



Government of Jammu and Kashmir
ARI and Trainings Department
Civil Secretariat, J&K

Subject: Conduct of Administrative Inspection – issuance of inspection calendar thereof.

Government Order No: 19 -JK(ARI & Trgs) of 2024

D a t e d: 10.05.2024

It is hereby ordered that the following teams of ARI & Trainings Department shall conduct Administrative Inspections of the Government/Semi-Government Offices/Head of Departments/Divisional Level Offices as per the Schedule appended as "**Annexure – A**" to this order, strictly following the Inspection Proforma notified vide Government order No. 09-JK(ARI & Trgs) of 2024 dated 06.03.2024.

The respective Inspection team(s) shall submit its report within a week's time positively.

By Order of Government of Jammu and Kashmir

Sd/-

(Shabnam Kamili), JKAS
Secretary to the Government

Dated: 10.05.2024

No: ARI-AI/08/2021-01 (33306)

Copy to the:

1. All Financial Commissioners (Additional Chief Secretaries).
2. All Principal Secretaries to the Government.
3. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
4. All Commissioners/Secretaries to the Government.
5. Head of Department _____.
6. General Manager, Government Press, Srinagar/Jammu with the request to provide vehicle to the Inspection team(s) as and when requisitioned.
7. Director, Archives, Archaeology & Museums.
8. Pvt. Secretary to the Chief Secretary, J&K for information of the Chief Secretary.
9. Pvt. Secretary to Secretary to the Government, General Administration Department for information.
10. Pvt. Secretary to Secretary to Government, ARI & Trainings Department for information.
11. PA to Secretary (Tech.), ARI & Trainings Department for information.
12. Govt. Order file.
13. I/c Website.

(Mohammad Arshad Jan)

Under Secretary to the Government

Annexure - A to Government Order No. 19-JK(ARI & Trgs) of 2024 dated: 10.05.2024.

S. No	Department	Team of Officer(s)/Official(s) (Mr./Mrs.)	Date of Inspection
01	Director Animal Husbandry , Kashmir	<ol style="list-style-type: none">1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department2. Mohammad Arshad Jan, Under Secretary3. Baby Parveez, Section Officer4. Milan Santosh, Accounts Assistant5. Mohammad Shamsheer, Junior Assistant	14.05.2024 to 16.05.2024
02	Director Animal Husbandry , Jammu	<ol style="list-style-type: none">1. Kartar Singh, JKAS, Additional Secretary, ARI & Trainings Department.2. Karan Singh, Under Secretary3. Sanjay Kumar, Accounts Officer.4. Ashok Kumar, Head Assistant.5. Ritika Gupta, Junior Assistant.	14.05.2024 to 16.05.2024
03	Director Health Services Kashmir	<ol style="list-style-type: none">1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department.2. Mohammad Arshad Jan, Under Secretary.3. Baby Parveez, Section Officer4. Milan Santosh, Accounts Assistant5. Mohammad Shamsheer, Junior Assistant	20.05.2024 to 22.05.2024

04	Office of Deputy Director Estates , Jammu	<ol style="list-style-type: none"> 1. Pankaj Gupta, JKAS, Special Secretary, ARI & Trainings Department. 2. Dr. Raman Jandyal, Under Secretary 3. Ashok Kumar, Head Assistant. 4. Milan Santosh, Accounts Assistant. 5. Ritika Gupta, Junior Assistant. 	20.05.2024 to 22.05.2024
05	Govt Medical College, Handwara	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department 2. Hafiz-ullah-Peer, Under Secretary 3. Noor Mohammad Gadyari, Assistant Accounts Officer. 4. Mohammad Yousuf Rather, Head Assistant. 5. Farhat Ara, Senior Assistant 	27.05.2024 to 29.05.2024
06	Directorate of Industries & Commerce , Jammu.	<ol style="list-style-type: none"> 1. Pankaj Gupta, JKAS, Special Secretary, ARI & Trainings Department. 2. Dr. Raman Jandyal, Under Secretary 3. Sanjay Pandita, Assistant Accounts Officer. 4. Ashok Kumar, Head Assistant. 5. Ritika Gupta, Junior Assistant 	27.05.2024 to 29.05.2024
07	Office of Deputy Director Estates , Kashmir	<ol style="list-style-type: none"> 1. Mohammad Arshad Jan, Under Secretary 2. Noor Mohammad Gadyari, Assistant Accounts Officer. 	27.05.2024 to 29.05.2024

