

Minutes of the Review-cum-Introductory Meeting held on 01.04.2022 in the office chambers of Shri Amit Sharma, JKAS, Secretary to Government, ARI & Trainings Department.

A Review-cum-Introductory Meeting, under the chairpersonship of Shri Amit Sharma, JKAS, Secretary to Government, ARI & Trainings Department, was held on 01.04.2022. The following Officers attended the Meeting:-

1. Secretary to Government, ARI & Trainings Department (*In-Chair*)
2. Director Finance, ARI & Trainings Department
3. Additional Secretary to Government (M), ARI & Trainings Department
4. Additional Secretary to Government (S), ARI & Trainings Department
5. General Manager, Government Press, Srinagar
6. General Manager, Government Press, Jammu

Besides, various officials of ARI & Trainings Department were also present in the Meeting.

In the meeting, all the officers/officials introduced themselves to the new Secretary to Government, ARI and Trainings Department and also apprised him about the works assigned to them, as per last work distribution orders. The Secretary to Government, ARI & Trainings Department, after having a brief interaction with the officers/officials, discussed the relevant issues of the department and following directions were issued by the Chair for immediate compliance by all concerned:-

- 1. The Chair directed to ensure issuance of Minutes of Standing Committee Meeting held on 31.01.2022 under the Chairpersonship of ACS Finance so that these Draft Recruitment Rules could be finalised at the earliest.**
- 2. In respect of the fresh Draft Service Recruitment Rules received from different departments, the Chair directed the Additional**

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Secretary (M/S) to put-up a meeting roster for holding such preliminary meetings which can be convened and completed in next fortnight.

- 3. The Chair directed that the directions given by worthy Chief Secretary in the Review Meeting held on 03.01.2022 regarding uploading Recruitment Rules and Seniority Lists of all the departments on ARI Trainings Website should be complied with, in letter and spirit, and if any challenge or difficulty is being faced by the officers /officials in this behalf, the same should be brought to the notice of the authorities so that the same can be taken-up with concerned quarters and the timelines fixed in this behalf can be met without fail.**
- 4. It was decided by the Chair that the Website of the department shall be revamped and made user-friendly with mobile compatibility and the same shall be taken-up with SIO, NIC by AS (M/S) immediately for drawing a timeline for accomplishing this task within the shortest possible time. Since websites and e-Office hold the key to the successful implementation of e-Governance reforms which are a subset of Overall Administrative Reforms, therefore, the website of ARI Trainings Department should act as a Model Website for all other departments to follow and replicate in the future. It should have all the features including one-touch access, regular updations, accessibility, translation, etc as per the latest GoI guidelines.**
- 5. The Chair directed that the process for issuance of NDCs on account of availing educational loans for various professional courses should go through end-to end digitisation and it should be simplified using Government Process Re-engineering (GPR) tools so as to make it applicant-friendly thereby making workflow smooth and unnecessary levels are cut down which should ultimately result into zero pendency and NIL human interface with the applicants. Director Finance to put up a proposal in this behalf within next five days.**
- 6. Since the workload of the department has increased manifold due to high expectations of authorities and timelines given by worthy Chief Secretary in last Review Meeting held on 03.01.2022, therefore, the Chair directed that urgent request must be made to General Administration Department for filling-up the vacant positions in department and provisioning of requisite manpower, both at Gazetted as well as Non-Gazetted levels as per the requirement.**

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- 7. Chair further directed that the timeline for addressing the issues of Mutual Migration of MBBS students need to be re-assessed, in light of the latest guidelines issued by the National Medical Commission in this behalf. Further, an initiative has to be taken towards its end-to-end digitisation, with NIL human interface, for making it fully transparent system using automation tools, with the usage of online tools, making it a swift, foolproof and auto-responsive system. AS (S) to put-up a proposal in this behalf within 10 days.**
- 8. The Chair took a brief review of the functioning of both the HoD offices of Government Presses, functional in both Jammu & Kashmir divisions. However, due to paucity of time, it was decided that two separate review meetings of both Government Press, Jammu and Government Press, Srinagar, shall be convened shortly, after physical inspections of both the Complexes and interaction with staff, in order to reinvent the wheel for designing a commercially viable and sustainable model towards optimal usage and capacity utilisation. The timeline for same shall be one month including complete overhauling and revamping in terms of men, machinery, location, utilization of assets, etc. as it was felt that there is an ample scope to improvise and enhance productivity and functionality of these vital assets of the Government.**
- 9. It was also brought to the notice of the Chair that there was a huge liability of various Government departments in both the Government Presses and lot of reminders have already been issued by concerned General Managers to respective departments for releasing payments for same but in vain. The Chair assured that the administrative department shall take-up the matter on top priority at the highest levels for clearing all pending liabilities and requisite reminders shall also be issued by the Administrative Department to defaulting departments for expediting it. Further, it was decided the defaulting departments should be clearly communicated that in view of pending liabilities, the respective Government Press is not in a position to execute the printing assignments in future until past liabilities are cleared with immediate effect. Further, Chair directed General Manager, Ranbir Government Press, Jammu for putting-up a fresh proposal towards revamping Ranbir Government Press, Jammu within a fortnight, without waiting for the upcoming visit of the Chair in both the Press Complexes, which is an independent exercise for the analysis and assessment by the administrative department.**

