

GOVERNMENT OF JAMMU AND KASHMIR
Directorate of Handloom Development
3rd Floor J.L.N. Udyog Bhawan, Rail Head Complex, Jammu (Nov-April)
Ph: 0191-2477665; TeleFax: 0191-2477122 (Jammu) E-mail: director@jkhandloomdepartment.com

Subject: Work distribution in Direction Office (Handloom).

ORDER NO: 179 /DHD of 2019

DATED: 08- 11 - 2019

In supersession of all the previous Orders and in the interest of administration, the allocation of duties among the officials of Directorate of Handloom Development, J&K, Jammu is hereby ordered with immediate effect:-

S.No	Name & Designation	Work allotted
1	Smt Sharda Devi, Head Asstt	Gazetted Establishment/ Cooperative Sections.
2	Sh Sajjad Ahmad Khan, HA	Non-Gazetted Estb/ Legal Sections/ Rent cases.
3	Smt Neelam Kumari	Record Keeper of Non-gazetted and Cooperative Sections.
4	Smt Chander Kanta, JA	Receipt and Dispatch work.
5	Sh Mohinder Pal, Orderly	Besides his routine orderly job, he will also function as dak runner.
	Planning Section	
6	Sh Mukesh Verma, Sts Officer	All work pertaining to the Planning Section.
7	Smt Sushma Kumari	Record Keeper & Type work of Planning Sections
	Accounts Section	
8	Sh Raj Kishore, ACSK	Accounts Section/ Cashier/ Stationery.
9	Shri Haris Khan, JA	Record Keeper and typist of Accounts Section He will also update the website.

GPF sanction cases shall be dealt in Accounts Section.

All Sections shall route their files through Dy. Director (Admn).


Director

Handloom Dev. Department
J&K, Jammu

Dated: 8 - 11.2019

No: DHD/Estt/911/ 4198-4202

Copy for information to the:-

1. Joint Director Handlooms, Jammu/ Kashmir.
2. Deputy Director (Admn), Directorate of Handloom, J&K
3. Concerned officials.
4. Accounts Section of Direction Office.
5. Order file.