



Government of Jammu and Kashmir  
Housing and Urban Development Department.  
Civil Secretariat. Srinagar / Jammu

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**Circular No: 2 - HUD of 2016**

**Dated: 18 -03-2016**

It has come to the notice of the authorities that inspite of repeated directions and issuance of circular instructions by GAD vide circular No:11-GAD of 2016 dated 09-02-2016, the record files of the Department are not arranged/maintained as per the procedure laid down in the J&K Sectt. Manual. The authorities have, in some cases, already recorded their displeasure for non-compliance of these Circular instructions.

It is as such hereby impressed upon all the officials dealing with different sections of the Department that henceforth they should ensure that:-

- i) Note/correspondence side of the files should be properly page-numbered;
- ii) pages should be tagged in the file to prevent them from getting torn, and
- iii) the file covers should be changed when required.

Failing which appropriate disciplinary action in terms of J&K Classification, Control and Appeal Rules 1956 shall be taken against the responsible official/officials.

Sd/-

Commissioner/Secretary to the Government  
Housing & Urban Development Department

No:HUD/Adm/ 35 /2016

Dated: 18 -03-2016

Copy for information:-

1. Special Secretary to the Government, H&UDD
2. Director Finance, H&UDD
3. Addational Secretary , to the Government, H&UDD.
4. Joint Director Planning, H&UDD
5. Under Secretary (N),(F),(AR)to Government, H&UDD
6. Private Secretary to the Financial Commissioner,Planning &Development Department.
7. Private Secretary to the Commissioner /Secretary to Government, H&UDD.
8. All Section Officer, H&UDD.
9. All Concerned Record Keeper,H&UDD.
10. Circular file/Stock file/Website.

(Nissar Ahmed)

Under Secretary to Government  
Housing & Urban Dev. Department

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