



JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION
Solima, Srinagar/Reshamgarh colony Jammu
(Administration Section)

Subject: Annual Darbar Move of J&K Public Service Commission from Jammu to Srinagar, Summer Season 2018.

Order No: 80-PSC of 2018

Dated: 19-04-2018

It is hereby ordered that:-

The office of J&K Public Services Commission shall close at Jammu on 27th April 2018 (Friday) after the office hours and re-open at Srinagar on 7th May. 2018(Monday).

The timings of the office at Srinagar shall be notified seperately.

No leave shall be admissible in combination/continuation of move days. The competent authority shall sanction leave, whatever due, to the employees under very exceptional circumstances only.

Special Move TA shall be paid at a uniform rate of Rs.15, 000/- per move employee. This shall be drawn and disbursed in advance. Special Move TA shall however, not to be payable to such employees, who do not move within the prescribed date.

Employees working on contractual basis are allowed Darbar Move TA @ Rs. 5000/=(Rupees Five thousand only) per head subject to the condition that they physically move to the Headquarters as indicated in Government Order No.132-GAD of 2012 dated 27.01.2012.

Advance pay is also authorized in terms of Rule 14.26 of J&K Financial Code (Vol.1) in favour of such of the non-gazetted moving employees who may apply for the same which shall be recovered in five equal installments as per rule.

The salary of all employees for the month of April, 2018 shall be drawn on 23.04.2018.

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An advance to the tune of Rs. 1.50 lacs (Rupees one lac and fifty thousand only) shall be drawn by debit to contingencies for meeting the expenses on account of freight charges and other incidental expenses at Srinagar/Jammu.

Four trucks shall be requisitioned from State Road Transport Corporation (SRTC) for carriage of records to Srinagar alongwith one container as per past practice.

The following officials are retained at camp office, Jammu for the Summer session 2018.

1. Mr. Bikramjeet Singh, Jr. Assistant I/c Camp office
2. Ibrahim Massi, Chowkidar.

The following casual labourer/need based workers as per past practice shall also be retained at camp office Jammu for summer season 2018;

1. Mr. Raj Kumar,
2. Mr. Ashu Kumar,
3. Mr. Sunny Kumar

"Note: The I/c camp office, Jammu shall furnish the attendance of the staff retained in the camp office by end of every month till ending October-2018.

The following officials of PSUs presently deployed with the Commission shall also be allowed to move with Annual Darbar Move:-

1. Ms. Veena Kumari, Sr. Stenographer
2. Mr. Farooq Ahmad Mir, Jr. Steno.
3. Mr. Mohammad Manzoor Malik, Supervisor
4. Mr. Bashir Ahmad Bhat, Assistt. Supervisor.
5. Mr. Mohammad Ashraf Sheikh, Orderly
6. Mr. Safdar Ali Joo, Order.
7. Mr. Khursheed Ahmad Darzi, Orderly

The following officer/official of the Commission are deputed to Srinagar two days earlier prior to 27.04.2018 in connection with examination duty and shall supervise the work of restoration of telephones and other service through camp office of the Commission office at Srinagar:-

1. Mr. Irshad Ahmad, Deputy Secretary
2. Mr. Bilal Ahmad, Head Assistant

The dispatch party at Jammu shall be headed by Mr. Mohd Ashraf, Assistant Director(P) and shall be assisted by Shri Javed Ahmad Punjabi Head Assistant (Secrecy Section), Shri Baharat Bhushan, Head

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Assistant (legal Section) Shri Ashok Kumar Junior Assistant (DR Section), Shri Ravinder Verma Computer Operator (Exam/Computer Section) Shri Bikramjeet Singh Jr. Assistant (DR Section), Shri Som Nath Gestetner Assistant (Accounts Section), Shri Ibrahim Massi Watchman to ensure that all the records and other computer equipments of the Commission required to be taken to Srinagar with Annual Darbar Move are packed properly and loaded in trucks/vehicles arranged for the purpose by the Nazir of the Commission. The loading of trucks shall commence on the day following the last working day. The loaded trucks shall leave for Srinagar on 29th April, 2018.

