

**Government of Jammu and Kashmir
Department of Skill Development
Civil Secretariat, J&K**

Subject: Nodal Officer for Switching over of Head of Departments to e-office-reg.

Refer: GAD-ADMOIII/41/2021-09-GAD dated 17.11.2021 from GAD.

**Government Order No: 91-JK(DSD) of 2021
Dated: 25-11-2021**

Shri Rajesh Basotra, Additional Secretary, Department of Skill Development is nominated as Nodal Officer as a single point contact for reviewing implementation of e-office in subordinate offices of this Department. Shri Naveed Badroo, Under Secretary shall assist him in this regard to ensure submission of at least 5 files daily on e-office by following HoDs, to ensure compliance to directions of Chief Secretary in Cos meeting:

1. MD, J&K Skill Development Mission.
2. Director, Skill Development.
3. Secretary, Board of Technical Education.
4. Director, Craft Development Institute, Srinagar.
5. Principal, Food Craft Institute, Jammu.

The Nodal Officer shall be responsible for compiling and furnishing updated information on the issue as per the devised format to the General Administration Department on daily basis.

By order of the Government of Jammu and Kashmir.

**Sd/-
(Dr. Asgar Hassan Samoon), IAS
Principal Secretary to the Government**

No:-DSD-Gen/21/2021-02-SDD-Part-1

Dated: 25-11-2021

Copy to the:-

1. Commissioner/Secretary to the Government, General Administration Department.

N-1
P Samoon

2. Joint Secretary, J&K, MHA, Government of India.
3. Mission Director, J&K, Skill Development Mission.
4. Director, Skill Development.
5. Director, Archives, Archaeology and Museums.
6. Secretary, J&K, Board of Technical Education.
7. Director, CDI, Srinagar.
8. Principal, Food Craft Institute, Jammu.
9. Government Order File.
10. I/c Web site, DSD


(Naveed H. Badroo)

Under Secretary to the Government
Department of Skill Development

25.11.2021



