdani	Head Assistant	PB2	5200-20200+2400
78.	Mushtaq Ahmad Mir	Head Assistant	PB2	5200-20200+2400
79.	Mohammed Iqbal Bhat	Head Assistant	PB2	9300-34800+4200
80.	Abdul Hamid	Head Assistant	PB2	9300-34800+4200
81.	Pawan Kumar	Head Assistant	PB2	9300-34800+4200
82.	Iqbal Ahmad Sheikh	Head Assistant	PB2	5200-20200+2400
83.	Niteen Gupta	Head Assistant	PB2	9300-34800+4200
84.	Mustyara Javid	Head Assistant	PB2	9300-34800+4200
85.	Nazir Ahmad Bhat	Head Assistant	PB2	9300-34800+4200
86.	Naresh Kumar	Head Assistant	PB2	9300-34800+4200
87.	Fayaz Ahmad Mir	Head Assistant	PB2	9300-34800+4200
88.	Bilal Ahmad Bhat	Head Assistant	PB2	9300-34800+4200
89.	Madan Lal	Sts. Assistant	PB2	9300-34800+4200
90.	Mushtaq Ahmad Lala	Dispatch Rider	PB2	9300-34800+4200
91.	Mohinder Paul	Junior KAS	PB2	9300-34800+4800
92.	Sonika Parihar	Junior KAS	PB2	9300-34800+4800
93.	Kashif Altaf Bhat	Junior KAS	PB2	9300-34800+4800
94.	Varun Bhasin	Junior KAS	PB2	9300-34800+4800
95.	Sandeep Kumar	Junior KAS	PB2	9300-34800+4800
96.	Mohammad Rafie	Junior KAS	PB2	9300-34800+4800
97.	Pinky Raina	Dressing Asstt.	PB2	9300-34800+4200
98.	Mohd. Tariq Bhat	Network Manager	PB2	9300-34800+4300
99.	Tsering Angmo	Pvt. Secretary	PB2	9300-34800+4800
100.	Jan Mohammad	Pvt. Secretary	PB2	9300-34800+4600
101.	Lekh Raj	Junior KAS	PB2	9300-34800+4800
102.	Shubhi Tabasum	Under Secretary	PB2	9300-34800+4800
103.	Raies Ah Bhat	US	PB2	9300-34800+4800
104.	Sonam Chhosdan	US	PB2	9300-34800+4800
105.	Sajad Un Nabi Gashoo	ALR/PLO	PB2	9300-34800+4800
106.	Mohd Ubaid Hassan	JSS	PB2	9300-34800+4200
107.	Mohammad Arshid Wani	JSS	PB2	9300-34800+4200
108.	Shoket Latief Khan	Statistical Assistant	PB2	9300-34800+4200
109.	Kapil Kohli	Head Assistant	PB1	5200-20200+2400
110.	Mirza Ashiq Hussain	Accounts Assistant	PB1	9300-34800+2800
111.	Gh. Hassan Bangroo	Dispatch Rider	PB1	5200-20200+1900
112.	Dilraj Singh	Dispatch Rider	PB1	5200-20200+1900
113.	Nirmala Kumari	Library Assistant	PB1	5200-20200+2800
114.	Neelam Devi	Senior Assistant	PB1	5200-20200+2400
115.	Tilak Raj	Senior Assistant	PB1	5200-20200+2800
116.	Shahid Hussain	Senior Assistant	PB1	5200-20200+2800

117.	Bilal Ahmad Bhat	Senior Assistant	PB1	5200-20200+2400
118.	Rakesh Singh	Senior Assistant	PB1	5200-20200+2400
119.	MulK Raj	Senior Assistant	PB1	5200-20200+2400
120.	Mehraj-ud-din Wangoo	Senior Assistant	PB1	5200-20200+2400
121.	Sheela Tickoo	Senior Assistant	PB1	5200-20200+2800
122.	Mohammad Aftab	Senior Assistant	PB1	5200-20200+2400
123.	Sushma Devi	Senior Assistant	PB1	5200-20200+2800
124.	Mukinder Kumar	Senior Assistant	PB1	5200-20200+2400
125.	Babita Kumari Tickoo	Senior Assistant	PB1	5200-20200+2800
126.	Gotam Sharma	Senior Assistant	PB1	5200-20200+2400
127.	Neelofar Jan	Senior Assistant	PB1	5200-20200+2400
128.	Vikrant Singh	Senior Assistant	PB1	5200-20200+2400
129.	Basanti Koul	Senior Assistant	PB1	5200-20200+2400
130.	Sunil Kumar Bhat	Senior Assistant	PB1	5200-20200+2400
131.	Shafiq Ahmad Shah	Jr. Assistant	PB1	5200-20200+2400
132.	Joginder Khanna	Jr. Assistant	PB1	5200-20200+1900
