

**Government of Jammu and Kashmir
Directorate of Rural Development Kashmir**

Subject:- J&K Legislative Assembly Session September-October 2015 Setting up of cell thereof.

ORDER No. 969
DATED: 28 : DRDK OF 2015
09 : 2015

It is hereby ordered that

A monitoring cell comprising of following officers / officials is hereby constituted to deal with all Legislative Assembly / Council questions. The cell will be responsible to obtain replies for all Assembly / council questions in time and have the same prepared / approved and finalized for onward transmission to the Administrative Department.

S/Shri

- 1) Mohammad Mushtaq Beigh Deputy Director (Adm)**
- 2) Nazir Ahmad Pir (AO)**
- 3) Mehraj Ud Din Wani, BDO (Hqr)**
- 4) Syed Abdul Basit, Assistant Director (Plg)**
- 5) Ali Mohammad Malla, SO (Adm)**

All the AQ's / CQ's will be received / entered in the register properly by **S/Shri Showkat Ahmad Jr.** Stenographer and **Faisal Ahmad Khan Jr.** Assistant Personal Section and forward to the concerned sections to whom the question(s) pertains on proper receipt. The members of the QD Cell will be responsible for timely submission of the replies pertaining to their subject.

Section-wise allocation of QD work is ordered as under:-

Establishment Section

- 1) Mushtaq Ahmad Bhat (Sr. Assistant)
- 2) Tariq Hafiz (Computer Asstt.)
- 3) Bashir Hussain MPW (Record keeper)
- 4) Irshad Nazir (VLW)
- 5) Aijaz Ahmad (Jr. Assistant)

Accounts Section.

- 1) Rafiq Akhter (Sr. Assistant)
- 2) Mehbooba Akhter (Sr. Assistant)
- 3) Gh. Mohammad Wani (Sr. Assistant)
- 4) Muneer Ahmad Khan (Jr. Assistant)
- 5) Rafiq Ahmad Mir VLW
- 6) Razia Akhter (Jr. Assistant)
- 7) Sajad Ahmad (Orderly)

Panchayat Section.

- 1) Nazir Ahmad (Senior Stenographer)
- 2) Shahnawaz Ahmad (VLW).

Complaint / Daily wage Section

- 1) Gurjeet Singh, Head Assistant.
- 2) Shugfuta Bahar Jr. Assistant
- 3) Jamsheeda Akhter (Sub Jr. Assistant)
- 4) Nissar Ahmad Baba (Jr. Steno)
- 5) Suriya Parveen (Jr. Assistant)

Planning Section.

- 1) Naseer Ahmad Reshi, SO (Plg)
- 2) Showkat Ahmad (Sts. Assistant)
- 3) Mohammad Ashraf (Sts. Assistant)
- 4) Junaid Ahmad (Jr. Sts. Assistant)
- 5) Abdul Majeed Sheikh (Orderly)

Contd...2...

Legal Section.

- 1) Mohammad Ashraf, VLW
- 2) Mohammad Irfan (Plt Watcher)
- 3) Manzoor Ahmad (MPW)

Despatch Section

- 1) Mohammad Shafi (Orderly).

Driver

- 1) Inder Jeet Singh
- 2) Gh Rubani Khatana
- 3) Mohammad Akhter
- 4) Mehraj-ud-Din
- 5) Reyaz Ahmad (Plt. Watcher)
- 6) Ghulam Mohidin (DRW)

Orderlies

- 1) Mushtaq Ahmad Khan
- 2) Shakeel Ahmad
- 3) Abdul Rashid Dar.
- 4) Ab Rashid Sheikh (I/C Photostat)
- 5) Mohammad Akbar Naik (Plantation Watcher)
- 6) Gh. Mohammad (Helper)
- 7) Mohammad Akbar Sofi (Orderly)
- 8) Tariq Ahmad
- 9) Mohammad Ayoub

Estates Section

1. Nissar Ahmad Bhat (Attendant)
2. Gh. Nabi Mir (Helper)

Shri Imtiyaz Ahmad Sofi of Planning Section (Computer knowing) shall be responsible for the computerization of all the questions pertaining to Planning Section and online submission to Administrative Department.

Shri Mushtaq Ahmad Bhat Sr. Assistant shall be responsible for maintaining the attendance of the employees who attend the office in the early hours and left the office in late hours. Shri Mushtaq shall submit daily attendance report to SO (A) **at 6.00 p.m.**

A daily statement indicating the latest position of Legislative Assembly / Council Questions shall be submitted to the Director, Rural Development by Shri Showkat Ahmad Jr. Stenographer.

Accounts Officer will ensure that the Photostat Machines, Fax Machines and Computers/ Printers, Data Cards are kept ready / remain functional and also ensure arranging of sufficient stock of Material for these equipment's along with other stationery items so that no difficulty is faced by QD Cell.

The overall functioning of QD cell shall be supervised and monitored by DD(Adm) DRDK.

By order


Director
Rural Development Department
Kashmir
Dated:- 28-09-2015

No:-DRDK/Estt/AQ 2015/11/1/02/21596-628

Copy to the:-

- 1) Secretary to Government, Rural Development and Panchayati Raj Department, J&K, Srinagar for favour of information.
- 2) Accounts Officer (DRDK) for information and necessary action.
- 3) Concerned for information and necessary action.
- 4) Record file/ stock file.