

GOVERNMENT OF JAMMU AND KASHMIR  
INFORMATION TECHNOLOGY DEPARTMENT  
CIVIL SECRETARIAT, JAMMU.

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**Subject: Training of users for smooth implementation of e-Office.**

**Reference: Government Order No. 363- JK(GAD) of 2021 dated 23.04.2021.**

**Government Order No. 32-JK(ITD) of 2021**

**Dated: 26.04.2021**

In order to ensure smooth implementation and roll out of e-office in all the offices mentioned in above referred Government order, the first calendar for training of master trainers (based on the information received from the concerned departments) is hereby notified as Annexure to this Order. The officials nominated by the departments are necessarily required to carry at least one fully charged lap top with them for the purpose of hands-on experience and training.

2. All the nominated Officials are required to attend four days of compulsory training, the schedule and venue of which is given in the Annexure. Daily attendance of the training shall be sent to the General Administration Department.

**By Order of the Government of Jammu and Kashmir.**

**Sd/-**

(Simrandeep Singh)

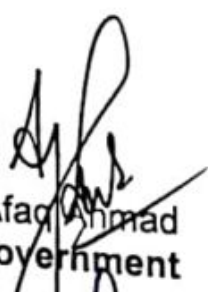
Secretary to the Government

No: ITD/Gen/118/2017/IV

Dated: 26.04.2021

Copy to the:

1. Commissioner/Secretary to the Government, General Administration Department for information.
2. Chief Electoral Officer, J&K with a request to provide Training hall, Ground Floor, Chief Electoral Office for conduct of e-Office trainings (**Kind attention-Mr. Anil Salgotra, KAS**)
3. Joint Secretary, J&K, Ministry of Home Affairs, Government of India.
4. Director Estates, with a request to provide meeting hall (Committee Room, 3<sup>rd</sup> Floor, Main block Civil Secretariat, Jammu) for conducting the e-Office trainings. Entire day occupation would be required from 28/4/2021 to 01/04/2021).
5. SSP, Security, Civil Secretariat for providing smooth entry and access to the nominated officials.
6. Private Secretary to Secretary to the Government, Information Technology Department for information.
7. I/C Website, GAD for uploading the same on GAD's Website.
8. I/C Website, Information Technology Department.
9. All concerned for compliance.
10. Government Order File.

  
Afzal Ahmad  
Deputy Secretary to the Government

Annexure to Government Order No. **32**-JK(ITD) of 2021 dated **26**.04.2021.

S.No	Name of the Officer/Official	Designation	Directorate/Office	Date, Timing & Venue
1	Sanjay Kumar Pandita,	Inspector	Government Railway Police Headquarters	28.04.2021 to 01.05.2021 (04 days)  10:30 AM to 12:30 PM  Training Hall, Ground Floor, Office of the Chief Electoral Officer, J&K, Rail Head Complex, Jammu
2	Imran Mehmood,	Inspector		
3	Mohammad Amin,	ASI		
4	Mushtaq Ahmad Bhat	Head Assistant	Directorate of Hospitality and Protocol	
5	Mohammad Ismail Bhat	Head Assistant		
6	Shabir Ahmad	Senior Assistant		
7	Mohsin Hussain	Orderly		
8	Kamal Singh	Section Officer	Forest Protection Force	
9	Sarita Gupta	EDP Supervisor		
10	Shujaat Rasool	EDP Supervisor		
11	Suresh Kumar Bhat	Head Assistant		
12	Yasir Mushtaq Wani	Senior Assistant	J&K Medical Supplies Corporation	
13	Dr. Vinay Chib	Medical Officer		
14	Dr. Prince Aneet Singh	Medical Officer		
15	Abay Suri	Assistant Programmer		
16	Adhur Hussain	Data Entry Operator	Office of Relief & Rehabilitation Commissioner	
17	Ratesh Labroo	PA to Commissioner		
18	Nimrita Susheel	Jr. Assistant		
19	Goldy Dhar	Jr. Assistant		
20	Adity Razdan	Jr. Assistant	Directorate of Economics & Statistics	
21	Nikhil Channa	Personal Section		
22	Yasir Lateif	Joint Director (Central)		
23	Muneer Ahmad Khan	Administrative Officer		
24	Manzoor Qadir	Statistical Officer	Directorate of Skill Development	
25	Vishal Nagar	Statistical Assistant		
26	Mandeep Dogra	Assistant Director		
27	Mushtaq	Section Officer		



