



**Government of Jammu and Kashmir**  
**Tourism Department, Civil Secretariat, J&K**

Email : - [tourismhall@gmail.com](mailto:tourismhall@gmail.com)

**Subject: Deputation of Officers for Organizing a 2-Day J&K Tourism Development Workshop at SKICC on 26<sup>th</sup>-27<sup>th</sup> June 2024.**

**Government Order No.: 59 - JK (TSM) of 2024**

**Dated : 14 - 06 - 2024**

To ensure successful planning, coordination and execution during the upcoming 2-day J&K Tourism Development Workshop- 2024, scheduled to be held on 26<sup>th</sup> - 27<sup>th</sup> June at SKICC, Srinagar, the following officers are hereby deputed as nodal officers for the activities highlighted against their names:

S.No.	Name and Designation of the Officer	Role
1.	Mr. Raja Yaqoob, Director Tourism Kashmir	<b>Conference Coordinator:</b> <ul style="list-style-type: none"> <li>Overall coordination of the conference.</li> <li>Liaison with all teams and external stakeholders.</li> <li>Ensuring timely execution of all conference activities.</li> </ul>
2.	Mr. Bakshi Humayun Javed Director, SKICC	<b>Catering and Hospitality:</b> <ul style="list-style-type: none"> <li>Arranging catering services for meals and refreshments.</li> <li>Ensuring dietary restrictions and preferences are accommodated.</li> <li>Overseeing hospitality arrangements for speakers and VIP attendees.</li> </ul>
3.	i. Mr. Bakshi Humayun Javed Director, SKICC  ii. Ms. Deeba Khalid Deputy Director, Publicity, Kashmir	<b>Logistics and Venue Management:</b> <ul style="list-style-type: none"> <li>Arranging the venue setup, including seating, AV equipment, and signage.</li> <li>Coordinating with the venue management for smooth operations.</li> </ul>
4.	Ms. Deeba Khalid Deputy Director, Publicity, Kashmir	<b>Publicity and Promotion:</b> <ul style="list-style-type: none"> <li>Developing and executing the publicity and promotion plan.</li> <li>Designing and distributing</li> </ul>

		<p>promotional materials.</p> <ul style="list-style-type: none"> <li>Coordinating with media and publicity partners.</li> </ul>
5.	Mr. Waseem Malik Deputy Director, Recreation, Kashmir	<p><b>Accommodation and travel:</b></p> <ul style="list-style-type: none"> <li>Arranging accommodation for attendees and speakers.</li> <li>Coordinating travel logistics, including air tickets, transportation to and from the venue.</li> <li>Providing travel and accommodation information to attendees.</li> </ul>
6.	Mr. Nisar Rasool Assistant Director Tourism (HQ), Kashmir	<p><b>Registration and Attendee Management:</b></p> <ul style="list-style-type: none"> <li>Overseeing the session-wise registrations.</li> <li>Managing the registration desk and attendee check-ins.</li> <li>Preparing name badges and registration packets.</li> </ul>
7.	i. Ms. Deeba Khalid Deputy Director, Publicity, Kashmir  ii. Ernst & Young Team	<p><b>Speaker Coordination and Agenda Management:</b></p> <ul style="list-style-type: none"> <li>Communicating with speakers and panelists.</li> <li>Preparing and distributing the agenda.</li> <li>Managing session timings and ensuring adherence to the schedule.</li> </ul>
8.	i. Ms. Deeba Khalid Deputy Director, Publicity, Kashmir  ii. Ernst & Young Team	<p><b>Technical Support:</b></p> <ul style="list-style-type: none"> <li>Managing audio-visual equipment and technical setups.</li> <li>Providing technical support during the conference sessions.</li> <li>Troubleshooting any technical issues that arise.</li> </ul>
9.	Ernst & Young Team	<p><b>Feedback and Reporting:</b></p> <ul style="list-style-type: none"> <li>Collecting and analyzing feedback from attendees and speakers.</li> <li>Preparing a comprehensive report on the conference outcomes.</li> <li>Identifying areas for future improvement.</li> </ul>

All deputed officers are directed to undertake their responsibilities diligently and ensure the successful conduct of the conference.

**By Order of the Government of Jammu and Kashmir.**

Sd/-

**(Yasha Mudgal) IAS  
Commissioner/ Secretary to the Government****No. : TSM-Pub/8/2024****Dated: 14.06.2024**

Copy to the:

1. Director Tourism, Kashmir
2. Director, SKICC
3. Deputy Director, Publicity, Kashmir
4. Deputy Director, Recreation, Kashmir
5. Assistant Director Tourism (HQ), Kashmir
6. Ernst & Young Team
7. Private Secretary to Commissioner / Secretary to the Govt. Tourism Deptt.
8. Government Order File.

  
14.06.24  
(Sana Khan) JKAS**Under Secretary to the Government**