

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

Subject:- Creation of Dedicated e-office Cell in Civil Secretariat Jammu / Srinagar.


**Government Order No. 57- JK(ITD) of 2021
Dated: 21 .09.2021**

In order to ensure smooth and hassle free functioning of e-Office in both the Civil Secretariat Complexes, it is hereby ordered that a **Dedicated e-Office Cell at Civil Secretariat Jammu and Srinagar** respectively comprising of under mentioned officers / officials is hereby constituted:

S.No.	Name of the Official	Contact No.	Nominated as
1.	Mr. Irfan Ahmad, Project Manager, JaKeGA	9070181818	Nodal Officer, J&K
2.	Mr. Naveed Iqbal, Manager, JaKeGA	9419021280	Co-ordinator Civil Secretariat, Srinagar
3.	Mr. Arun Panotra, Analyst IT, JakeGA	7006687232	Co-ordinator Civil Secretariat, Jammu
4.	Mr. Ashish Dogra	9419187369	e-Office Expert Resource Civil Secretariat, Jammu
5.	Ms. Shweta Sharma	7006945540	e-Office Expert Resource Civil Secretariat, Jammu
6.	Mr. Sharat Ashiq Khuroo	7780935818	e-Office Expert Resource Civil Secretariat, Kashmir
7.	Mr. Aijaz Sultan	7006135117	e-Office Expert Resource Civil Secretariat, Kashmir

The above-mentioned Dedicated e-Office Cell shall work under the overall supervision and administrative control of Mr. Afaq Ahmad, JKAS, Deputy Secretary to Government (9419149210) and Ms. Monika Sambyal, Jr. KAS, Under Secretary to Government (8899742509) who shall be directly responsible for the task at hand.

The major task of the dedicated e-Office Cell shall be to ensure hassle-free and smooth functioning of e-Office in both complexes of Civil Secretariat located in Jammu and Srinagar as per allocated locations with the sole objective to bring the downtime in the functioning of e-Office to zero levels and ensure that it functions smoothly round the clock.


21/9/21

Therefore, in case of any issue relating to smooth functioning / operationalization of e-office, the following dedicated Helpline Numbers shall be available for the users at respective Secretariat complexes:

- (a) **Jammu Secretariat - 7006687232**
- (b) **Srinagar Secretariat - 9419021280**

By Order of Government of Jammu and Kashmir.

Sd/

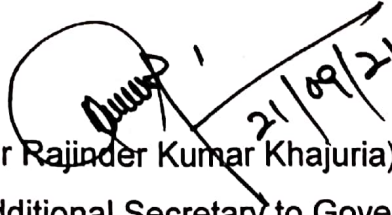
(Amit Sharma) JKAS
Administrative Secretary

No: IT-ADM/183/2021

Dated: 21 .09.2021

Copy to:

1. Financial Commissioner (Additional Chief Secretary), Finance Department.
2. Financial Commissioner (Additional Chief Secretary), H&ME.
3. Director General of Police, J&K.
4. All Principal Secretaries to the Government.
5. Principal Secretary to the Lieutenant Governor.
6. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
7. All Commissioner/Secretaries to the Government.
8. Chief Electoral Officer, J&K.
9. All concerned for compliance.
9. Private Secretary to Advisor(F)/(B) & (BK) to the Lieutenant Governor.
10. Private Secretary to Chief Secretary, J&K for information of Chief Secretary.
11. Private Secretary to Administrative Secretary, Information Technology for the information of Administrative Secretary.
12. I/c Website, GAD
13. I/c Webiste, IT Department.
14. Govt.Order File.


(Dr Rajinder Kumar Khajuria) JKAS
Additional Secretary to Government