

GOVERNMENT OF JAMMU AND KASHMIR
DIRECTORATE OF INDUSTRIES AND COMMERCE, KASHMIR

Sub: Instructions of the Principal Secretary to Govt., Industries & Commerce
Department Civil Secretariat Jammu- regarding.

Reference:

- a) D.O letter No. Pr. Secy/ PS/ I&C/ 2019/132 dated 27.12.2019.

CIRCULAR

The Principal Secretary to Government, I&C Department vide his D.O No. Pr. Secy/ PS/ I&C/ 2019/132 dated 27.12.2019 has commended the achievements of the Department for the year 2019 and has acknowledged the hard work and purposefulness of the officers/ officials of the Department. At the same time, emphasis has been laid on the efforts that should be made in a better way for achieving greater results. Some of the instructions that the Principal Secretary has conveyed that pertain to our sub-offices are required to be taken up immediately:

- i) Biometric attendance and its review on daily basis. Biometric attendance means both arrival time as well as departure time. Even the wages of daily wagers and casual labourers shall be paid by the offices accordingly.
- ii) All applications under RTI Act should be taken very seriously and appropriate reply be given to the applicant within the prescribed time.
- iii) All District heads shall go through the Court case file at their level and not to be delegated below. Wherever, consideration order is yet to be passed be done immediately within two weeks' time.
- iv) All District heads shall provide list of departmental proceedings pending against their staff at their level and their detailed status shall be shared with this Directorate within 01 weeks' time for taking it to the logical conclusion.
- v) Review of administrative hierarchy and suggestion for its restructuring in terms of abolition of redundant posts as well as creation of new ones as per the emerging requirements be done in each DIC office and report to be furnished at an earliest.
- vi) APRs of your subordinates be initiated at appropriate time as in case of delay, it derails and delays their promotion to the next level.
- vii) Regular field visits to field offices shall be undertaken as these visits and interactions with the beneficiaries or service seekers from the Department will give tremendous feedback leading to improvement in the service delivery by the Directorate.
- viii) Review all the procedures and rules regarding service delivery by the DICs/ Directorate and look out for removing unnecessary steps for improving public service delivery.
- ix) All policies, programmes, rules, regulations, practices and schemes shall be given due publicity in order to create sufficient awareness among the masses to take benefit out of it.

- x) All the periodical information viz Weekly/ Fortnightly/ MPRs/ APRs/ under various schemes shall be submitted on time (i.e by 1st of every month).

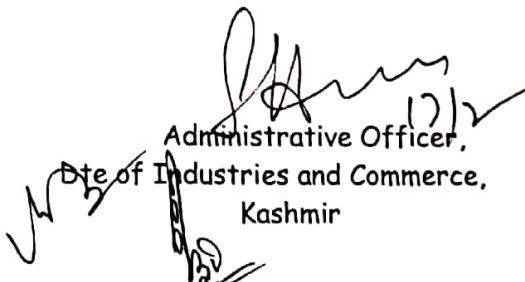
Sd
Director,
Industries & Commerce,
Kashmir

No. D.I.C/Estt/C-470/361-79

Dt 17-02-2020

Copy to the:

- i) Principal Secretary to Govt., I&C Department Civil Secretariat Jammu for favour of information.
- ii) Joint Director (M&P), Direction Office for information / necessary action.
- iii) Joint Director (Dev.), Direction Office for information / necessary action.
- iv) General Manager DIC _____ (All) for information / necessary action.
- v) Custodian, TFC Uri for information/ necessary action.
- vi) Chief Accounts Officer/ Deputy Director (P&S), Direction Office for information / necessary action.
- vii) Assistant Director (Dev.), Direction Office for information / necessary action.
- viii) Functional Manager (Legal)/ Asstt. Legal Remembrancer, Direction Office for information / necessary action.
- ~~ix)~~ I/c Website for necessary action.
- x) Notice board.


Administrative Officer,
Dte of Industries and Commerce,
Kashmir