

Government of Jammu and Kashmir
ARI & Trainings Department
Civil Secretariat, Jammu/Srinagar

Subject: Effective functioning of Government Press Srinagar/Jammu.

Circular No: 01-JK(ARI & Trgs) of 2022
Dated: 12.04.2022

In order to effectively manage the functioning of the Government press Jammu/Srinagar, the concerned General Managers should follow the guidelines mentioned below in letter and spirit:-

- (i) All the correspondences made with and from the respective departments regarding printing orders and other related matters should not be made directly with outside departments without prior knowledge and intimation to the Administrative Department.
- (ii) No purchase of machines and materials should be made without the prior approval of the Administrative Department.
- (iii) It should be ensured that no future liability is created, and regarding past liabilities, if any, responsibility should be fixed upon delinquent officers/officials.
- (iv) In the light of implementation of e-office by all the departments, printing of redundant materials should be avoided.
- (v) Inventory of idle machinery and materials should be shared with the Administrative Department as per a fixed format on a monthly basis.
- (vi) The official work should be fully shifted to e-office, no physical communication shall be entertained henceforth by the department.

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- (vii) Surplus staff, if any, should be utilized in any branch of the press as per the requirement.
- (viii) Efforts should be made for efficient use of space in the press on scientific and modern lines.


Sd/-
(Amit Sharma), JKAS
Secretary to the Government
ARI & Trainings Department

No: ARI-Gen/25/2022-01

Dated: 12/04/2022

Copy to the:-

1. Director General, Stationery & Office Supplies, J&K.
2. General Manager, Government Press Srinagar.
3. General Manager, Ranbir Government Press Jammu.
4. Private Secretary to Secretary to the Government, ARI & Trainings Department for information of the Secretary.
5. Circular/Stock file
6. I/c Website


(Aadil Bashir)
Under Secretary to the Government
ARI & Trainings Department