



Divisional Commissioner, Kashmir, Srinagar

Phone/ Fax: (0194) -2484444, 2477775, 2452558, 2455357

Subject: Assignment of office work- accountability thereof.

Circular Order No. 506 Div.Com-K of 2019
Dated: 31-12-2019.

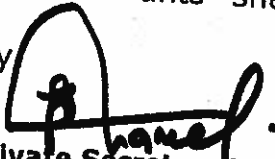
It has been observed that necessary follow-up on meetings/ meeting notices issued by this office is often overlooked un-abated by concerned sections because holding meetings or cancellation of meetings or re-schedule thereof does not provide for automatic information to the concerned quarters which otherwise is to be ensured/affirmed by respective sections. Any laxity in this regard leads to difficulties in computation of time, chaos, delay in grievance redressal/ mitigation and does not solve the purpose in toto.

The matter has been considered; it has been felt expedient to take account of the standard condition & consequent upon as supra, all sections of the office are impressed upon to henceforth incorporate as infra:

1. Respective Sections/Section Heads shall be exclusively responsible to ensure that concerned quarters are timely informed via fax/electronic mail viz-a-viz the date/time/gist of meetings pursuant to the Notices/Meeting Notices issued by such respective Section.
2. No Section/Section Head shall assume such information to transmit through personal Section of the worthy Divisional Commissioner. Personal Section shall specifically ensure transmission of meetings/ notices/tours/engagements/personnel appearances; the notice whereupon are issued from the Personal Section of the worthy Divisional Commissioner.
3. Since every section is equipped with computer equipment & peripherals, the electronic mail shall be had from respective sections.
4. The respective sections shall also ensure that necessary communications are timely faxed through Telephone Operator of the office and also ensure that handy communications are delivered through the rider of the office.
5. Respective Sections/Section Heads shall ensure that attendance is recorded through RK concerned on Attendance Register and not on moving attendance sheets & also ensure that the minutes are recorded by Stenographer & Section head from the respective section and the same be routed through Addl. Commissioner concerned/ACC. Besides, Section Heads shall also ensure that participants/ attendants shall assemble in the meeting hall of the office well in time.

Dereliction in any kind shall be viewed in seriously

By order of the worthy Divisional Commissioner.


Prpl. Private Secretary to
Divisional Commissioner
KASHMIR
Dated: - 31/12/2019

No: DivCom/PS/Misc/2019/2700-2704

Copy to the:

1. -2. Additional Commissioner (B) /Additional Commissioner (T).
3. Assistant Commissioner (C) with Divisional Commissioner Kashmir.
4. District Information Officer, NIC, Srinagar with the request to upload the Circular on the official website of this office.
5. All Section Heads for immediate compliance. 6. Notice Board.