

Government of Jammu and Kashmir
Directorate of Food, Civil Supplies and Consumer Affairs
Near Nehru Market, Ware House, Jammu-180001 (J&K)

Subject: Secretariat Assistants Training Course (SATC) and Foundation Course in respect of Senior Assistants and Junior Assistants of Heads of Departments / Offices.

Reference: General Administration Department's Order No. 548-JK(GAD) of 2021 dated 24.06.2021.

Order No.:- 119 -DFCS&CAJ-of-2021

Dated :- 06 -07-2021

Whereas, vide this Directorate Order No. 115-DFCS&CAJ of 2021 dated 29.06.2021, 14 No. of Senior Assistants and 05 No. of Junior Assistants were deputed for undergoing two months Secretariat Assistants Training Course (SATC) and Foundation Course in respect of Senior Assistants and Junior Assistants at J&K IMPARD Jammu with effect from 01.07.2021 to 31.08.2021 as per the slots given by the General Administration Department vide above referred order;

Whereas, the Directorate of FCS&CA, Jammu have received 05 representations from Senior Assistants i.e. **Sh. Raj Karan Singh, Smt. Rajinder Kour, Smt. Amrita Vaid, Sh. Pardeep Balgotra and Smt. Shivani Sharma** and 01 representations from Junior Assistant i.e. **Sh. Imran Khan** regarding exemption of two months Secretariat Assistants Training Course (SATC) and Foundation Course respectively due to some unavoidable reasons;

Keeping in view of the representations submitted by the officials, it is ordered that the following officials as per Seniority List are hereby deputed for undergoing two months Secretariat Assistants Training Course (SATC) and Foundation Course in respect of Senior Assistants and Junior Assistants respectively w.e.f 06.07.2021 to 31.08.2021. The training has already started w.e.f. 01.07.2021.

A. Secretariat Assistants Training Course (SATC)-- List of Senior Assistants:-

S.No	Name of the officials S/Sh/Smt.	Parentage
1.	Ashwani Kumar	Sadhu Ram
2.	Mohan Singh	Kanwal Singh
3.	Makhan Din	Rehmana
4.	Mohd Akram	Gaffara
5.	Sanji Ram	Naukat Ram

B. Foundation Course—List of Junior Assistants:-

S.No	Name of the officials S/Sh/Smt.	Parentage
1.	Pankaj Sharma	Ravi Sharma

The above said officials are deemed to be relieved from their present place of posting to attend the above said training programme on scheduled date and place.


**Sd/-
Director
FCS&CA, Jammu**

No: 347/6/1596-1602

Dated: 05-07-2021

Copy to the:-

1. Commissioner / Secretary to Government, FCS&CA Department, J&K Civil Secretariat Jammu for favour of kind information.
2. Director General, Institute of Management Public Administration and Rural Development, J&K Jammu for information.
3. All concerned Assistant Director, FCS&CA Department, Jammu Division for information, necessary action and a direction to intimate the reasons in writing for non compliance of above orders by any official under his jurisdiction.
4. Concerned for immediate compliance.
5. PA to Director, FCS&CA, Jammu for information of the Director.
6. Office order file / Stock file.
7. Personal file


Joint Director (Adm.) 05/07/2021
FCS&CA, Jammu