	Ahmad			
28	Rayees Ahmad Fazili	Vocational Instructor		
29	Rameez Ahmad	Demonstrator		
30	Tarsem Lal	Head Assistant		
31	Mohd Ismail Bhat	Senior Assistant		
32	Mohd Tariq Malik	Accounts Officer	Office of Accounts Officer, GP Fund, Civil Secretariat, J&K	
33	Mushtaq Ahmad Rather	A.F.O		
34	Mehraj ud din Bhat	Senior Compiler		
35	Guyoor-ul-Iqbal	Examiner		
36	Surbhi Raina, KAS	Under Secretary		
37	Zakir Hussain	Section Officer	J&K BOPEE	
38	Arun Padha	Section Officer		
39	Yavour Ahmad Haji	Head Assistant		
40	Ravinder Kumar Dogra	Head Assistant		
41	Firdous Ahmad Ahangar	Food Safety Officer	Office of the Commissioner, Food & Drugs Administration, J&K	
42	Sajjad Ahmad Bhat	Jr. Assistant		
43	Mohd Iqbal Khan	Computer Operator		
44	Kanchan Bala	Deputy Registrar		
45	Mehraj ud din Bhat	Jr. Stenographer	Office of the Registrar Sales Tax(Appellate) Tribunal	28.04.2021 to 01.05.2021 (04 days)
46	Nazir Ahmad Ganie	Senior Assistant		
47	Raj Kumar	Inspector		
48	Anil Kumar	Jr. Assistant	J&K Police Housing Corporation	10:30 AM to 12:30 PM
49	Mohammad Mansoor Wani	Sg.ct		
50	Zubair Ahmad	Sg.ct		
51	Imran Sultan	Constable		
52	Ravi Khajuria	EDP Supervisor	State Taxes Department	Committee Room, 3 <sup>rd</sup> Floor, Civil Secretariat, Jammu.
53	Sanjay Gupta	EDP Supervisor		
54	Tajinder Singh	Assistant EDP Supervisor		
55	Rakesh Peer	Assistant EDP		

		Supervisor		
56	Tanveer Hussain Mir	Assistant EDP Supervisor		
57	Azad Ahmad	Assistant EDP Supervisor		
58	Showkat Ahmad Inayati	Assistant EDP Supervisor		
59	Fayaz Ahmad Sajud	Assistant EDP Supervisor		
60	Ghulam Mohi ul din Dar	Sr. Scale Stenographer	Labour Commissioner	
61	Vinod Kumar	Statistical Assistant		
62	Basharat Ahmad	Sr. Assistant		
63	Qayoom Rehman Bhat	Sr. Stenographer	Directorate of Employment	
64	Mohammad Shafi Naikoo	Head Assisat		
65	Bilal Ahmad Siraj	Key Punching Operator		
66	Kiran Kumari	Key Punching Operator		
67	Shahbaz Ahmad Shah	Jr. Assistant	Directorate of Horticulture, Planning and Marketing	
68	Jagmohan Kaul	Jr. Assistant		
69	Khalid Manzoor	Jr. Assistant	Department of Social Forestry	28.04.2021 to 01.05.2021 (04 days)
70	Sunil Kumar Sharma	Jr. Assistant		
71	Yasir Mushtaq	Jr. Assistant		
72	Tanweer Ahmad Dar	Jr. Assistant		01:30 PM to 03:30 PM
73	Seema Koul	Jr. Assistant		
74	Ajay Singh	Accounts Officer	Directorate of Rural Sanitation, J&K	
75	Balwinder Singh	Head Assistant		
76	Raj Nath Bhat	Senior Assistant		
77	Ramesh Kumar	Junior Assistant		
78	Muneeb Arslaan	Panchayat Secretary		
79	Pankaj Sharma	Computer Operator		
80	Risheesh Khajuria	Assistant Director (P&CP)	J &K AIDS Control Society	Training Hall, Ground Floor, Office of the Chief Electoral Officer, J&K, Rail Head Complex,