		<ol style="list-style-type: none"> 3. Mohammad Yousuf Rather, Head Assistant. 4. Farhat Ara, Senior Assistant 	
08	Director, FCS & CA , Jammu	<ol style="list-style-type: none"> 1. Kartar Singh, JKAS, Additional Secretary, ARI & Trainings Department. 2. Karan Singh, Under Secretary 3. Sanjay Kumar, Accounts Officer. 4. Ashok Kumar, Head Assistant. 5. Romey Sharma, Junior Assistant. 	27.05.2024 to 29.05.2024
09	Director AYUSH, J&K	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department 2. Kartar Singh, JKAS, Additional Secretary 3. Mohammad Arshad Jan, Under Secretary 4. Baby Parveez, Section Officer 5. Milan Santosh, Accounts Assistant 6. Mohammad Shamsheer, Junior Assistant 	03.06.2024 to 05.06.2024
10	Directorate of Rural Development Jammu.	<ol style="list-style-type: none"> 1. Pankaj Gupta, JKAS, Special Secretary ARI & Trainings Department. 2. Dr. Raman Jandyal, Under Secretary 3. Sanjay Pandita, Assistant 	03.06.2024 to 05.06.2024

		<p>Accounts Officer.</p> <p>4. Ashok Kumar, Head Assistant.</p> <p>5. Ritika Gupta, Junior Assistant</p>	
11	Regional Transport Office, Kashmir	<p>1. Hafiz-ullah-Peer, Under Secretary</p> <p>2. Noor Mohammad Gadyari, Assistant Accounts Officer.</p> <p>3. Mohammad Yousuf Rather, Head Assistant.</p> <p>4. Farhat Ara, Senior Assistant</p>	<p>03.06.2024 to 05.06.2024</p>
12	Regional Transport Office, Jammu	<p>1. Kartar Singh, JKAS, Additional Secretary, ARI & Trainings Department.</p> <p>2. Karan Singh, Under Secretary</p> <p>3. Sanjay Kumar, Accounts Officer.</p> <p>4. Ashok Kumar, Head Assistant.</p> <p>5. Romey Sharma, Junior Assistant.</p>	<p>03.06.2024 to 05.06.2024</p>
13	Government Medical College, Srinagar	<p>1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department.</p> <p>3. M. Arshad Jan, Under Secretary</p> <p>4. Hafiz-ullah-Peer, Under Secretary</p> <p>5. Baby Parveez, Section Officer</p> <p>6. Milan Santosh, Accounts Assistant</p> <p>7. Mohammad Shamsheer, Junior Assistant</p>	<p>10.06.2024 to 12.06.2024</p>

14	Director Social Welfare , Jammu.	<ol style="list-style-type: none"> 1. Kartar Singh, JKAS, Additional Secretary, ARI & Trainings Department. 2. Karan Singh, Under Secretary 3. Ashok Kumar, Head Assistant. 4. Milan Santosh, Accounts Assistant 5. Romey Sharma, Junior Assistant. 	10.06.2024 to 12.06.2024
15	Directorate of Sericulture , Jammu	<ol style="list-style-type: none"> 1. Pankaj Gupta, JKAS, Special Secretary, ARI & Trainings Department. 2. Dr. Raman Jandyal, Under Secretary 3. Sanjay Pandita, Assistant Accounts Officer. 4. Ashok Kumar, Head Assistant. 5. Ritika Gupta, Junior Assistant. 	10.06.2024 to 12.06.2024
16	Govt. Medical College Anantnag	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department. 2. Mohammad Arshad Jan, Under Secretary. 3. Baby Parveez, Section Officer 4. Milan Santosh, Accounts Assistant 2. Mohammad Shamsheer, Junior Assistant 	24.06.2024 to 26.06.2024

17	Director Sheep Husbandry Jammu	<ol style="list-style-type: none"> 1. Kartar Singh, JKAS, Additional Secretary, ARI & Trainings Department. 2. Karan Singh, Under Secretary 3. Sanjay Kumar, Accounts Officer. 4. Ashok Kumar, Head Assistant. 5. Romey Sharma, Junior Assistant. 	24.06.2024 to 26.06.2024
18	Mission Directorate, Skill Development Mission , Jammu	<ol style="list-style-type: none"> 1. Pankaj Gupta, JKAS, Special Secretary, ARI & Trainings Department. 3. Dr. Raman Jandyal, Under Secretary 4. Sanjay Pandita, Assistant Accounts Officer. 5. Ashok Kumar, Head Assistant. 6. Ritika Gupta, Junior Assistant. 	24.06.2024 to 26.06.2024
19	Govt Medical College, Baramulla	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech., ARI & Trainings Department 2. Mohammad Arshad Jan, Under Secretary. 3. Hafiz-ullah-Peer, Under Secretary 4. Noor Mohammad Gadyari, Assistant Accounts Officer. 5. Mohammad Yousuf Rather, Head Assistant. 6. Farhat Ara, Senior Assistant 	01.07.2024 to 03.07.2024

