



**GOVERNMENT OF JAMMU AND KASHMIR**  
**GENERAL ADMINISTRATION DEPARTMENT**  
(Services Section)  
Civil Secretariat, Jammu/Srinagar

Subject:- Establishment of the 'Public Services Management Cell' in the General Administration Department.

**Government Order No: 279 - GAD of 2012**  
**Dated: 06.03.2012**

1. With a view to ensuring strict implementation of the Jammu and Kashmir Public Services Guarantee Act, 2011, sanction is hereby accorded to the establishment of the 'Public Services Management Cell' in the General Administration Department.

2. Composition.

The Cell will be headed by an officer of the rank of Additional/Deputy Secretary to Government supported by four computer operators, one steno, and two orderlies.

3. Functions.

The 'Public Services Management Cell' will:

- (a) Monitor implementation of the Act and Rules and would also coordinate with the departments in the matter of inclusion of different services within the purview of the Act.
- (b) Arrange capacity building programmes for the Designated Officers/Appellate Authorities independently or through J&K Institute of Management, Public Administration & Rural Development (IMPA).
- (c) Act as feed back centre regarding results/success stories/failures, if any, and improvement thereof.
- (d) Coordinate quarterly reviews by the Hon'ble Chief Minister.
- (e) Evolve mechanisms for third party monitoring of the implementation of the Act, preferably through NGOs.
- (f) Conduct public awareness camps in the districts through Deputy Commissioners.

- (g) Give wide publicity to the legislation through print and electronic media.

4. Supervision and Control.

The 'Public Services Management Cell' will function under the overall supervision of the Administrative Secretary, General Administration Department.

5. The orders of posting of the officer and staff to the Cell shall be issued separately.

By order of the Government of Jammu and Kashmir

Sd/-

(Sheikh Mushtaq Ahmad) IAS

Secretary to Government

General Administration Department

Dated:06.03.2012

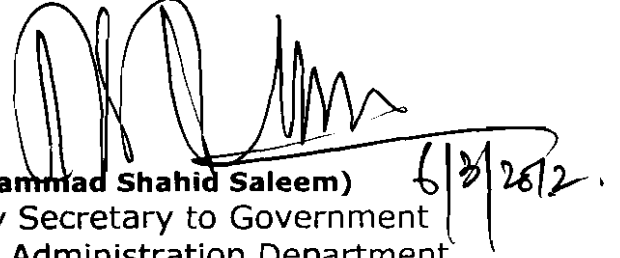
No:GAD(Adm)66/2011-V

Copy to the:-

1. Financial Commissioner (Revenue), J&K.
2. Director General of Police, J&K.
3. All Principal Secretaries to Government.
4. Chairman, J&K Special Tribunal.
5. Director General, J&K Institute of Management, Public Administration & Rural Development (IMPA).
6. Principal Secretary to Hon'ble Chief Minister.
7. Principal Secretary to H.E. the Governor.
8. All Commissioner/Secretaries to Government.
9. Commissioner of Vigilance, J&K.
10. Divisional Commissioner, Kashmir/Jammu.
11. Principal Resident Commissioner, J&K Government, New Delhi.
12. All Heads of Departments/Managing Directors.
13. Secretary, J&K Legislative Assembly/Council.
14. Secretary, J&K Public Service Commission.
15. All Deputy Commissioners.
16. Director Estates.
17. Director Information.
18. Director Archives, Archaeology and Museums.
19. All the State Level Nodal Officers, PSG Act, 2011.
20. Additional Secretary/Principal Private Secretary to Chief Secretary.



21. All District Level Nodal Officers, PSG Act, 2011.
22. Secretary, J&K Services Selection Board.
23. General Manager, Government Press, Srinagar/Jammu.
24. Special Assistant to Hon'ble Deputy Chief Minister.
25. Private Secretaries to all Hon'ble Cabinet Ministers/Hon'ble Ministers of State.
26. Special Assistant to Advisor to Hon'ble Chief Minister.
27. OSD to Political Advisor to Hon'ble Chief Minister.
28. Under Secretary to Chief Secretary.
29. Private Secretary to Commissioner/Secretary to Government, General Administration Department.
30. Incharge website, General Administration Department.
31. Government Order file/Stock file.



(Mohammad Shahid Saleem) 6/2/2012  
Deputy Secretary to Government  
General Administration Department