

**Government of Jammu and Kashmir,
Information Technology Department,
Civil Secretariat, J&K**

Subject:- Inquiry Report in respect of Fire incident at Civil Secretariat, Jammu on 28.12.2022.

Circular No. 02 –JK(ITD) of 2023

Dated: 02.03.2023

In view of the recent Fire Incident at Civil Secretariat, Jammu on 28.12.2022, the General Administration Department has forwarded a list of precautionary measures to be followed by all the Administrative Departments in both the Civil Secretariats at Srinagar and at Jammu.

Accordingly, all the Administrative Secretaries are requested to issue necessary directives to all the employees under their administrative control to ensure proper shutting down of all the electrical/electronic gadgets i.e Computers, laptops, Chargers, UPS, CPU's, Printers etc, before leaving the offices.

NBM
02.3.23
**Under Secretary to the Government
Information Technology Department**

No. IT-Gen/220/2022

Dated: 02.03.2023

Copy to the:-

1. All Administrative Secretaries.
2. Private Secretary to the Principal Secretary to the HLG.
3. Private Secretary to Commissioner/Secretary to the Government, Information Technology Department.
4. Incharge Website, ITD.
5. Circular file.