The loading of trucks shall take place after the working hours on the last working day.

The record at Srinagar will be received by the officials namely Ms. Feroza Akhter, Head Assistant I/c Camp office Srinagar, Mr. Gowhar Ashraf Orderly, Mr. Mohammad Amin Hakim, Orderly and Mr. Gh. Mohi-ud-din Orderly who are stationed at camp office Srinagar and complete the assignments at Srinagar well before opening of the office:

1. Arrange the received records in a proper manner.
2. Deposit all trunks, sacks, gunny bags etc. in the concerned store rooms already earmarked for the purpose duly inventoried and marked.
3. Have all the Telephone Numbers of the Commission both in offices and at the residence restored before 07.05.2018.
4. Ensure all the office equipments, like computers, office Automations, UPS, Generators are ready and functional and all electric points/fittings are got checked one by one and restored/repaired, wherever necessary.
5. All water points/ taps in bathrooms or lavatory block are got checked and repaired/restored wherever necessary.
6. Shall see all the furniture/fixtures and furnishings and ensure that these are neat and clean before the said date in any case.
7. Shall see that the floor walls, bathrooms and the halls and every part of the office premises is cleaned by the firm engaged for the purpose by using the required rubbing and vacuum cleaning machines and also by using disinfectants and insecticides.
8. Have all Civil/Electrical repairs done.
9. Shall ensure that door locks and window closers/handles are in functional condition.
10. Shall liaison with SMC, PHE, PDD, GAD and Estates and all other departments and organizations as may be necessary to accomplish the object of this order.

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The labourers performing House-Keeping, Cleaning and sanitation of work of the Commission at Srinagar shall ensure cleaning of the office rooms (floor walls, carpets, bathrooms, furnishings, fitting, fixtures, equipments and window glass panes) of the Hon'ble Chairman, Hon'ble Members, and officers and also the clerical halls, corridors, passages lavatories, complexes and surroundings of the premises. The Generator of the Commission shall also be made operational.

By Order.

Sd/-
(Sunita Anand)KAS
Secretary
J&K Public Service Commission

No: PSC/Adm/47/Darbar Move/2013
Copy to the:-

Dated: 19.04.2018

1. All Financial Commissioners.
2. Director General of Police, J&K.
3. All Principal Secretaries to Government.
4. Principal Secretary to the Governor/Chief Minister.
5. Principal Secretary to Government, Election Department.
6. All Commissioner/Secretaries to Government.
7. Chairman, J&K Special Tribunal.
8. Divisional Commissioner, Kashmir/Jammu.
9. All Heads of the Department.
10. Director Information, J&K.
11. Registrar General, J&K High Court Jammu.
12. All Deputy Commissioners.
13. Director Estates.
14. Secretary, J&K Legislative Assembly/Council.
15. Controller of Examination, J&K PSC.
16. Additional Secretary J&K PSC.
17. SSP Security Jammu/Kashmir.
18. General Manager, Government Press Srinagar/Jammu.
19. SSP(Security), Civil Secretariat Jammu.
20. Post Master Jammu/Srinagar
21. SDO Phones, Jammu/Srinagar
22. FA/CAO J&K PSC.
23. Under Secretary J&K PSC.
24. Shri _____ Standing Counsel J&K PSC
25. Private Secretary to Chairman for information of the Hon'ble Chairman.
26. Private Secretary to _____ for information of Hon'ble Member.
27. All Section officers of J&K PSC.
28. I/c Camp office, Srinagar/Jammu.
- ✓ 29. I/c Website for hoisting it on the official website of the Commission.
30. Notice Board.
31. Order/Stock file.


Deputy Secretary

J&K Public Service Commission

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