

Government of Jammu and Kashmir
Home Department
Civil Secretariat, J&K

Subject: Instructions regarding disposal of Dak-Receipts.

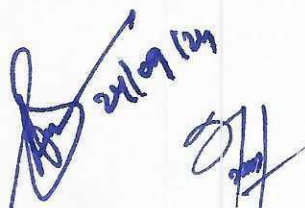
Circular No: 04-Home of 2024
Dated: 24.09.2024

The Manual of Secretariat Procedure, interalia, provides for processing, disposal of communications and putting-up of a file.

It has, however, been observed that the Dak-Receipts received in the Department are not processed on time, causing un-necessary delay in urgent/important matters.

In order to avoid delay in processing the Dak-Receipts, following instructions may be followed by all Section Officers:

- i. Ensure meticulous scrutiny of all receipts and references received in their respective sections and promptly marking them to the designated record keeper with due diligence in a time bound manner, in terms of extant instructions issued on the subject by the General Administration Department.
- ii. To have a structured weekly return for all receipts and files within their sections by Monday, ensuring timely processing and continuity in workflow.
- iii. Maintain proactive track of sensitive and urgent communications to prioritize their timely processing.
- iv. Ensure issuance of timely reminders to concerned quarters, facilitating prompt responses and information flow in a time bound manner.
- v. Foster a culture of accountability by requiring Section Officers to submit weekly reports to their respective section heads. These reports should detail the total number of communications received, processed, and any that were not processed or closed, along with clear reasons thereof.
- vi. If Fresh Receipts/Paper Under Consideration (PUC) does not belong to a concerned Section, it should be marked/endorsed to the correct Section/Wing instead of presuming that the correct section will process it on its own. In case of any doubt, the PUC should be endorsed to Coordination/General Branch for further action.

 24/09/24

It is, accordingly, enjoined upon all the officials of the Home Department to ensure the adherence of these instructions for the time bound disposal of communications.

Sd/-

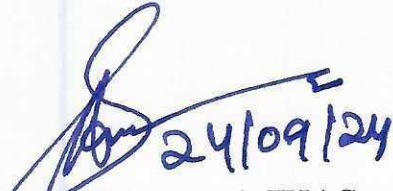
(Chandraker Bharti) IAS
Principal Secretary to the Government

No.Home-Adm/27/2024(CC- 7524140)

Dated: 24.09.2024

Copy to the:

1. All Officers of Home Department.
2. Private Secretary to Principal Secretary to the Government, Home Department.
3. All Officials of Home Department.
4. I/c Website (Home).
5. Circular file/stock file.


(Sanam Mansoor) JKAS

Under Secretary to the Government.

