



Government of Jammu and Kashmir
Estates Department Civil Secretariat Srinagar,

Circular No. 01- DE of 2016

Date:- 05.02.2016

Subject:- Sharing of information regarding transfer/retirements with the Estates Department.

The Estates Department provides the residential/Hotel allotments to officers/officials posted in move as well as in non-move offices which are stationed in Srinagar or Jammu cities. The Department at the time of allotments invariably obtains authenticated application from Drawing and Disbursing Officer of the employee concerned. In the circumstances, it is necessary that Estates Department is kept informed of subsequent transfers and postings of the allottee employees so that concomitant changes could be made in the allotted accommodation. However, it has been observed time and again that the Departments while issuing transfer orders and retirement notification do not inform the Estates Department about the same. This creates unnecessary information gaps and delays in the process relating to eviction/allotment/changes in allotment.

In the circumstances, it is enjoined upon all the Departments to endorse a copy of the retirement notification and transfer orders as and when issued to the Estates Department to bring about greater transparency and efficiency in the working of the Estates Department.

Sd/-

(B.B. Vyas) IAS

Financial Commissioner

Estates Department

Date:- 05.02.2016

No. Est/Gen/16/2016/retiring

Copy to;

1. All Administrative Secretaries.
2. All Head of the Departments.
3. Deputy Commissioners (Jammu/Srinagar).
4. Secretary Legislative Assembly/Council.
5. Pvt. Secretary to Financial Commissioner Estates for the information of Financial Commissioner.
6. Pvt. Secretary to Commissioner/Secretary General Administration Department for the information of Commissioner Secretary.
7. Stock file.

(Dr. G.N. Itoo) KAS

Director Estates

J&K