



Government of Jammu and Kashmir
Directorate of Food, Civil Supplies and Consumer Affairs
Near Nehru Market, Ware House, Jammu-180001 (J&K)

Subject: - Administrative Inspection of Subordinate Offices.

Reference: - Minutes of the Review Meeting issued by the Administrative Department vide No. FCS&CA/Plan/MoM/2020-21 dated 14.12.2020 as per the review meeting held under the chairmanship of Hon'ble Advisor (F) to Hon'ble Lt. Governor of UT on 09.12.2020.

Order No: - // -DFCS&CAJ-of 2021

Dated: - 21 / 01 / 2021

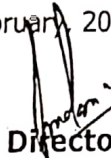
It is hereby ordered that a team of the following Officers / Officials is constituted for conducting Administrative Inspection of all subordinate offices:

S.No	Name of the Officers / Officials	Districts
1.	Smt. Shagun Sharma, KAS Joint Director, FCS&CA, Jammu	Jammu and Samba
2.	Karan Singh, Accountant Accounts Section	
3.	Sh. Tariq Hussain, Junior Assistant (PA to Joint Director)	
4.	Sh. Deepak Kumar, Junior Assistant General Section	
1.	Smt. Rashim Deepika Chief Accounts Officer, FCS&CA, Jammu	Rajouri and Poonch
2.	Sanjay Kumar Bali, Accountant Accounts Section	
3.	Dheeraj Sharma, Senior Assistant Accounts Section	
4.	Ankur Jain, Junior Assistant Accounts Section	
1.	Smt. Narinder Kour, KAS Deputy Director (Supplies), FCS&CA, Jammu	Reasi, Udhampur and Kathua
2.	T.P. Singh, Accountant	
3.	Sh. Vikas Choudhary, Junior Assistant Supply Section	
4.	Sh. Sahil, Junior Assistant Legal Section	
1.	Dr. Javed Iqbal Rather, KAS Deputy Director (F&R), FCS&CA, Jammu	Doda, Kishtwar and Ramban
2.	Sanjay Kumar, Accounts Assistant Posted in AD Office Doda	
3.	Sh. Niraj, Junior Assistant Food Section	
4.	Nishant Sharma, Junior Assistant RTI Section	

It is further ordered that the Assistant Directors shall also conduct Administrative Inspections in their concerned Tehsil Supply Offices / Stores **and** Tehsil Supply Officers / Area Inspectors shall conduct Administrative Inspections of their concerned Sale Depots **and** Supervisors shall conduct Administrative Inspections of their concerned Mills as per the **PROFORMA**

The Assistant Directors shall maintain records of their offices i.e Office of Concerned Assistant Directors and conduct Preliminary Administrative Inspections before visiting of the above teams for conducting Administrative Inspections.

The above teams shall submit the report of Administrative Inspection to the Directorate within 30 days of its conduct. The Administrative Inspection shall start from 1st February, 2021.


Director
FCS&CA, Jammu

No: - 349/G/Adm/194-201

Dated: -21-01-2021

Copy to the:-

1. Secretary to Government, FCS&CA Department, J&K Civil Secretariat, Jammu for favour of kind information.
2. Joint Director, Administration, FCS&CA, Jammu for information and necessary action.
3. Chief Accounts Officer, FCS&CA Department, Jammu for information and necessary action.
4. Deputy Director, F&R/Supplies, FCS&CA Department, Jammu for information and necessary action.
5. All Assistant Directors, FCS&CA Department, Jammu Division for immediate compliance.
6. Concerned officials for compliance.
7. Office Order file/Stock file.
8. Personal File.