

**Government of Jammu and Kashmir**  
**Home Department**  
Civil Secretariat, Srinagar

**Subject:- Official communication through e-mails only.**

**Circular No. 03 of 2021**

**Dated:- 20.07.2021**

The instructions for adoption of electronic communication for sending and receiving official communications have been earlier notified vide Circular No.02 of 2020 dated 29.07.2020. However, it has been noticed that the guidelines to be adopted while communicating with the Home Department are still not being followed by the departments in letter & spirit.

As such, the following guidelines for communicating with Home Department are once again re-iterated for the implementation by all the departments:-

1. All HoDs of Home Department will henceforth communicate with Home Department entirely through the medium of e-mail, wherein all scanned copies can be attached. The e-mail addresses given below should be used for sending any communication to J&K Home Department, as per the subject matter of the communication, and only the communications received through these e-mails shall be treated as authentic and will be acted upon. This would, however, not apply to correspondence categorized as Secret / Confidential or any specific matter that is considered appropriate only for delivery by hand to the Principal Secretary Home:-

S.No.	Subject Matter	E-mail
01	Financial matters	manav.gupta@jk.gov.in
02	Internal Security Matters	khalid.majeed.36@jk.gov.in
03	Planning Matters	munishsharma.01@jk.gov.in
04	All other Matters	home-jk@nic.in

2. Further, any communication from Home Department to the HoDs of Home Department shall be made on official email addresses given below, which have been collected from respective HoDs.

S.No.	Department	E-mail address
1	Police Headquarters	<a href="mailto:phqjk@jkpolice.gov.in">phqjk@jkpolice.gov.in</a>
2	Prisons Department	<a href="mailto:prison-jk@nic.in">prison-jk@nic.in</a>
3	Fire & Emergency	<a href="mailto:recp-fnes@jk.gov.in">recp-fnes@jk.gov.in</a>
4	Prosecution	<a href="mailto:dg-prosecution@jk.gov.in">dg-prosecution@jk.gov.in</a>
5	Police Housing Corporation	<a href="mailto:jk.policehousing@jkpolice.gov.in">jk.policehousing@jkpolice.gov.in</a>
6	Forensic Science Laboratory	<a href="mailto:dirfsljk@jkpolice.gov.in">dirfsljk@jkpolice.gov.in</a>
7	Sainik Welfare Department	<a href="mailto:director-11@jk.gov.in">director-11@jk.gov.in</a>
8	Defence Labour Procurement	<a href="mailto:director.dlpd@jk.gov.in">director.dlpd@jk.gov.in</a>

-Sd/-

(Shaleen Kabra) IAS

Principal Secretary to the Government

No:- Home/Grievance-Cell/2019

Dated:- 28 .07.2021

Copy to the:-

1. Director General of Police, J&K, Srinagar.
2. Director General of Police, (Prisons), J&K, Srinagar.
3. Director Fire & Emergency Services, J&K, Srinagar.
4. Special Director General of Police, CID, J&K, Srinagar.
5. Director General, Prosecution, J&K, Srinagar.
6. Director, Forensic Science Laboratory, J&K, Srinagar.
7. Director, Sainik Welfare Department, J&K, Jammu.
8. Director, Defence Labour Procurement, J&K, Srinagar.
9. All Officers of Home Department.
10. Private Secretary to Principal Secretary to the Government, Home Department.
11. I/C website.
12. Stock file w.2.sc.

(Qazi Irfan), KAS

Additional Secretary to the Government  
Home Department

*[Handwritten signature and stamp]*  
K/7018/2021