

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

Subject:- Official communication through e-mails only.

Circular No. 02 of 2020
Dated:-29-07-2020

It has been observed that in the present times, regular Dak is being received after a long gap leading to inadvertent delay in addressing various matters. As such, it has become imperative to completely adapt to the electronic communication for sending and receiving official communications. Indeed there is added advantage of certainty and timeliness.

It is, therefore, impressed upon all HoDs of Home Department that henceforth, the communication with Home Department shall be 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	<i>manav.gupta@jk.gov.in</i>
02	Internal Security Matters	<i>khalid.majeed.36@jk.gov.in</i>
03	All other Matters	<i>home-jk@nic.in</i>

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. The HoDs who have applied for the email ids

(@gov.in / @nic.in) are requested to provide the official email ids as and when the same are activated/received.

S.No	Department	Email address
1	Police Headquarters	<u>phqjk@jkpolice.gov.in</u>
2	Prisons Department	<u>prison-jk@nic.in</u>
3	Fire & Emergency	Awaited
4	Prosecution	<u>dg-prosecution@jk.gov.in</u>
5	Police Housing Corporation	Awaited
6	Forensic Science Laboratory	<u>dirfsljk@jkpolice.gov.in</u>
7	Sainik Welfare Department	<u>director-11@jk.gov.in</u>
8	Defense Labour Procurement	Awaited


Sd/-
(Shaleen Kabra) IAS
Principal Secretary to the Government

No:- Home Home/Grievance-Cell/2019

Dated:- 29-07-2020

Copy to the:-

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


29-07-2020
Gurpreet Singh (KAS)
Deputy Secretary to the Government