

# C I R C U L A R

In the wake of ensuing budget session of State Legislature, the following orders/instructions for speedy disposal and timely submission of replies are issued as under :-

1. Assistant Director (L), Directorate of ISM shall be the Officer Incharge (QD Cell). He will monitor and supervise the AQ's/CQ's being received in the office and personally ensure correct, up-to-date, relevant and timely submission of replies to AQ's/CQ's after collection of relevant information/records from concerned sections and subordinate offices of this Directorate.
2. Section Officer (Estab.) shall ensure maintenance of a Receipt Register for AQs/CQs in the Establishment Section indicating status of each AQs/CQs received in the office. He will collect the relevant information/records of every AQs/CQs to be received in this office from the concerned sections and subordinate offices of this Directorate immediately after receiving the same in the office and ensure that replies after duly vetted by Nodal Officer (Law) and submitted by Assistant Director (L) to the undersigned for approval and onward submission to the concerned quarters.
3. The Officers/heads of all Sections and other staff of this Directorate shall provide necessary co-operation/assistance to the Officer Incharge QD Cell. They will provide all relevant information/records and assistance as asked for to them on priority basis.
4. The replies to the AQs/CQs shall be prepared on the basis of factual data/information/records and should be updated/consolidated alongwith detailed supplementary information. Any lapses if found on this account, will be dealt with seriously and disciplinary action shall be initiated against the delinquent officer/official under rules.
5. No Officer/official of this Directorate shall leave the office even after working hours without prior permission from the undersigned.
6. Officer Incharge (QD Cell) shall call the concerned Officer/Official to the office on any time and with prior intimation to them after working hours and even on Saturdays and Holidays as and when required.
7. No leave of any kind shall be entertained/sanctioned to any Officer/Official till the ensuing Assembly Session is over. In case of emergencies, necessary prior sanction/permission from the undersigned shall be obtained.
8. Deputy Director ISM, Kashmir/Jammu, All ADMO's and other subordinate officers shall keep their offices open after working hours and even on holidays during the session and shall not leave without prior permission from this Directorate.
9. Section Officer (Estab.) will prepare and consolidate the requisition of stationery items etc. required during the session within 02 days and submit the same to Accounts/Stationery Section. The Accounts/Stationery Section shall ensure that the stationery items requisitioned by S.O. (Estab.) are provided within 03 days positively for smooth conduct of work during assembly session.
10. Vehicle No. 5140- JK02AB shall be kept available to QD Cell during the session. The driver of the vehicle shall not leave without prior permission from I/C Q.D. Cell.

The above orders/instructions shall be adhered to and complied with strictly. Any deviation in this behalf shall be viewed seriously.

Sd/-

Director

Indian Systems of Medicine

J&K Govt. Jammu

Dated:- 02-02-2010

NO:- DISM/7235-66

Copy to the :-

1. Deputy Director ISM, Kashmir/Jammu.
2. Deputy Director (P&S), Directorate of ISM, J&K- Srinagar/Jammu.
3. Assistant Director (Ayd.), Directorate of ISM, J&K Srinagar/Jammu.
4. All ADMO's/AC Stores/Medical Superintendent, Govt. Ayd. Hospital, Jammu.
5. Accounts Officer, Directorate of ISM.
6. Nodal Officer (Legal), Directorate of ISM.
7. Section Officer, Directorate of ISM.
8. All Sectional heads of Directorate of ISM
9. All sections/staff members of Directorate of ISM/J&K SMPB.