

File No.HUD-ADM/6/2020-O/o Clerical Hall-H&UDD
Government of Jammu and Kashmir,
Housing and Urban Development Department,
Civil Secretariat, Jammu

Subject:- Issue of communications.

Circular No. 01 - HUDD of 2021

Dated: 22 -04-2021

Instructions for issuance of communications to the Heads of Department through e-office in addition to the normal mode of communication have been issued vide Circular No. 04-HUD of 2020 dated 07.12.2020. These instructions have been reiterated in the Departmental Meeting of HoDs held on 01.04.2021. It has, however, been observed that the delays in communications, both ways.

The matter has been reviewed. It is noted that the Government has already decided to switchover completely to e-office.

All the officers of the Housing and Urban Development Department are enjoined upon to ensure that the approved proposals should be followed by issuance of letters / office memos / circular instructions as the case may be, within 2-3 days of the grant of approval by the Competent Authority. Further, each communication should invariably be issued through e-office to HoDs, in addition to other modes of communication /hard copy manually to avoid any gap. The concerned Section Officers will be personally responsible for dispatch of every communication from their respective sections. The HoDs will continue to send their communications to the Administrative Department through e-office in addition to hard copies for reference and record.

The above instructions are issued with the approval of the Principal Secretary to Government, Housing & Urban Development Department.


(Tej Krishan)

Under Secretary to the Government



Dated 22.04.2021

No. HUD/ADM/06/2020-e-office

Copy to the:

1. All Head of Departments.
2. All officers of the H&UDD.
3. Private Secretary to Principal Secretary to Government, Housing and Urban Development Department.
- ✓ 4. Incharge, Website H&UDD.
5. Stock file.