

**GOVERNMENT OF JAMMU AND KASHMIR**  
**INFORMATION TECHNOLOGY DEPARTMENT**  
**CIVIL SECRETARIAT, JAMMU.**  
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**Subject: Training of Master Trainers for effective working of e-Office in Civil Secretariat, Jammu/Srinagar.**

**Reference: O.M. No. GAD-ADM-125/2021-07-GAD dated 02.06.2021.**

**Government Order No. 44- JK(ITD) of 2021**

**Dated: 30-06-2021**

In order to ensure smooth implementation and roll out of e-office in all the offices mentioned in above referred Government Order, the 2<sup>nd</sup> calendar for training of master trainers (based on the information received from the concerned departments) is hereby notified as Annexure 'A' to this Order. The officials nominated by the departments are necessarily required to carry at least one fully charged laptop with them for the purpose of hands-on experience/training.

All the nominated Officials are required to attend 03(Three) 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.

JaKeGA shall be the Nodal agency for conducting and imparting the said training to the Officers/Officials and in case of any doubts/clarifications related to the training/training schedule, please contact **Mr. Irfan Ahmed, Project Manager JaKeGA (Contact No: 9070181818) - For Srinagar and Mr. Arun Panotra, Analyst, JaKeGA (Contact No: 7006687232) - For Jammu.**

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

**Sd/-**  
**(Simrandeep Singh)**  
**Secretary to the Government**

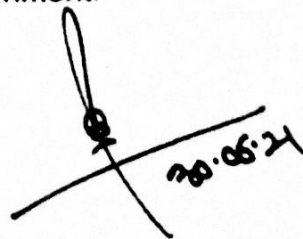
**Dated: 30.06.2021**

**No: ITD/Gen/118/2017/IV**

**Copy to the: -**

1. Financial Commissioner, Health and Medical Education Department.
2. All Principal Secretaries to the Government.
3. Principal Secretary to the Hon'ble Lieutenant Governor.
4. Joint Secretary, J&K, Ministry of Home Affairs, Government of India.
5. All Commissioner/Secretaries to the Government.



  
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6. Commissioner/Secretary to the Government, General Administration Department for information.
7. CEO, JaKeGA for information and with the request to depute the team of officials/resources for monitoring and imparting the training session.
8. Director Estates, with a request to provide meeting hall (Committee Room, 3 Floor, Main block Civil Secretariat, Jammu and Meeting Hall, 4<sup>th</sup> Floor, Civil Secretariat, Srinagar) for conducting the e-Office trainings. Entire day occupation would be required from 07-07-2021 to 09-07-2021).
9. Private Secretary to Secretary to the Government, Information Department for information.
10. I/C Website, GAD for uploading the same on GAD's Website.
11. I/C Website, Information Technology Department.
12. Government Order File

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(Rajinder Kumar Khajuria)  
Additional Secretary to the Government  
Information Technology Department

**Annexure 'A' to Government Order No. - JK(ITD) of 2021 Dated - 2021**

S.No	Name of the Department	Name of the Officials with Designation (AT JAMMU)	Name of the Officials with Designation (AT SRINAGAR)	Date, Time and Venue
1)	Animal Sheep Husbandry	1) Sh. Kuldeep Kumar, S O 2) Sh. Manoj Kumar Pandit, S O	1) Sh. Rajpal Singh, S O 2) Mohammad Iqbal Mir, S O	<p>07.07.2021 to 09.07.2021 (03 days)</p> <p>10:30 AM to 12:30 PM (1<sup>st</sup> Session)</p> <p>Committee Room, 3<sup>rd</sup> Floor, Civil Secretariat, Jammu (For Jammu Secretariat Employees)</p> <p>4<sup>th</sup> Floor, Meeting Hall, Civil Secretariat, Srinagar (For Srinagar Secretariat Employees)</p>
2)	Law, Justice and Parliamentary affairs	1) Sh. Ashish Gupta, Addl Secy 2) Sh. Varun Bedi, Sr Scale Stenographer	1) Sh. Irfan ul Shafi, Legal Assistant 2) Sh. Wajahat Habib, Legal Assistant	
3)	DMRRR	1) Sh. Raj Kumar, S O 2) Sh. Pardeep Sambyal, S O	1) Mst. Ruby Jan, S O 2) Sh. Arvind Raina, EDP Supervisor	
4)	Higher Education	1) Dr. Vikas Dar Bhagati, KAS, Dy Secy 2) Mr. Pankaj Bharti, S O	1) Mr. Anil Sharma, Under Secy 2) Mr. Manzoor Ahmed Rahi, S O	
5)	Hospitality and Protocol	1) Sh. Anil Kumar Raina, S O 2) Sh. Sanjay Sharma, S A	1) Sh. Ayoub Farooq, S O 2) Sh. Fida Hussain, H A	
6)	Information	1) Sh. Pardeep Kumar, Dy. Secy 2) Sh. Manoj Kumar Pandit, Under Secy	1) Asha Khaliq, S O 2) Jawahira Akhter, I/c S O	
7)	Jal Shakti	1) Sh. Rohit Qazi, AAO 2) Sh. Bishan Dass, S O	1) Sh. Mohammad Amin, S O 2) Sh. Shafiq Ahmed, S O	
8)	Labour and Employment	1) Sh. Varinder Gupta, Dy Secy 2) S. Tarandeep Singh, S O	1) Mohammad Sajjid, H A 2) Mst. Saima Nargis, H A	
9)	Ladakh Affairs	1) Sh. Kulbir Singh, H A	1) Sh. Tariq Ahmed, H A	
10)	Planning, Development and Monitoring	1) Sh. Neeraj Talwar, Statistical Officer 2) Sh. Ashwani Kumar, Statistical Officer	1) Sh. Fayaz Ahmed, S O 2) Sh. Popinder Singh, Statistical Officer	
11)	Revenue	1) Sh. Dharam Paul Sharma, Under Secy 2) Sh. Vinod Kumar Pandita, S O	1) S. Surjeet Singh, Under Secy 2) Sh. Muneer Ahmed, S O	
12)	Science and Technology	1) Ms. Shaista Akhter, S O 2) Mr. Kripal Singh, S O (Plg)	1) Mr. Ishtiaq Ahmed Bhat, Dy Secy	

