

Government of Jammu and Kashmir
Office of the Financial Commissioner, (Revenue) J&K

J&K- Rail Head Complex Jammu, 180001 [Nov-April] / Amar Niwas, Tankipora Srinagar, 190001 [May-Oct]
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Subject: Specification of signatory in Revenue Department.

Circular No: 04 of FC Revenue

Dated: 03 - 03 -2020

Time and again, it has been emphasized that all the officers/officials shall have to indicate their names and designation below their Signature on the communications exchanged with different Departments, alongwith their telephone numbers and e-mail addresses. The General Administration Department has reiterated these instructions through Circular No.10-GAD of 2004 dated 14.07.2004, No.16-GAD of 2011 dated: 08.04.2011, No.23-GAD of 2012 dated: 09.08.2012, No.18-GAD of 2016 dated: 22.03.2016 and No.39-GAD of 2016 dated 25.10.2016.

Further, this office has also observed non-compliance of government instructions by the Patwaris, Girdawar's, Naib Tehsildar's, Tehsildar's and even senior Officers, while making official correspondence and issuing government documents as Revenue Officers or passing orders as Magistrates as conveyed to all concerned by email dated: 09.02.2020.

It is, therefore, impressed upon all concerned that all the above mentioned signatories shall indicate their names and designation below their Signature with date on the communications exchanged with different Departments or Revenue Documents issued under various laws and rules, in order to adhere the instructions in letter and spirit.

Further, the Deputy Commissioners should identify the genuine Stamp Makers within their jurisdiction and get the Stamps with name and designation prepared under his/her order and get it issued to all the Revenue Officer(s) as soon as the new incumbent joins within his/her jurisdiction and similarly he should impound the Stamps of those who get transferred out of their respective jurisdiction faithfully and scrupulously.

Sd/-

(Dr. Pawan Kotwal) IAS,
 Financial Commissioner, Revenue, J&K

No.FC(Coord-Misc)400/2020.

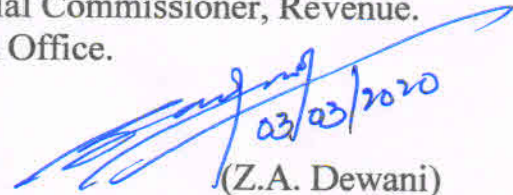
Dated: 03-03-2020

Copy to the:

1. Principal Secretary to Govt, Revenue Department, J&K, Jammu.
2. Divisional Commissioner, Kashmir/ Jammu.
3. Secretary to Government, General Administration Department, J&K

[Signature]
 03/03/2020

4. Commissioner, Survey & Land Records, J&K, Jammu.
5. All Deputy Commissioners. _____.
6. Director, (P&S) with FCR.
7. Regional Director, Survey & Land Records, _____.
8. Additional Commissioner with FCR.
9. Administrative Officer [Main] with FCR.
10. Private Secretary to Financial Commissioner, Revenue.
11. All Sectional heads of FCR Office.
12. Circular file.
13. Concerned file (w2sc).


03/03/2020

(Z.A. Dewani)
Administrative Officer (R),
with Financial Commissioner (Revenue)