



**Jammu & Kashmir Trade Promotion Organization
Industries & Commerce Department, Govt of J&K.**

6th Floor, JLN UdyogBhawan, Jammu / 3rd Floor, Sanat Ghar, Bemina, Srinagar

Email: contactjktpo@gmail.com; jktpo2020@gmail.com / Phone: 0191-2479924

Subject:- Processing of Files through E-office.

Circular No: JKTPO/J/61/08
Dated: 22-02-2024

It has been observed that there is a slowdown in movement of files through e-office after the temporary hiccup in its functioning. In this regard, it is hereby impressed on all the officials/officers of this organisation to ensure that no under-process file remains pending for over 07 days in their e-office accounts. All supervisory officers are advised to intervene in the said matter for immediate action and ensure that instructions of the Government contained in circular no.06-JK(IND) of 2023 dated 06-09-2023 are adhered to. Any deviation/casual approach in this regard will be viewed seriously and may attract action under rules.


Imran Mehmood
Financial Advisor/ Chief Accounts Officer


No. JKTPO/J/61/

Dated: - 22-02-2024

Copy to:

1. Managing Director, JKTPO for favour of information.
2. All Officers/Officials for compliance.

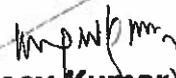
**Government of Jammu and Kashmir
Industries and Commerce Department
Civil Secretariat, Jammu/Srinagar.**

Subject:- Processing of files through e-office.

**Circular No:- 06 - JK(IND) of 2023.
Dated:- 06-09-2023.**

During Committee of Secretaries (CoS) meeting dated 17.08.2023, among other directions, the Chief Secretary has emphasized that all the officers/officials shall ensure that no under process file shall remain pending for over 7 days in their e-office accounts.

Accordingly, it is impressed upon all the HoD/Managing Directors and other officers to issue necessary instructions to the subordinate staff under their control to ensure that no under process file shall remain pending for over 7 days in their e-office accounts.


(Sanjeev Kumar)
Under Secretary to the Government

No:-IC-ADM/21/2021-02

Dated:-06.09.2023

Copy to the:-

1. All Heads of Department under Administrative Control of Industries and Commerce Department.
2. All officers and officials of Industries and Commerce Department.
3. Private Secretary to commissioner/Secretary to the Government, Industries and Commerce Department.
4. Incharge Website, Industries and Commerce Department.
5. Circular file.