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- 10. The Chair directed AS (S) to take necessary steps for revision of the Proforma, Checklists and Reporting Formats for the Administrative Inspections on modern lines, while taking a cue from the latest DARPG guidelines, ARC recommendations and best practices being followed in this behalf, in all progressive states/UTs, especially keeping into consideration latest administrative reforms such as the introduction of e-Office in all Government Offices. The same exercise should be finished within three weeks and the administrative department shall come up with a roster in this behalf while creating an annual calendar for conduct of administrative inspections in various departments / corporations / PSUs etc in a time-bound manner throughout the year.**
- 11. Since the ARI & Trainings Department of J&K is an extension / replication of Department of Administrative Reforms and Public Grievances (DARPG), Government of India in the Union Territory, the issue regarding strengthening and revamping the working of the ARI & Trainings Department was discussed threadbare. It was decided that the same shall be taken-up with the Secretary, DARPG, Government of India at the earliest so that a Vision Document for the department can be released in the UT, after seeking due guidance and assistance from its parent department in the Centre.**
- 12. The Chair disclosed that the Training and Capacity Building of Government employees working under departments is a direct mandate of ARI Trainings Department but unfortunately, the same component has been missing over the years due to which other organisations, agencies and departments have been over-burdened to do so. In this behalf, clear directions were issued to AS (S) that a comprehensive proposal must be framed and placed before the Chair in a week's time which shall cover all the aspects of training including collaboration of J&K UT administration worth best Training Institutes/Academies, creation of requisite infrastructure, allocation of adequate budget, provisioning of human resources, creation of an exclusive training wing, etc should be included in it, especially keeping into consideration the changing times, in which virtual and specialised trainings, have become a new normal.**
- 13. It was also decided by the Chair that an urgent follow-up with Cabinet Section of General Administration Department shall be undertaken regarding the pending issue of winding-up of**

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Department of Stationery & Office Supplies, J&K for which a comprehensive AC Memo stands submitted.

- 14. The Chair was also informed that Board of Professional Entrance Examinations (BOPEE) is under the administrative control of ARI Trainings Department but in the past, an administrative secretary who was holding the charge of both General Administrative Department and ARI Trainings, shifting its working, allocation of budget, etc from its parent department ARI Trainings to GAD for convenience of working and the same arrangement has been continuing till date. Accordingly, it was decided after due deliberations on the matter that it shall be taken-up with the Finance Department and the General Administration Department, for the allocation of budget henceforth to ARI Trainings Department and shifting back administrative control of BOPEE from GAD to the ARI Trainings Department and AS (S) shall put-up a note in this behalf within next 10 days.**

The Secretary to Government, ARI & Trainings before culmination of the Meeting, finally advised that all the officers/officials of the department should work with full zeal and enthusiasm and also maintain proper official decorum and punctuality while performing their duties with total dedication and professionalism, in order to avoid any displeasure, on this count.

The meeting ended with a vote of thanks to the Chair.



(Aadil Bashir)

Under Secretary to Government
ARI & Trainings Department

No:ARI-Misc/5/2022-08

02/04/2022

Copy to the :-

1. Director General, Stationery & Office Supplies, J&K for information and necessary action.

2. Director Finance, ARI & Trainings Department for information and necessary action.
3. Additional Secretary to Government, ARI & Trainings Department (M)/(S) for information and necessary action.
4. Under Secretary to Government, ARI & Trainings Department (A/B) for information and necessary action.
5. Private Secretary to the Chief Secretary J&K for kind information of Chief Secretary.
6. Private Secretary to the Additional Chief Secretary to Government, Finance Department for kind information of Additional Chief Secretary.
7. Private Secretary to the Principal Secretary to Government, General Administration Department for kind information of Principal Secretary, GAD.
8. Private Secretary to the Secretary to Government, ARI & Trainings Department.
9. All Section Officers/Officials of ARI & Trainings Department for information and necessary action.
10. Incharge, ARI Trainings Website.