20	Directorate of Floriculture , Jammu	<ol style="list-style-type: none"> 1. Kartar Singh, JKAS, Additional Secretary, ARI & Trainings Department. 2. Karan Singh, Under Secretary 3. Sanjay Kumar, Accounts Officer. 4. Ashok Kumar, Head Assistant. 5. Romey Sharma, Junior Assistant. 	01.07.2024 to 03.07.2024
21	Directorate of Tourism , Jammu.	<ol style="list-style-type: none"> 1. Pankaj Gupta, JKAS, Special Secretary ARI & Trainings Department. 2. Dr. Raman Jandyal, Under Secretary 3. Ashok Kumar, Head Assistant. 4. Milan Santosh, Accounts Assistant. 5. Ritika Gupta, Junior Assistant. 	01.07.2024 to 03.07.2024
22	Director Health Services Jammu	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech., ARI & Trainings Department. 2. Dr. Raman Jandyal, Under Secretary 3. Sanjay Pandita, Assistant Accounts Officer. 4. Ashok Kumar, Head Assistant. 5. Ritika Gupta, Junior Assistant 	08.07.2024 to 10.07.2024
23	Higher Education Department Jammu	<ol style="list-style-type: none"> 1. Pankaj Gupta . Spl. Secretary, ARI & Trainings Department. 2. Dr. Raman Jandyal, Under Secretary 3. Ashok Kumar, Head Assistant. 	08.07.2024 to 10.07.2024


		<p>4. Milan Santosh, Accounts Assistant.</p> <p>1. Ritika Gupta, Junior Assistant</p>	
24	Director Horticulture , Jammu	<p>1. Kartar Singh, JKAS, Additional Secretary, ARI & Trainings Department.</p> <p>2. Karan Singh, Under Secretary</p> <p>3. Sanjay Kumar, Accounts Officer.</p> <p>4. Ashok Kumar, Head Assistant.</p> <p>5. Romey Sharma, Junior Assistant.</p>	08.07.2024 to 10.07.2024
25	Director, FCS & CA , Kashmir	<p>1. Dr. Abdul Kabir Dar, Secretary Tech., ARI & Trainings Department</p> <p>2. Mohammad Arshad Jan, Under Secretary.</p> <p>3. Baby Parveez, Section Officer</p> <p>4. Milan Santosh, Accounts Assistant</p> <p>5. Mohammad Shamsheer, Junior Assistant</p>	15.07.2024 to 17.07.2024
26	Director Horticulture , Kashmir	<p>1. Hafiz-ullah-Peer, Under</p> <p>2. Baby Parveez, Section Officer</p> <p>3. Milan Santosh, Accounts Assistant</p> <p>4. Mohammad Shamsheer, Junior Assistant</p>	15.07.2024 to 17.07.2024

27	Directorate Housing and Urban Development Department, J&K	<ol style="list-style-type: none"> 1. Pankaj Gupta . Spl. Secretary, ARI & Trainings Department. 2. Dr. Raman Jandyal, Under Secretary 3. Ashok Kumar, Head Assistant. 4. Milan Santosh, Accounts Assistant. 5. Ritika Gupta, Junior Assistant 	15.07.2024 to 17.07.2024
28	Director School Education Department, Kashmir	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech., ARI & Trainings Department 2. Mohammad Arshad Jan, Under Secretary 3. Baby Parveez, Section Officer 4. Milan Santosh, Accounts Assistant 5. Mohammad Shamsheer, Junior Assistant 	22.07.2024 to 24.07.2024
29	Director School Education Department, Jammu	<ol style="list-style-type: none"> 1. Pankaj Gupta . Spl. Secretary, ARI & Trainings Department. 2. Dr. Raman Jandyal, Under Secretary 3. Ashok Kumar, Head Assistant. 4. Milan Santosh, Accounts Assistant. Ritika Gupta, Junior Assistant 	22.07.2024 to 24.07.2024
30	Directorate of Employment J&K	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech., ARI & Trainings Department 2. Mohammad Arshad Jan, Under Secretary. 3. Baby Parveez, Section Officer 	29.07.2024 to 31.07.2024

