



Government of Jammu and Kashmir  
**Tourism Department Civil Secretariat**  
Srinagar/Jammu

## **Circular**

It has come to the notice of the Commissioner/Secretary Tourism that despite the timely distribution/assigning of the Dak/communications received in the department, by the Administration Section, the same is not being put up in the assigned sections and sent back on the pretext that the same is dealt with by another section, which has led to undue delays in processing of urgent and important communications.

Commissioner/Secretary conveys her displeasure in strongest terms against the defaulting officials of this department about non-acknowledgement of Dak/communication received by them through e-office.

In this backdrop it is enjoined upon all the concerned officials of this department to ensure that the Dak/Communication received through E-office assigned by the administration section should be processed without any delay. In case of Dak/Communications received pertaining to other sections of the department, the same shall also be processed and submitted to the authority for further necessary action.

Under Secretary to the Government  
Dated: 30.05.2025

No. TSM-Adm/8/2025

Copy to the:-

1. Special Secretary to the Government.(M/S)
2. Director Finance and Director Planning.
3. Additional Secretary to the Government. (O/B)
4. Deputy Secretary and Under Secretaries to the Government.
5. Private Secretary to Commissioner/Secretary to the Government.
6. SO/HA/RK for immediate compliance.
7. Office Circular File.