81	Imran Ahmad Rather	Assistant Director (Proc)		Jammu
82	Rajesh Sharma	Assistant Director (YA)		
83	Arif Ahmad Wani	Administrative Officer		
84	Jagdish Singh	Senior Assistant	Directorate of Sericulture, Development Department, J&K	
85	Mohd Amin Bhat	Senior Assistant		
86	Mohd. Zia ul Haq	Junior Assistant		
87	Umesh Kumar	Assistant Engineer	Managing Director, J&K Power Transmission Corporation Ltd.	
88	Adil Hussan	Jr Engineer		
89	Altaf Hussain Dar	Sr Stenographer		
90	Mohd. Iqbal Check	Jr. Assistant		
91	Imtiyaz Ahmad Khan	Translator	Urdu Coordination Cell, Law Department	
92	Mubarak Ahmad Wagay	Sub-Editor		
93	Bilal Ahmed Khan	Sub-Editor		
94	Shabir Ahmad Zahri	Jr. Assistant		
95	Mudasir Mukhtar	Jr Assistant	Directorate of Fire & Emergency Services, J&K	
96	Ravi Kumar	Jr. Assistant		
97	Haroon Fayaz	Fireman-M		
98	Hamid Ahmad Tramboo	Private Secretary	Directorate General of Prosecution	
99	Pawan Kumar Thakur	Head Assistant		
100	Parvez Ahmad Dar	Jr. Assistant		
101	Showket Ahmed	Selection Grade Constable		
102	Anudeep Kour Sudan	Chief Accounts Officer	Directorate General of Accounts and Treasuries	
103	Mehraj Ah Dar	Accountant		
104	Rishabh Sharma	Account Assistant		
105	Anil Kumar	Account Assistant		
106	Farhat Fayaz	Jr. Assistant		
107	Sumit Birdi	Data Entry Operator		

108	Yameen Ahmad Naikoo	Head Assistant	Office of the Registrar Cooperative Societies, J&K	
109	Sourav Singh	Accounts Assistant		
110	Rameez Raja Pala	Senior Assistant		
111	Anil Bhat	Head Assistant	Directorate of Audit and Inspections	28.04.2021 to 01.05.2021 (04 days)
112	Imran-bin-Yaqoob	Senior Assistant		
113	Pawan Kotwal	Jr Assistant		
114	Sartaj Hussain Naik	PA to SPD	Directorate of Samagra Shiksha	
115	Roshan Javaid Bhat	Senior Auditor		
116	Vikas Khajuria	Assistant Programmer		
117	Ichpal Singh	Data Entry Operator		
118	Sunny Dhar	Computer Assistant		
119	Bunty Bhola	Dy. GM	JKSPDC	
120	Aabid Nabi	AGM		
121	Owais Bashir	I/C AE(Electric)		
122	Aautif Muslim	AM(Civil)		
123	Rakshit Nanda	AM(Mechanical)		
124	Junaid Amin	Finance Assistant		
125	Sumit Parihar	Computer Operator		
126	Sohan Singh	Computer Operator	J&K Projects Construction Corporation Ltd.	
127	Puneet Vatal	Jr. Assistant		
128	Mohd. Yousuf Rather	Computer Operator		
129	Towseef Rahiem Dar	Data Entry Operator		
130	Imtiyaz Bashir	Jr. Assistant		
131	Muneer Ahmad Parray	State Monitoring & Evaluation Officer	Mission Director, NHM, J&K	01:30 PM to 03:30 PM  Committee Room, 3 <sup>rd</sup> Floor, Civil Secretariat, Jammu.
132	Rahul Singh	Division Monitoring & Evaluation Officer		
133	Virender Vikram Singh	Assistant Monitoring & Evaluation Officer		
134	Abdul Aziz Najar	PA	Office of the Commissioner, Survey and Land Records	
135	Irshal ul hamid	Jr. Assistant		
136	Abdul Hamid	Secretary	Advisory Board for	



137	Vinod Kumar Bhat	Jr. Scale Stenographer	Development of Kisans	J&K Economic Reconstruction Agency
138	Mohammad Maqbool Mir	Head Assistant/Cashier		
139	Saqib Bisati	Network Administrator		
140	Makarand Mehta	System Manager		
141	Neeraj Kumar	System Manager		
142	Tabasum Wani	System Manager		
143	Javid Khan	Assistant(IT)		
144	Muzamil Rashid	Assistant(IT)		
145	Mehrajuddin Shieklh		J&K Women Development Corporation	28.04.2021 to 01.05.2021 (04 days)  04:00 PM to 06:00 PM  Training Hall, Ground Floor, Office of the Chief Electoral Officer, J&K, Rail Head Complex, Jammu
146	Shesh Kumar			
147	Muneer Ahmad			
148	Owais Ahmed Khan			
149	Mir Tariq Masroor	Drug Control Officer	Office of the State Drug Controller, Drug & Food Control Organization	
150	Manzoor Ahmad Bhat	Head Assistant		
151	Kamal Kishore	Junior Assistant		
152	Tanesh Kumar		Office of the Director, State Forest Research Institute, J&K	
153	Raj Mohd			
154	Aftab Alam Bhat			
155	Shahid Zaffar Hashmi			
156	Rajinder Kumar	Accounts Officer	Office of the Chief Wildlife Warden	
157	Naresh Bhagat	Jr. Assistant		
158	Hilal Ahmad Shah	Computer Operator		
159	Muzaffar Rasool	Computer Operator		
160	Majid Farooq	Jr. Scientist/Staff Officer	Department of Ecology, Environment & Remote Sensing	
161	Anil Sapru	EDP Supervisor		
162	Naresh Kumar Sharma	Stenographer		
163	Saheem Mushtaq	I/C Accounts		

