

GOVERNMENT OF JAMMU AND KASHMIR  
DIRECTORATE OF HORTICULTURE KASHMIR RAJBAGH SRINAGAR.

Subject: Work distribution among Desk Officers, of the Directorate of Horticulture Kashmir.

Horticulture Order No. 18 /E of 2022

Dated 28 /06/2022

In the interest of administration and smooth running of Government work, the distribution of work among the Desk Officers, posted in this Directorate is hereby ordered as under with immediate effect.

Name of the officer	Designation	Work of Sections to be looked	Remarks
Ms. Shafiq Khalid	Deputy Director (Central)	Administration (Gazetted / Non Gazetted),	In addition to the sections allotted, shall work as DVO, Nodal Officer for Grievance Cell and PIO, (RTI) for the Directorate.
		Plant Protection Section.	
		Production Section	
		Litigation Section.	
		Grievance Cell. IT Section	
Mr. Vinay Dutta	Assistant Director (H)	Development and Planning Section.	In addition to the sections allotted, shall work as Transport Officer in the Directorate.
		Purchase Section.	
Dr. Nadia Khanday	Accounts Officer	Accounts/ GPF Section.	Shall look after all finance related issues.
Ms. Ruqaya Rehman.	Private Secretary	Personnel Section	Shall look after all work in the Personnel Section.

Sd/-  
(G. R. Mir) JKAS  
D I R E C T O R

No.DHK/Adm/G/88/ 3925-35

Dt. 28-06-2022

Copy to the:-

1. All Desk Officers, Directorate of Horticulture Kashmir.
2. All Sections, Directorate of Horticulture Kashmir \_\_\_\_\_

for information and necessary action.

3. I/C Website for uploading the same on official website.

*Shafiq*  
(Shafiq Khalid)  
Deputy Director (C)  
*28/6/22*