		<p>4. Milan Santosh, Accounts Assistant</p> <p>Mohammad Shamsheer, Junior Assistant</p>	
31	Labour Commissioner, J&K	<p>1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department.</p> <p>2. Mohammad Arshad Jan, Under Secretary</p> <p>3. Baby Parveez, Section Officer</p> <p>4. Milan Santosh, Accounts Assistant</p> <p>Mohammad Shamsheer, Junior Assistant</p>	<p>05.08.2024 to 07.08.2024</p>
32	Director Agriculture, Kashmir	<p>1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department.</p> <p>2. Mohammad Arshad Jan, Under Secretary</p> <p>3. Baby Parveez, Section Officer</p> <p>4. Milan Santosh, Accounts Assistant</p> <p>Mohammad Shamsheer, Junior Assistant</p>	<p>12.08.2024 to 14.08.2024</p>
33	Director Agriculture, Jammu	<p>1. Pankaj Gupta . Spl. Secretary, ARI & Trainings Department.</p> <p>2. Dr. Raman Jandyal, Under Secretary</p> <p>3. Ashok Kumar, Head Assistant.</p> <p>4. Milan Santosh, Accounts Assistant.</p> <p>Ritika Gupta, Junior Assistant</p>	<p>12.08.2024 to 14.08.2024</p>

34	Directorate of Geology and Mining, J&K	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department. 3. Hafiz-ullah-Peer, Under Secretary 4. Baby Parveez, Section Officer 5. Milan Santosh, Accounts Assistant 6. Mohammad Shamsheer, Junior Assistant 	20.08.2024 to 22.08.2024
35	Directorate of Libraries, J&K	<ol style="list-style-type: none"> 1. Pankaj Gupta . Spl. Secretary, ARI & Trainings Department. 2. Dr. Raman Jandyal, Under Secretary 3. Ashok Kumar, Head Assistant. 4. Milan Santosh, Accounts Assistant. 5. Ritika Gupta, Junior Assistant 	20.08.2024 to 22.08.2024
36	Govt Medical College, Jammu	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary, Tech. ARI & Trainings Department. 2. Kartar Singh, JKAS, Additional Secretary, ARI & Trainings Department. 3. Dr. Raman Jandyal, Under Secretary 4. Ashok Kumar, Head Assistant. 5. Milan Santosh, Accounts Assistant. 6. Ritika Gupta, Junior Assistant 	27.08.2024 to 29.08.2024

37	Govt Medical College, Doda	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary, Tech. ARI & Trainings Department. 2. Kartar Singh, JKAS, Additional Secretary, ARI & Trainings Department. 3. Dr. Arshad Jan, Under Secretary 4. Ashok Kumar, Head Assistant. 5. Milan Santosh, Accounts Assistant. 6. Ritika Gupta, Junior Assistant 	02.09.2024 to 04.09.2024
38	Govt Medical College, Kathua	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary, Tech. ARI & Trainings Department. 2. Kartar Singh, JKAS, Additional Secretary, ARI & Trainings Department. 3. Dr. Raman Jandyal, Under Secretary 4. Ashok Kumar, Head Assistant. 5. Milan Santosh, Accounts Assistant. 7. Ritika Gupta, Junior Assistant 	09.09.2024 to 11.09.2024
39	Govt Medical College, Rajouri	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary, Tech. ARI & Trainings Department. 2. Kartar Singh, JKAS, Additional Secretary, ARI & Trainings Department. 3. Dr. Arshad Jan, Under Secretary 4. Ashok Kumar, Head Assistant. 	17.09.2024 to 19.09.2024