133.	Ab. Rashid Hajam	Jr. Assistant	PB1	5200-20200+1900
134.	Sanjay Sharma	Jr. Assistant	PB1	5200-20200+1900
135.	Kirpal Singh	Jr. Assistant	PB1	5200-20200+1900
136.	Shaheen	Jr. Assistant	PB1	5200-20200+2400
137.	Imtiyaz Ahmad Khan	Jr. Assistant	PB1	5200-20200+1900
138.	Kewal Krishan	Jr. Assistant	PB1	5200-20200+1900
139.	Hans Raj Sharma	Jr. Assistant	PB1	5200-20200+2800
140.	Ab. Majeed Dar	Jr. Assistant	PB1	5200-20200+2800
141.	Roheela	Jr. Assistant	PB1	5200-20200+2800
142.	Leelam Sharma	Jr. Assistant	PB1	5200-20200+2800
143.	Tasleema Banoo	Jr. Assistant	PB1	5200-20200+2800
144.	Davood Bashir	Jr. Assistant	PB1	5200-20200+1900
145.	Bilal Ahmad Lone	Jr. Assistant	PB1	5200-20200+1900
146.	Paramjeet Singh	Jr. Assistant	PB1	5200-20200+2400
147.	Arshid Wali Ahangar	Jr. Assistant	PB1	5200-20200+1900
148.	Shafiq Ahmad Khan	Gest. Assistant	PB1	5200-20200+2400
149.	Naresh Kumar	Gest. Assistant	PB1	5200-20200+1900
150.	Mohd. Azam	Daftari	PB1	5200-20200+1900
151.	Mohd. Shafi Shah	Jamadar	PB1	5200-20200+1800
152.	Maqbool Hussain	Jamadar	PB1	5200-20200+1800
153.	Narain Dass	Orderly	PB1	5200-20200+1900
154.	Mohd. Shafi Pir	Orderly	PB1	5200-20200+1800
155.	Nazir Ahmad Thokar	Orderly	PB1	5200-20200+1800
156.	Mohd. Rafiq Khan	Orderly	PB1	5200-20200+1800
157.	Ab. Khaliq Dhobi	Orderly	PB1	5200-20200+1900

158.	Faquir Chand	Orderly	PB1	5200-20200+1800
159.	Manzoor Ahmad Sheikh	Orderly	PB1	5200-20200+1800
160.	Gh. Mohd. Wani	Jamadar	PB1	5200-20200+1800
161.	Ajaz Ahmad Wani	Jamadar	PB1	5200-20200+1800
162.	Ab Rashid Bhat	Acctts/Asst	PB1	5200-20200+2800
163.	Yavour Ahmed	Senior Asstt.	PB1	5200-20200+2400
164.	Mohd Altaf Wani	Junior Assistant	PB1	5200-20200+1900
165.	Anil S. Manhas	Junior Assistant	PB1	5200-20200+1900
166.	Rakesh Kumar w)	Junior Assistant	PB1	5200-20200+1900
167.	Sami Ullah Ahanger	Junior Assistant	PB1	5200-20200+1900
168.	Vikas Sharma	Junior Assistant	PB1	5200-20200+1900
169.	Faheem Ali	Junior Assistant	PB1	5200-20200+1900
170.	Younus Ah Lone	Junior Assistant	PB1	5200-20200+1900
171.	Avtar Krishan	Junior Assistant	PB1	5200-20200+1900
172.	Javid Ah Ganayee	Junior Assistant	PB1	5200-20200+1900
173.	Khurshid Ah wani	Junior Assistant	PB1	5200-20200+1900
174.	Sudesh Kumar	Junior Assistant	PB1	5200-20200+1900
175.	Moh'd Ifthikar Ali Bhat	Junior Assistant	PB1	5200-20200+1900
176.	Sultan Salahuddin	Junior Assistant	PB1	5200-20200+1900
177.	Mohsin Nabi Khan	Junior Assistant	PB1	5200-20200+1900
178.	Imtiyaz Hussain Malla	Junior Assistant	PB1	5200-20200+1900
179.	Syed Asif Jeelani Baihaki	Junior Assistant	PB1	5200-20200+1900
180.	Mehraj-Ud-Din Chalkoo	Junior Assistant	PB1	5200-20200+1900
181.	Vijay Kumar	Junior Assistant	PB1	5200-20200+1900
182.	Iqbal Singh	Junior Assistant	PB1	5200-20200+1900
183.	Priyanka Raina	Junior Assistant	PB1	5200-20200+1900
184.	Raj Kumar	Junior Assistant	PB1	5200-20200+1900
185.	Subash Chnader	Junior Assistant	PB1	5200-20200+1900
186.	Umer Maqbool	Junior Assistant	PB1	5200-20200+1900
187.	Parveen	Junior Assistant	PB1	5200-20200+1900
