

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

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## 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 20<sup>th</sup> 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

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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.
- (v) Personnel administration.
- (vi) Public Service Commission.
- (vii) Secretariat administration.
- (viii) 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 196 of 2009 dated 20.07.2009.

The Public Information Officer (PIO) in case of issues pertaining to GAD is **Shri** Mohammad Shahid Saleem, KAS, Deputy Secretary to Government, General Administration Department.

The **Shri G. S. Chib, KAS** Special Secretary to Government, General Administration Department is the 1<sup>st</sup> 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](http://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

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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.

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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](http://www.jkgad.nic.in).

## Chapter – 4

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

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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 JKPSB 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.

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### Public Information Officers:

1.	Name	Mohammad Shahid Saleem, KAS
2.	Designation	Deputy Secretary to Government, General Administration Department
3.	STD Code	Jammu – 0191 Srinagar – 0194
4.	Ph.No. Office	Jammu – 2545702 Srinagar – 2473664
5.	Fax	Same
6.	Email	mssd2007@rediffmail.com
7.	Address	General Administration Department

### 1<sup>st</sup> Appellate Authority:

1.	Name	G. S. Chib, KAS
2.	Designation	Special Secretary to Government,
3.	STD Code	Jammu – 0191 Srinagar – 0194
4.	Ph.No. Office	Jammu – 2545702 Srinagar – 2473664
5.	Fax	Same
6.	Email	gs.chib@rediffmail.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 and Designation	Monthly remuneration
1.	MADHAV LAL, IAS, CHIEF SECRETARY	81350
2.	MOHAMMAD SYED KHAN, IAS, COMMISSIONER SECRETARY	99971
3.	FEROZ AHMAD SHEIKH, KAS, ADDITIONAL SECRETARY	48746
4.	A.K.RAINA, IAS, COMMISSIONER OF ENQUIRIES	96033
5.	SHEIKH ARSHAD AYOUB, KAS, DEPUTY SECRETARY	15696
6.	MOHAMMAD SHAHID SLEEM, GAZ, DEPUTY SECRETARY	30171
7.	G . R. MIR., GAZ, DEPUTY SECRETARY	30810
8.	RAJESH SHARMA, KAS, DEPUTY SECRETARY	39141
9.	TUFAIL AHMAD MATTO, GAZ, KAS ( RESERVE POSTS)	67628
10.	SUBASH CHANDER RAINA, GAZ, KAS ( RESERVE POSTS)	29515
11.	BASHIR AHMAD SARAF, GAZ, KAS ( RESERVE POSTS)	80001
12.	RATTAN LAL, KAS ( RESERVE POSTS)	38275
13.	HAKIM ASHIQUE HUSSAIN ,GAZ, PRIVATE SECRETARY	25228
14.	SHAKEEL AHMAD SHESTER (SSS), GAZ, PRIVATE SECRETARY	25940
15.	K. K. GANJOO, GAZ, PRIVATE SECRETARY	38037
16.	ARCHANA RAINA, GAZ, PRIVATE SECRETARY	28745
17.	SURJEET SINGH, GAZ, PRIVATE SECRETARY	31540
18.	LABHU RAM DIGRA, GAZ, UNDER SECRETARY	40313
19.	TAHIR MUSTAFA, GAZ, UNDER SECRETARY	29514
20.	IQBAL AHMAD PANDITH, ASSISTANT ACCOUNTS OFFICER	28459
21.	SAYED NASEEM AHMAD INDRABI , A A OFFICER	20117
22.	MOHAMMED AZAM, DAFATARI	15904
23.	ROHI JOHN, LIBRARIAN	26120
24.	MUSHTAQ AHMAD BHAT C/S, SECTION OFFICER	19872
25.	FAYAZ AHMAD BHAT - (1), SECTION OFFICER	26550
26.	AMRIK SINGH, SECTION OFFICER	28743
27.	MOHAMMAD IQBAL LONE, SECTION OFFICER	22208
28.	NISAR AHMAD (SOE), SECTION OFFICER	31621
29.	REMATULLAH SHAH, SECTION OFFICER	25146
30.	MOHAMMAD ABDULLAH, SECTION OFFICER	23550
31.	SAROJ KHAH, SECTION OFFICER	22350
32.	KIRAN RAINA, SECTION OFFICER	21423
33.	MOHAMMAD AYOUB SOFI, SENIOR SCALE STENO GRAPHER	26073
34.	SATWANT SINGH, SENIOR SCALE STENO GRAPHER	37728
35.	SUHAIL YOUSUF KHAN, SENIOR SCALE STENO GRAPHER	20723
36.	YASMEEN JAN, SENIOR SCALE STENO GRAPHER	23594

