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

Subject: Constitution of Departmental Grievance Redressal Committees for expeditious redressal of grievances of employees in the Union territory of Jammu & Kashmir.

Government Order No.:1780 -JK (GAD) of 2026
Dated: 12.11.2026

Sanction is hereby accorded to the constitution of Departmental Grievance Redressal Committees in all Administrative Departments, comprising the following, for examination and disposal of grievances of employees/workers under their administrative control:-

1.	Administrative Secretary of the Department	Chairman
2.	Director Finance/Financial Advisor & CAO	Member
3.	Additional/Special Secretary to the Government of the Department	Member
4.	Law Officer not below the rank of Deputy Legal Remembrancer of the Department	Member

Terms of Reference: The Committee shall, inter alia, undertake the following:

i. To examine grievances relating to service matters and other employment-related issues of employees/workers of the Department and its subordinate/field offices;
ii. To examine the grievances in the light of the applicable statutory rules, regulations, Government instructions, Recruitment Rules, sanctioned cadre structure and other relevant provisions;
iii. To identify grievances which can be resolved at the departmental level and take appropriate action for their expeditious disposal;
iv. To examine cases involving policy, inter-departmental consultation, financial implications or amendment of rules and, wherever required, initiate action for obtaining the approval/concurrence of the competent authority in accordance with the applicable procedure;
v. To ensure that genuine and admissible grievances are not kept pending for want of examination at the appropriate level and to prescribe, wherever feasible, a time-bound mechanism for their disposal;

vi. To review, periodically, the pendency and status of grievances and issue necessary directions to the concerned subordinate offices/authorities for their early disposal

By Order of the Government of Jammu & Kashmir

Sd/-
(M.Raju) IAS
Commissioner/Secretary to the Government

No. GAD-ADM0IV/150/2026-09-GAD Dated: 12.11.2026

Copy to the:-

1. All Financial Commissioners (Additional Chief Secretaries)
2. Director General of Police, J&K
3. All Principal Secretaries to the Government
4. Principal Secretary to Hon'ble Lieutenant Governor, J&K
5. All Commissioner/Secretaries to the Government
6. Chief Electoral Officer, J&K
7. Joint Secretary (JKL), Ministry of Home Affairs, Government of India
8. Divisional Commissioner, Jammu/Kashmir
9. Resident Commissioner, J&K Government, New Delhi
10. Director General, J&K Institute of Management, Public Administration & Rural Development
11. All Deputy Commissioners
12. Director Information, J&K
13. Chairperson, J&K Special Tribunal
14. All Heads of the Departments/Managing Directors
15. Director, Archives, Archaeology and Museums, J&K
16. OSD/Private Secretary to Hon'ble Deputy Chief Minister, J&K
17. OSD/Private Secretary to Hon'ble Chief Minister, J&K
18. Private Secretary to Chief Secretary, J&K
19. Private Secretaries to all Hon'ble Ministers, J&K
20. Private Secretary to Advisor to Hon'ble Chief Minister, J&K
21. Private Secretary to Commissioner/Secretary to the Government, General Administration Department
22. Government Order/Stock file/Website, GAD. **"Hindi and Urdu versions shall follow."**

12/11/26
(Shakeeb Arsallan) JKAS
Under Secretary to the Government