



GOVERNMENT OF JAMMU AND KASHMIR
HOUSING & URBAN DEVELOPMENT DEPARTMENT
CIVIL SECRETARIAT, J&K

Subject: Switching over of functioning to e-office mode-reg.

Circular No.01-JK (HUD) of 2024
Dated:02.02.2024

In terms of the Government Order No.820-JK(GAD) of 2021 dated 02.09.2021 and Circular No.37-JK(GAD) of 2021 dated 20.09.2021, all Heads of the Departments were directed to switch over to e-office mode of working with assistance/handholding from the Information Technology Department within a week's time. However, it has been noted that some departments are still functioning in manual/paper or offline mode despite repeated directions and required hand holding from time to time.

Accordingly, it is, hereby, reiterated that all HoDs and their subordinate offices should shift their working completely to e-office mode without any further delay. Further, the entire responsibility to ensure shifting of all subordinate offices to e-office mode shall be with the concerned HoD. Any deviation on this part will be viewed seriously and liable to invite appropriate action as warranted under rules.

All Head of Departments should furnish the compliance report in this regard latest by 10th February, 2024.

Sd/-

(Mandeep Kaur), IAS

Commissioner/Secretary to the Government

Dated:02.02.2024

No.HUD-Adm/Misc/01/2024

Copy to:

1. All Head of the Departments of Housing & Urban Development Department.
2. Private Secretary to Commissioner/Secretary to the Government, Housing & Urban Development Department.
3. Incharge, Website, Housing & Urban Development Department.
4. Circular File.

(Er. Abdul Qyume) JKAS

Deputy Secretary to the Government