37.	RENU MUNSHI, SENIOR SCALE STENO GRAPHER	27278
38.	PEERZADA SHABIR AHMAD, SENIOR SCALE STENO GRAPHER	16504
39.	SOFI HANIEF AHMAD, SENIOR SCALE STENO GRAPHER	25665
40.	MANAHOR KRISHAN BHAT, STATISTICAL OFFICER	33270
41.	SURINDER KUMAR, STATISTICAL OFFICER	23763
42.	ABDUL BARI DEVA, ACCOUNTANT	21738
43.	BILAL-UR-REHMAN, ACCOUNTANT	17601
44.	ABID KHAN, HEAD ASSISTANT	20395
45.	ABDUL RASHID LONE, HEAD ASSISTANT	19182
46.	ABID HUSSAIN LONE, HEAD ASSISTANT	17074
47.	ASIF RASHID WANI , HEAD ASSISTANT	20413
48.	ABDUL HAMID DHOBI, HEAD ASSISTANT	26353
49.	FAIAZ AHMAD MALIK, HEAD ASSISTANT	18856
50.	BAHA-UD-DIN , HEAD ASSISTANT	19515
51.	RAMESH KUMAR RAINA, HEAD ASSISTANT	23293
52.	ROMESH KUMAR (NG), HEAD ASSISTANT	17352
53.	RAFIA NABI, HEAD ASSISTANT	8660
54.	BISHAN DASS, HEAD ASSISTANT	17488
55.	REHANA HASSAN, HEAD ASSISTANT	19360
56.	RAJ KUMARI KOTWAL, HEAD ASSISTANT	26700
57.	KAKI BHAN, HEAD ASSISTANT	23473
58.	ANJALI KOUL, HEAD ASSISTANT	20674
59.	RAJPAL SINGH, HEAD ASSISTANT	19747
60.	MOHAMMAD IQBAL BHAT, HEAD ASSISTANT	15903
61.	AJIT SINGH (R/ROOM), HEAD ASSISTANT	26713
62.	NARESH KUMAR (JSS), JUNIOR SCALE STENO GRAPHER	22866
63.	NISAR AHMAD BHAT, JUNIOR SCALE STENO GRAPHER	22079
64.	FAYAZ AHMAD MIR, JUNIOR SCALE STENO GRAPHER	22197
65.	AJAZ AHMAD QURESHI, JUNIOR SCALE STENO GRAPHER	14866
66.	MEHRAJUD-DIN DAR(SF), JUNIOR SCALE STENO GRAPHER	20074
67.	S. MOHINDER SINGH, JUNIOR SCALE STENO GRAPHER	19669
68.	POONAM BALLA, JUNIOR SCALE STENO GRAPHER	20697
69.	RIFAT ANJUM, JUNIOR SCALE STENO GRAPHER	23000
70.	SHOWKAT AHMAD MIR, STATISTICAL ASSISTANT	25961
71.	MADAN LAL, STATISTICAL ASSISTANT	19428
72.	KHURSID AHMAD DAR, ACCOUNTS ASSISTANT	13785
73.	MUDASIR NABI KHAN, ACCOUNTS ASSISTANT	16284
74.	MUSHTAQ AHMAD LALA, DESPATCH RIDER GRADE-I	25812
75.	GH. HASSAN BANGROO, DESPATCH RIDER GRADE-I	12273
76.	NIRMALA KUMARI , LIBRARY ASSISTANT	17664
77.	JANAK RAJ KUNDAL, SENIOR ASSISTANT	15664
78.	TILAK RAJ (NG) -92, SENIOR ASSISTANT	19339
79.	FAREEDA BASHIR, SENIOR ASSISTANT	12278
80.	SHAHID HUSSAIN , SENIOR ASSISTANT	17094
81.	BILAL AHMAD BHAT, SENIOR ASSISTANT	14233
82.	JAVID AHMAD ZARGAR, SENIOR ASSISTANT	13818