		<p>5. Milan Santosh, Accounts Assistant.</p> <p>Ritika Gupta, Junior Assistant</p>	
40	AIDS Control Society, J&K	<p>1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department</p> <p>2. Hafiz-ullah-Peer, Under Secretary</p> <p>3. Noor Mohammad Gadyari, Assistant Accounts Officer.</p> <p>4. Mohammad Yousuf Rather, Head Assistant.</p> <p>5. Farhat Ara, Senior Assistant</p>	<p>24.09.2024 to 26.09.2024</p>
41	Mission Director, ICDS , J&K.	<p>1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department.</p> <p>2. Mohammad Arshad Jan, Under Secretary</p> <p>3. Baby Parveez, Section Officer</p> <p>4. Milan Santosh, Accounts Assistant</p> <p>5. Mohammad Shamsheer, Junior Assistant</p>	<p>07.10.2024 to 09.10.2024</p>
42	Directorate of Industries & Commerce , Kashmir.	<p>1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department</p> <p>2. Hafiz-ullah-Peer, Under</p> <p>3. Noor Mohammad Gadyari, Assistant Accounts Officer.</p> <p>4. Mohammad Yousuf Rather, Head Assistant.</p> <p>5. Farhat Ara, Senior Assistant</p>	<p>14.10.2024 to 16.10.2024</p>

43	Director Sheep Husbandry Kashmir	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department 2. Mohammad Arshad Jan, Under Secretary 3. Baby Parveez, Section Officer 4. Milan Santosh, Accounts Assistant 5. Mohammad Shamsheer, Junior Assistant 	21.10.2024 to 23.10.2024
44	Directorate of Floriculture , Kashmir	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department. 2. Hafiz-ullah-Peer, Under Secretary 3. Noor Mohammad Gadyari, Assistant Accounts Officer. 4. Mohammad Yousuf Rather, Head Assistant. 5. Farhat Ara, Senior Assistant 	28.10.2024 to 30.10.2024
45	Mission Director, ICPS , J&K.	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department 2. Mohammad Arshad Jan, Under Secretary 3. Baby Parveez, Section Officer 4. Milan Santosh, Accounts Assistant 5. Mohammad Shamsheer, Junior Assistant 	04.11.2024 to 06.11.2024

46	Directorate of Rural Development Kashmir.	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department. 2. Mohammad Arshad Jan, Under 3. Baby Parveez, Section Officer 4. Milan Santosh, Accounts Assistant 5. Mohammad Shamsheer, Junior Assistant 	11.11.2024 to 13.11.2024
47	Directorate of Sericulture , Kashmir	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department 2. Hafiz-Ullah Peer, Under Secretary 3. Baby Parveez, Section Officer 4. Milan Santosh, Accounts Assistant 5. Mohammad Shamsheer, Junior Assistant 	18.11.2024 to 20.11.2024
48	Directorate of Tourism , Kashmir	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department 2. Hafiz-ullah-Peer, Under Secretary 3. Noor Mohammad Gadyari, Assistant Accounts Officer. 4. Mohammad Yousuf Rather, Head Assistant. 5. Farhat Ara, Senior Assistant 	25.11.2024 to 27.11.2024

49	Mission Directorate, Skill Development Mission , Kashmir	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department 2. Hafiz-ullah-Peer, Under Secretary 3. Noor Mohammad Gadyari, Assistant Accounts Officer. 4. Mohammad Yousuf Rather, Head Assistant. 5. Farhat Ara, Senior Assistant 	02.12.2024 To 04.12.2024
50	Medical Supplies Corporation J&K	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department 2. Hafiz-ullah-Peer, Under Secretary 3. Noor Mohammad Gadyari, Assistant Accounts Officer. 4. Mohammad Yousuf Rather, Head Assistant. 5. Farhat Ara, Senior Assistant 	09.12.2024 To 11.12.2024
51	Higher Education Department Srinagar	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department 2. Hafiz-ullah-Peer, Under Secretary 3. Noor Mohammad Gadyari, Assistant Accounts Officer. 4. Mohammad Yousuf Rather, Head Assistant. 5. Farhat Ara, Senior Assistant 	16.12.2024 To 18.12.2024



52	Government Unani Medical College, Kashmir	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department. 2. Kartar Singh, JKAS, Additional Secretary. 3. Mohammad Arshad Jan, Under Secretary 4. Baby Parveez, Section Officer. 5. Milan Santosh, Accounts Assistant. 6. Mohammad Shamsheer, Junior Assistant 	<p style="text-align: center;">23.12.2024 To 26.12.2024</p>
53	Government Ayurvedic Medical College Jammu.	<ol style="list-style-type: none"> 1. Dr. Abdul Kabir Dar, Secretary Tech. ARI & Trainings Department. 2. Kartar Singh, JKAS, Additional Secretary. 3. Dr. Raman Jandiyal, Under Secretary Baby Parveez, Section Officer. 4. Milan Santosh, Accounts Assistant. 5. Mohammad Shamsheer, Junior Assistant 	<p style="text-align: center;">30.12.2024 to 01.01.2025</p>

