

No. JKTPO/J/GM/61/03

Dated: 24/01/2022

**Subject: Work Distribution****Order No: JKTPO/03****Dated: 24-01-2022**

For smooth functioning of JKTPO, the following job allocation is ordered as shown against each below in addition to the duties already allotted to them:

**JAMMU OFFICE**

S. No.	Name of the Official	Designation	Assignment
1.	Mr. Jagjit Singh	Plant Engineer	- Maintenance of Attendance Register and leave record. - Store/Stock In-charge. - Imprest In-charge
2.	Mr. Amit Gupta	Office Attendant	- Record Keeper.

**SRINAGAR OFFICE**

S. No.	Name of the Official	Designation	Assignment
1.	Mr. Dawood Wani	Computer Engineer	- Maintenance of Attendance Register and leave record.
2.	Mr. Bashir Ahmed	Clerk	- Store/Stock In-Charge. - Record keeper.

Issued with approval of Competent Authority.

  
General Manager,  
JKTPO

No: JKTPO/J/GM/61/03

Dated: -01-2022

**Copy to:**

1. Managing Director for kind information.
2. All Concerned Officials.
3. Order File.