83.	FAYAZ AHMAD BHAT - (2), SENIOR ASSISTANT	19818
84.	RAKESH SINGH, SENIOR ASSISTANT	17577
85.	JAVID AHMAD PUNJABI , SENIOR ASSISTANT	19697
86.	DARSHAN MASHI , SENIOR ASSISTANT	18501
87.	JAVID AHMAD BHAT , SENIOR ASSISTANT	16676
88.	GH. RASOOL HAJI, SENIOR ASSISTANT	16170
89.	MOHAMMED YASIN GANAI, SENIOR ASSISTANT	15419
90.	MULKH RAJ, SENIOR ASSISTANT	17222
91.	GH. MOHAMMED BHAT, SENIOR ASSISTANT	15826
92.	SHASHI PAUL SHARMA, SENIOR ASSISTANT	22436
93.	ASHOK KUMAR, SENIOR ASSISTANT	21121
94.	NOOR HUSSAN, SENIOR ASSISTANT	17372
95.	SAWARN SINGH, SENIOR ASSISTANT	16996
96.	MUSHTAQ AHMAD WANI(SA), SENIOR ASSISTANT	18201
97.	SHAM LAL (SC), SENIOR ASSISTANT	14873
98.	JAVID AHMAD MALIK, SENIOR ASSISTANT	15163
99.	KIRNI TURKI, SENIOR ASSISTANT	15004
100.	SHEELA TIKOO, SENIOR ASSISTANT	12401
101.	ABDUL GANI BHAT, SENIOR ASSISTANT	15766
102.	RAJ KUMAR (JA), SENIOR ASSISTANT	15260
103.	PANKUL VAID, SENIOR ASSISTANT	16260
104.	HAKIM SHAKEEL AHMAD, SENIOR ASSISTANT	13946
105.	ANKU CHOWRA, SENIOR ASSISTANT	15260
106.	VIKAS SHARMA, SENIOR ASSISTANT	16260
107.	SUSHMA DEVI, SENIOR ASSISTANT	20639
108.	MOHAMMAD ALTAF MALIK, SENIOR ASSISTANT	13781
109.	SYED FERAZ AHMAD, SENIOR ASSISTANT	10985
110.	NARESH SHARMA, SENIOR ASSISTANT	14685
111.	SYED BILAL AHMAD, SENIOR ASSISTANT	14689
112.	MUKHANDER KUMAR, SENIOR ASSISTANT	15996
113.	KABIR AHMAD, SENIOR ASSISTANT	16260
114.	MANJU SHARMA, SENIOR ASSISTANT	18526
115.	BABITA TICKOO, SENIOR ASSISTANT	18258
116.	SUNITA MOZA, SENIOR ASSISTANT	11877
117.	GEETA SHARMA, SENIOR ASSISTANT	14007
118.	RANJEET SINGH, SENIOR ASSISTANT	14577
119.	JASBIR SINGH, SENIOR ASSISTANT	16260
120.	SHAIMA NARGIS, SENIOR ASSISTANT	13260
121.	RIYAZ AHMAD MIR, SENIOR ASSISTANT	16276
122.	SUNIL KUMAR PANDITA, SENIOR ASSISTANT	17996
123.	NEELAM DEVI, JUNIOR ASSISTANT	14605
124.	RAKESH KUMAR (JA), JUNIOR ASSISTANT	14024
125.	SHAFIQ AHMAD SHAH, JUNIOR ASSISTANT	16605
126.	MANZOOR AHMAD DAR, JUNIOR ASSISTANT	14786
127.	JOGINDER KHANA, JUNIOR ASSISTANT	15434
128.	AB. RASHID HAJAM, JUNIOR ASSISTANT	14743

