

**Government of Jammu and Kashmir**  
**General Administration Department**  
**Civil Secretariat, Jammu.**

No. GAD(Adm)02/2021-I

Dated: 18.01.2021

**Subject:- Implementation of directions of Hon'ble Lieutenant Governor—Review meetings thereof.**

The Principal Secretary to Lieutenant Governor, J&K shall hold review meetings with all the Administrative Secretaries/Divisional Commissioners /Deputy Commissioners **on every Friday** on the issues mentioned against each, as per the following schedule:-

S. No	Issues	Time and Venue	Department(s)
1.	Strategizing/identifying the delivery of public services through digital platform.	11:30 AM, Meeting Hall Lieutenant Governor's Secretariat, 2 <sup>nd</sup> Floor, Civil Secretariat, Jammu	All Departments.
2.	Best practices, on public welfare/administration duly awarded with the Prime Minister's Awards for Excellence in Public Administration, for their simulation in J&K.		All Departments/All Deputy Commissioners.
3.	Road map for change in public perception-identification and execution of three works in each department in the Financial Year 2020-21.		
4.	Registration of beneficiaries under SEHAT and distribution of cards.	12:15 PM	Health and Medical Education Department.
5.	Digitalization of Land Records.	01:00 PM	Administrative Secretary Revenue Department/ Divisional Commissioner, Jammu/Kashmir and All Deputy Commissioners.
6.	Digitalization/Geo-Tagging of Waqf Properties.		

Accordingly, the undersigned is directed to request all the Administrative Secretaries/Divisional Commissioners/Deputy Commissioners to attend the above said meetings every Friday on the scheduled time and venue. Further, the participants except those based in Jammu are requested to attend the said meetings through virtual mode.

  
(Malik Suhail)

Deputy Secretary to the Government

**All Administrative Secretaries**

Copy for similar necessary action to:-

1. Divisional Commissioner, Jammu/Kashmir.
2. All Deputy Commissioners.

3. Private Secretary to Chief Secretary for kind information of the Chief Secretary.
4. Private Secretary to Principal Secretary to Lieutenant Governor for kind information of the Principal Secretary to Hon'ble Lieutenant Governor.
5. Private Secretary to Commissioner/Secretary to the Government, General Administration Department for kind information of the Commissioner/Secretary.
6. Network Manager, General Administration Department with the request to make necessary arrangements.

A handwritten signature in black ink, consisting of stylized, cursive letters that appear to be 'R' and 'M' followed by a horizontal line.