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13)	Tourism	1) Smt. Phoola Raina, Under Secy 2) Smt. Manju Sharma, S.O		
14)	Transport	1) Sh. Dawanjeet Singh, S.O 2) Sh. Bal Krishan, S.O	1) Sh. Raj Mohd Malik, KAS, Dy Secy 2) Sh. Shabir Ahmed, Statistical Officer	07.07.2021 to 09.07.2021 (03 days)
15)	Tribal Affairs	1) Sh. Sushil Kumar Gupta, AD P&S 2) Sh. Dinesh Sharma, J.A	1) Sh. Mukhtar Ahmed Bhat, Under Secy. 2) Sh. Abdul Hamid, S.O	02:30 PM to 04:30 PM (2 <sup>nd</sup> Session)
16)	Youth Services & Sports Department	1) Sh. Sham Lal, S.O	1) Sh. Mohd Ayub, Under Secy 2) Smt. Neerja Pandita, S.O	Committee Room, 3 <sup>rd</sup> Floor, Civil Secretariat, Jammu (For Jammu Based Employees)
17)	Floriculture, Gardens & Parks Department	1) Smt. Anjali Koul, S.O 2) Sh. Munish Sharma, Sr. Stenographer	1) Aasif Ahmad Bhat, S.O 2) Gousiya Jan, H.A	
18)	Lt. Governor's Office	1) Mr. Sunil Kumar Sharma, A.O. 2) Mr. Sunil Kumar Pandita, S.O.	1) Mr. Mushtaq Ahmad Lone, H.A. 2) Mr. Bilal Ahmad Bhat, H.A.	
19)	Civil Aviation Department	1) Smt. Antima Kachru, S.O	1) Syed Anjum, S.O 2) Sh. Shabir ahmad, S.O	4 <sup>th</sup> Floor, Meeting Hall, Civil Secretariat, Srinagar (For Srinagar Based Employees)
20)	General Administration Department.	1) Shri Kumar ji Rana, AAO 2) Shri Raj Kumar, S.O	1) Mr. Showkat Ahmad Watt, S.O 2) Mr. Abid Hussain Lone, S.O	
21)	Cooperative Department	1) S. Surjeet Singh, Under Secy 2) Sh. Parkash Chand, S.O	1) Asifa Jan, Under Secy 2) Riffat Yasmeen, S.O	
22)	Housing and Urban Development Department	1) Sh. Thannaji Bhat, Under Secy 2) Sh. Ravneet Singh, S.O	1) Syed Nazir Ahmad, Under Secy 2) Mukhtar Ahmad Bhat, S.O	
23)	School Education Department	1) Sh. Kuldeep Raj Padha, S.O 2) Sh. Ravi Kumar, S.O-	1) Mumtaza Akhter, S.O 2) Anayat Ullah Bhat, S.O	
24)	Agriculture Department	1) Sh. Rajesh Kumar, S.O 2) Sh. Kapil Kohli, H.A	1) Nusrat Shah, S.O 2) Sh. Hilal Ahmad Bhat, H.A	

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