129.	ROMESH KUMAR, JUNIOR ASSISTANT	11783
130.	KUNDAN LAL, JUNIOR ASSISTANT	14024
131.	KIRPAL SINGH, JUNIOR ASSISTANT	16682
132.	SUNIL KUMAR BHAT(NG), JUNIOR ASSISTANT	11244
133.	SHAHEEN , JUNIOR ASSISTANT	16865
134.	VARUN SHARMA, JUNIOR ASSISTANT	13524
135.	MUZAFAR NABI WANI, JUNIOR ASSISTANT	13174
136.	ZUBAIR AHMAD YAZDANI, JUNIOR ASSISTANT	12492
137.	ZAHOOR AHMAD GANIE, JUNIOR ASSISTANT	13780
138.	AMARDEEP SINGH, JUNIOR ASSISTANT	14896
139.	GOTAM SHARMA, JUNIOR ASSISTANT	14024
140.	VIRINDER KUMAR, JUNIOR ASSISTANT	14024
141.	MUSHTAQ AHMAD MIR, JUNIOR ASSISTANT	13173
142.	PARAM JEET SINGH, JUNIOR ASSISTANT	14878
143.	JASBINDER SINGH, JUNIOR ASSISTANT	14417
144.	TILAK RAJ (IV)-140, MECHANIC	14479
145.	BASHIR AHMAD LONE, JAMMADAR GRADE-I	13833
146.	MOHAMMED SHAFI SHAH, JAMMADAR GRADE-I	17247
147.	MOHAMMED YOUSUF HAJAM, JAMMADAR GRADE-I	13282
148.	MAQBOOL HUSSAIN, JAMMADAR GRADE-I	14096
149.	ABDUL REMAN WAGAY,CL IV, ORDERLY	13807
150.	NARAIN DASS,CL IV, ORDERLY	14411
151.	MOHAMMED YOUNUS DAR, ORDERLY	12571
152.	BASHIR AHMAD SHEIKH, ORDERLY	14345
153.	MOHAMMAD RAMZAN HAROON, ORDERLY	12612
154.	AJAY KUMAR, ORDERLY	12017
155.	KAKA JI BHAT, ORDERLY	12132
156.	AJAZ AHMAD PARA, ORDERLY	14102
157.	YASHPAL SINGH, ORDERLY	13281
158.	HEENA MUMTAZ,CL IV, ORDERLY	9406
159.	SONALI ,CL IV, ORDERLY	9396
160.	MOHAMMAD RAFIQ KHAN,CL IV, ORDERLY	14492
161.	GHULAM HASSAN DAR,CL IV, ORDERLY	13642
162.	ABDUL HAMID BHAT,CL IV, ORDERLY	12414
163.	BASHIR AHMAD BHAT,CL IV, ORDERLY	12414
164.	ABDUL RASHID MIR,CL IV, ORDERLY	12414
165.	GHULAM MOHAMMAD PEER,CL IV, ORDERLY	12414
166.	IMTIYAZ AHMAD KHAN,CL IV, ORDERLY	12414
167.	MOHAMMAD TARIQ SHAH,CL IV, ORDERLY	12414
168.	HASHMAT ALI ,GAZ, PRL. PVT. SECY	41176
169.	SHAFIQ AHMAD KHAN, GESTT. ASSISTANT	14239
170.	NARESH KUMAR-I, GESTT. ASSISTANT	16031
171.	G.S.CHIB,KAS, SPECIAL SECRETARY	75204
172.	MANZOOR AHMAD GANAI,CL IV, JAMADAR GRADE-II	12937
173.	HASINA BANO, JAMADAR GRADE-II	11643
174.	AB. HAMID BHAT, JAMADAR GRADE-II	12373

175.	GH. MOHAMMED WANI, JAMADAR GRADE-II	9302
176.	SHAKUNTULA DEVI, JAMADAR GRADE-II	12927
177.	MOHAMMED ASLAM SHEIKH, JAMADAR GRADE-II	13833
178.	PARVAZ AHMAD SOFI,CL IV, JAMADAR GRADE-II	13119
179.	AJAZ AHMAD WANI,GAZ, JAMADAR GRADE-II	13867
180.	R. K. VERMA,KAS, SPECIAL ASSTT.TO CHIEF SECY;	73726
181.	MOHAMMAD TARIQ BHAT, NETWORK MANAGER	27894
182.	FAROOQ AHMAD S.O(P),GAZ, ASSISTANT DIRECTOR(P)	38456