

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

**Subject:- Work Distribution**

**Office Order No. 04 -JK(DSD) of 2024**

**Dated:- 05 .03.2024**

In supersession of all previous orders issued on the subject, the following work distribution among the officers/officials of this Department is hereby ordered with immediate effect:-

S. No	S.O	Work allotted	Officers			
1	Mr Tahir Hussain	1. General Section/ COS Meeting/Coordination 2. Monitoring of Admissions, Training and Placement. 3. RTI (APIO) 4. Grievances (online/offline) 5. ITI with HRM issues	U. S (A)	Dy Secy (D) (CPIO)	Addl Secy	Special Secy (FAA)
		1. Vigilance clearance portal. 2. Office Administration 3. CIIT, Jammu/ CIIT, Baramulla 4. Polytechnic with HRM issues	U. S (H)			
2	Mr Kuldeep Raj	1. Implementation and monitoring Schemes/ Skill Mission	U. S (A)	Dy Secy (D)	Addl. Secy	Special Secy
		1. Upgradation of Recruitment Rules(Gazetted and Non Gazetted)	U. S (H)			
3	Mr Mukhtyar Ahmad Rather	1. SRO 43/RAS cases 2. Referral of vacancies (Gaz/Non-Gaz) 3. FCI 4. JKBOTE	U. S (R)	Dy Secy (N)		

*[Handwritten Signature]*  
05/3/2024

4	Mr Gulzar Hussain Malik (HA)	1. Legal Section/RDA cases	Sr. Law officer	Addl. Secy	Special Secy
5		1. Capex Budget 2. Monitoring 3. Schemes 4. Matter pertaining to Plan 5. Deliverables	AD Planning	Joint Director Planning	
6	Mr Arshad Ahmad Bhat (HA)	1. Accounts/Nazarat section 2. Financial aspects of schemes 3. Matter pertaining to Finance	AAO	Director Finance	

**By Order**

  
(Harjinder Singh)  
Under Secretary to the Government  
Department of Skill Development

Dated: - 05.03.2024

No. DSDS-Adm/12/2021-02/28/2023-

**Copy to the:-**

1. Special Secretary to the Government, Department of Skill Development.
2. Director Finance, Department of Skill Development
3. Additional Secretary to the Government, Department of Skill Development
4. Senior Law Officer, Department of Skill Development
5. Deputy Secretary (D/N), Department of Skill Development
6. All Under Secretaries, Department of Skill Development
7. Private Secretary to Administrative Secretary, Department of Skill Development
8. All Section Officers, Department of Skill Development
9. All officials of Department of Skill Development
10. Office Order File.