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**Government of Jammu and Kashmir
Civil Secretariat Home Department.**

Subject: Security Measures for avoiding Fire/theft incidents in the Civil Secretariat.

Reference: General Administration Department Circular Nos: 19-GAD of 2013 dated 29.08.2013 and 41-GAD of 2013 dated 23.12.2013.

Office Order No: 42 -Home of 2014

Dated: 26 .03 .2014.

It is hereby ordered that:-

- (i) Section officer (Admn), Home Department shall be responsible for ensuring proper maintenance of Electronic gadgets and wiring, thereto. In case of any fault, he shall bring the same to the notice of the concerned for immediate rectification. He shall ensure that all the Electronic Gadgets are switched off before closure of the offices.
- (ii) Shri Mushtaq Ahmad, Farash shall collect the keys of the clerical hall and offices of the officers in the Home Department before the closure on every day and hand over the same to the Security Personnel against proper receipt .

By Order.


(Sarib Sahran)KAS

Under Secretary to Government,
Home Department.
Email.us.jkhome@gmail.com

No: Home/Adm/05/2014

Dated: 26 .03 .2014.

Copy to the :-

- (i) Secretary (Technical) Home
- (ii) Special Secretary (A)
- (iii) Additional Secretary (S)
- (iv) Deputy Secretary (A/M)
- (v) All Under Secretaries.
- (vi) Pvt. Secretary to Principal Secretary Home.
- (vii) All Section Officers of Home Deptt.
- (viii) P.A to CCML.
- (ix) Shri Mushtaq Ahmad, Farash for compliance.