188.	Sarika Angurana	Junior Assistant	PB1	5200-20200+1900
189.	Rinkal Basliya	Junior Assistant	PB1	5200-20200+1900
190.	M Younis Bhat	Junior Assistant	PB1	5200-20200+1900
191.	Rashpaul Singh	Junior Assistant	PB1	5200-20200+1900
192.	Satvinder Singh	Junior Assistant	PB1	5200-20200+1900
193.	Shabeer Ibrahim Bhat	Junior Assistant	PB1	5200-20200+1900
194.	Ashaq Afzal Bhat	Junior Assistant	PB1	5200-20200+1900
195.	Mohd Saleem Khan	Junior Assistant	PB1	5200-20200+1900
196.	Nazir Ahmed Khan	Junior Assistant	PB1	5200-20200+1900
197.	Talak Aziz	Junior Assistant	PB1	5200-20200+1900
198.	Ruhista Afzal	Junior Assistant	PB1	5200-20200+1900

199.	Mansoor Akhtar Nayak	Junior Assistant	PB1	5200-20200+1900
200.	Arun Sharma	Junior Assistant	PB1	5200-20200+1900
201.	Vijay Aga	Junior Assistant	PB1	5200-20200+1900
202.	Sahil Khajuria	Junior Assistant	PB1	5200-20200+1900
203.	Ramesh Lal	Junior Assistant	PB1	5200-20200+1900
204.	Satinder Singh	Junior Assistant	PB1	5200-20200+1900
205.	Anita Sharma	Junior Assistant	PB1	5200-20200+1900
206.	Abdul Wahid	Junior Assistant	PB1	5200-20200+1900
207.	Ravinder Kumar	Junior Assistant	PB1	5200-20200+1900
208.	Anchal Kapoor	Acctts/Asst	PB1	5200-20200+2800
209.	Pankaj Kumar	Junior Assistant	PB1	5200-20200+1900
210.	Sajad Hussain	Acctts/Asst	PB1	5200-20200+2800
211.	Waseem Khanday	Junior Assistant	PB1	5200-20200+1900
212.	Puneet Kumar Lakhnotra	Junior Assistant	PB1	5200-20200+1900
213.	Rouf Ahmad Jan	I/C H/A	PB1	5200-20200+2400
214.	Varun Sharma	Junior Assistant	PB1	5200-20200+1900
215.	Aqib Yousuf Wani	Junior Assistant	PB1	5200-20200+1900
216.	Mushtaq Ahmad Bhat	Jamadar	1S	4440-7440+1400
217.	Abdul Reman Wagay	Jamadar	1S	4440-7440+1400
218.	Ajaz Ahmad Para	Orderly	1S	4440-7440+1400
219.	Mohd. Younis Dar	Orderly	1S	4440-7440+1300
220.	Ab. Ahad Malik	Orderly	1S	4440-7440+1400
221.	Shakuntla Devi	Jamadar	1S	4440-7440+1400
222.	Prithvi Raj	Jamadar	1S	4440-7440+1300
223.	Parvez Ahmad Sofi	Jamadar	1S	4440-7440+1400
224.	Ab. Ghani Bhat	Orderly	1S	4440-7440+1300
225.	Razia Begum	Orderly	1S	4440-7440+1300
226.	Bodh Raj	Orderly	1S	4440-7440+1400
227.	Zahoor Ahmed Tali	Jamadar II	1S	4440-7440+1400
228.	Ashish Dhar	Orderly	1S	4440-7440+1300
229.	Nusrat	Orderly	1S	4440-7440+1300
230.	Harvinder Singh Mehta	Orderly	1S	4440-7440+1300
231.	Nusrat Javed	Orderly	1S	4440-7440+1300
232.	Himmat Raj	Orderly	1S	4440-7440+1300
233.	Asif Amin	Orderly	1S	4440-7440+1300
234.	Nadia Shameem	Orderly	1S	4440-7440+1300
235.	Abdur Rouf Laway	Orderly	1S	4440-7440+1300
236.	Komal Bhagat	Orderly	1S	4440-7440+1300
237.	Ganesh Dutt	Orderly	1S	4440-7440+1300
238.	Vijay Singh	Orderly	1S	4440-7440+1300
239.	Pushbinder Singh	Orderly	1S	4440-7440+1300

240.	Soba Ram	Orderly	1S	4440-7440+1300
241.	Yasir Fayaz Lone	Orderly	1S	4440-7440+1300
242.	Bilal Ahmed Wani	Orderly	1S	4440-7440+1300
243.	Zahid Mohd Wani	Orderly	1S	4440-7440+1300
244.	Maneesh Kumar Sharma	Orderly	1S	4440-7440+1300
245.	Bashir Ahmad	Orderly	1S	4440-7440+1300
246.	Mohd Tousif	Orderly	1S	4440-7440+1300