

Government of Jammu and Kashmir
Social Welfare Department
Civil Secretariat, Jammu

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Subject: Establishment of Special Human Resource Management (HRM) Branch in Social Welfare Department.

Government Order No. 18/ JK(SWD) of 2020
Dated: 28-12-2020

Sanction is hereby accorded to the establishment of Special Human Resource Management (HRM), Branch in Social Welfare Department. The Branch will be headed by the Mr. Mohammad Iqbal Mir, (KAS), Under Secretary to the Government, Social Welfare Department, supported by the following staff (in addition to their routine duties):-

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|------------------------------|-----------------|
| 1. Mr. Gulam Qadir | Section Officer |
| 2. Mr. Bharat Bushan Tickoo, | Head Assistant |
| 3. Mr. Ravinder Kumar | Head Assistant |
| 4. Mr. Mohammad Amin | Sr. Assistant. |

The Functions of the Branch:-

- Deal with matters of promotions, seniority lists, APRs, Departmental enquiries/vigilance cases.
- Ensure timely reference of vacancies (both Under direct recruitment and promotion quotas) to the designated recruiting agencies/Departmental Promotion Committees, for which Administrative department is responsible.

By order of the Government of Jammu & Kashmir.

Sd/-

Principal Secretary to the Government
Social Welfare Department

No. SWD/(Adm) 44/2020

Dated: 28-12-2020

Copy to the:-

- Joint Secretary, (J&K), Ministry of Home Affairs, Government of India.
- Commissioner/Secretary to the Government, General Administration Department.

3. Director General, Women and Child, J&K, Jammu
4. Director Social Welfare, Jammu/Kashmir
5. Mission Director, ICDS, J&K, Jammu.
6. Director, Finance, Social Welfare Department.
7. Director, Planning, Social Welfare Department
8. OSD to the Advisor(F) to the Lieutenant Government
9. Pvt. Secretary to the Principal Secretary to the Government, Social Welfare Department.
10. Government Order Register (w.2.s..c).

(Virender Kumar Manyal) KAS
Deputy Secretary to the Government
Social Welfare Department

28/12