No:- 426/DAHK/Estt/10657-751   Dated:- 16|03| -2023.

Government of Jammu and Kashmir
Directorate of Animal Husbandry
Kashmir
(Gowkadal Srinagar - 190001)
* * * * * * * * * * * * * *

Ph. No. 0191-2155091   E-mail:- est@jkanimalhusbandry.net   Fax:-0191-2170518

Sub:- JKHRMS- Non-availability of initial appointment Order/promotion order- reg.

Ref :- Gen Adm Department's OM No. GAD-SERV0GENL/2/2022-09 dated 09-02-2023.

CIRCULAR

I am directed to enclose herewith the aforesaid OM alongwith prescribed format and request all the sub-ordinate Drawing & Disbursing Officers of this Department to make available the desired information within two days positively, both in hard and soft form (strictly in excel format) .

Matter may be treated as Most Urgent and Time Bound.

Dy. Director (C) 16|03|23
Animal Husbandry Deptt.
Kashmir.

Copy to the:-
01. Joint Director _____.
02. CAHO / Eqv._____.
03. All DDOs_____
04. Accounts officer (Directorate).
05. I/c Website
                for information and n/a.

Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, J&K.

O.M No. GAD-SERV0GENL/2/2023-09
Dated: 09.02.2023

Subject: JKHRMS-Non-availability of Initial appointment Order/ Promotion order-reg.

The undersigned is directed to invite the attention of all Administrative Secretaries towards the subject cited above and request them to seek the list of employees in whose cases initial appointment order(s)/ promotion order(s) are not available, along with reasons from their respective DDOs, in the format enclosed **(Annexure-A)** and furnish the consolidated information to the General Administration Department **within a weeks time** positively, enabling this department to proceed further in the matter. The requisite data may also be provided in excel format as well on e-mail ID:- **gadit6648@gmail.com**

Matter be treated as Most Urgent.

(Roopali Arora)
Under Secretary to the Government

All Administrative Secretaries

Name of the Department	Name of DDO	Name of employee whose initial appointment order not available	Reason there of	Name of employee whose promotion order not available	Reason there of	Date of initial appointment in substantive capacity	Designation of initial appointment