



Government of Jammu and Kashmir
Tourism Department, Civil Secretariat, J&K
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Subject: Following of Procedure laid down in Secretariat Manual regarding creation of files.


Circular No. 01 -JK(TSM) of 2024
Dated: 03 .01.2024

It has been noticed that random new files are being created in the Department on the subjects without taking note of already existing files on the subject. It has led to creation of multiple files and important communications are left unreflected or are linked in files that are not made part of current file.

Accordingly, it is impressed upon all the staff working in the Department to ensure that proper procedure is followed and receipts be checked properly while creating new files. In case of urgency, only part files be created rather than creating new files. Henceforth, action shall be taken against official responsible for creating unnecessary multiple files.

By order.


03.01.2024.


(Arshad Hussain Bhat)
Under Secretary to the Government.

No: TSM-ADM/ 01 /2024

Dated: 03.01.2024

Copy to all the officers/officials, Tourism Department.