	Parray		
164	Nishant Deol	Administrative Officer	J&K Khadi and Village Industries Board
165	Sameer Ahmad	Assistant Executive Officer	
166	Peer Javaid Ahmad	Senior Zonal Organizer	
167	Muzzamil Hussain	Jr. Supervisor	
168	Ruqia Akhter	Accounts Assistant	
169	Jasbir Singh	Jr. Assistant	Directorate of J&K Funds Organization
170	Muzaffar Ahmad Rashie	Compiler	
171	Sunil Kumar	Compiler	
172	Narinder Pal Singh		J&K Public Service Commission
173	Ravinder Mohan		
174	Brij Bushan Singh		
175	Shahid Farooq Khan		
176	Mohd Maqbool	Deputy Director Planning	Chief Executive Officer, Mission Youth, J&K
177	Rakesh Kumar	Sr. Stenographer	
178	Dr Wahid Ul Hassan	Technical Officer	Directorate of Indian System of Medicine
179	Sunil Kumar	Sr. Assistant	
180	Aqib Hussain	Accounts Manager	
181	Naseer Ahmad	Accounts Assistant	Directorate of LFA & Pension
182	Vikrant Singh	Senior Assistant	
183	Maneesha	Assistant Labour Commissioner	J&K Building and Other Construction Workers Welfare Board
184	Dinesh Sharma	Jr. Assistant	
185	Khursheed Ashiq	PA to CEO	
186	Nazir Ahmad Khan	Jr. Assistant	
187	Shoeab Afra Khan	Senior Project Manager	Mission Director, JK Rural Livelihoods Mission
188	Khalid Hussain Zargar	MIS Officer	
189	Taahir Nabi Mir	Senior Project Manager	
190	Suhaib Mehmood	MIS Assistant	



191	Jagdish Chander	Senior Assistant	Directorate of Sainik Welfare Board	28.04.2021 to 01.05.2021 (04 days)
192	Raj Kumar	Jr. Assistant		
193	Surto Ram	Wel Org		
194	Rakesh Roshan Bhat	Wel Org		
195	Koushal Singh	Wel Org		
196	Abdul Rashid War	Senior Assistant		
197	Nazir Ahmad Wani	Jr. Assistant		
198	Shabir Ahmad	Senior assistant	Directortate General Family Welfare, Maternal Child Health and Immunization	04:00 PM to 06:00 PM
199	Deepak Jamwal	Extension Educator		
200	Abdul Rehman	Jr. Assistant		
201	Karan	Data Entry Operator		
202	Jagdish Kumar	I/C Section Officer		
203	Rajesh Kumar	Senior Assistant		
204	Anupam Sharma	Sr. Assistant		
205	Rajeev Kumar	Jr. Assistant	J&K BOSE	Committee Room, 3 <sup>rd</sup> Floor, Civil Secretariat, Jammu
206	Sandeep Singh Didwal	Jr. Assistant		
207	Hakim Niyaz Ahmad	Section Officer		
208	Awais Ahmed Hamdani	Sr. Assistant		
209	Mohd Younis Dar	Sr. Assistant		
210	Sairab Amin Sofi	Jr. Assistant		
211	Younus Ahmad Wani	Jr. Assistant		
212	Nissar Ahmad Wani	I/C Labour Procurement Officer	Directorate of Defence Labour Procurement of UT of J&K and Ladakh	
213	Abdul Rouf	I/C Senior Assistant		
214	Shakeel Ahmad Mir	I/C Senior Assistant		
215	Mir Mohammad Arif	Junior Assistant		