



**GOVERNMENT OF JAMMU AND KASHMIR**  
**GENERAL ADMINISTRATION DEPARTMENT**  
CIVIL SECRETARIAT, J&K

Subject: **Annual Darbar Move of Offices from Srinagar to Jammu for the Winter Season (2025-26).**

Reference: **Council of Ministers Decision No. 096/16/2025 dated: 23.09.2025.**

**Government Order No.1357-JK(GAD) of 2025**  
**Dated:16-10-2025**

It is hereby ordered that:

1. The offices, as indicated at Annexures "A" and "B" to this order shall move to Jammu, 'In Full' and 'In Camp', respectively for the Winter Season 2025-26. The offices observing five days week shall close at Srinagar on **31<sup>st</sup> October, 2025 (Friday)** after office hours, and the offices observing six days week shall close on **1<sup>st</sup> November, 2025 (Saturday)** after office hours. All the offices shall reopen at Jammu on **3<sup>rd</sup> November, 2025 (Monday)**.
2. The offices moving in camp shall carry only 33% of the staff strength in that particular office, or 10 officials, whichever is minimum, or otherwise as specifically indicated.
3. JKRTC shall make available sufficient number of buses in good condition for transportation of employees on 1<sup>st</sup> & 2<sup>nd</sup> November, 2025. The booking of buses shall be for destinations of the employees, wherever feasible. Tickets shall be issued by the JKRTC in advance i.e. from 27<sup>th</sup> October, 2025, both from the Civil Secretariat as well as from the main booking counters of JKRTC.
4. JKRTC shall ensure that one crane and two empty buses accompany each convoy on the respective days so that employees do not face inconvenience due to break-down of buses on the way. Mobile workshop(s) shall also accompany the convoy.
5. J&K Police shall escort the convoy carrying employees all along the route upto their respective destinations. They will also make sure that the move convoy is given precedence in crossing the Banihal Qazigund Tunnel and the Dr. Syama Prasad Mookerjee Tunnel. The Director General of Police, J&K shall issue necessary guidelines to the field agencies accordingly.

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6. The Health & Medical Education Department shall make arrangements for medical aid facilities at Qazigund, Banihal, Ramsu, Ramban, Chenani, Udhampur & Jhajjar Kotli on the days when the employees travel from Srinagar to Jammu. Administrative Secretary, Health & Medical Education Department shall issue necessary instructions in this behalf to the Directorates of Kashmir and Jammu Divisions, accordingly.
7. No moving employee shall occupy any Government/ E.P./Municipal/residential accommodation except under proper allotment order. However, the employees can retain Government accommodation allotted to them at Srinagar for bonafide use of their families under intimation to the Estates Department, on approved terms and conditions.
8. Food, Civil Supplies & Consumer Affairs Department shall ensure that Ration Counters are set up at appropriate locations around residential colonies of move employees at Jammu, so as to ensure adequate supply of ration.
9. Special Move T.A. shall be paid at the uniform rate of Rs. 25,000/- per move employee. Special Move T.A. shall not, however, be payable to such of the employees who do not move before/within the prescribed date.
10. Advance pay shall also be authorized in favour of such of Non-Gazetted moving employees who may apply for the same, which shall be recoverable in instalments as per rules.
11. Salary for the month of October-2025, in respect of all the employees working in move offices, shall be drawn on 31<sup>st</sup> October, 2025 (Friday).
12. No leave shall be admissible in combination/continuation of move days except under very exceptional circumstances. The concerned Administrative Secretaries shall sanction leave, whatever due, under very exceptional circumstances only. However, five days special casual leave shall be granted in favour of Kashmir based move employees/those not having accommodation at Jammu, who may wish to avail the same.
13. The General Administration Department shall establish Winter Secretariat at Civil Secretariat, Srinagar.
14. All the Administrative Departments shall detach the staff, if any, attached by them from the subordinate offices of Kashmir Division by or before 27<sup>th</sup> October, 2025. The SSP (Security), Civil Secretariat shall withdraw the temporary identity cards from the attached staff and submit a report to the General Administration Department before the closure of offices in Srinagar.



15. The Estates Department shall provide accommodation to the officers/officials, moving with Darbar Move, as per past practice.
16. The office timings on the re-opening of offices at Jammu shall be as under:

|                                                                                                      |                         |
|------------------------------------------------------------------------------------------------------|-------------------------|
| Civil Secretariat and Heads of Departments located within the Civil Secretariat premises.            | 9:30 a.m. to 5:30 p.m.  |
| All Moving Heads of Departments located outside the Civil Secretariat and observing six days a week. | 10:00 a.m. to 4:30 p.m. |

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

**Sd/-  
(M. Raju) IAS**

Commissioner/Secretary to the Government

Dated: 16.10.2025

No. GAD-ADM0III/110/2025-01-GAD

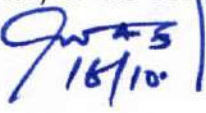
Copy to:-

1. Secretary, Ministry of Home Affairs, Government of India, New Delhi-110001.
2. Secretary, Department of Personnel & Training, Government of India, New Delhi-110001.
3. Chief Secretaries of all State Governments/Union Territories of India.

Copy also to:

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Principal Secretary to Hon'ble Lieutenant Governor, J&K.
5. All Commissioner/Secretaries to the Government.
6. Chief Electoral Officer, J&K.
7. Divisional Commissioner, Jammu/Kashmir.
8. Inspector General of Police, Kashmir/Jammu.
9. Inspector General of Police, Traffic, J&K.
10. Director, IMPARD, J&K.
11. Chairman of the Committee for fixation of Fee Structure of Professional Colleges in the Union Territory of Jammu & Kashmir/Chairman, Committee for Fixation of Fee Structure of Private Education Institutions.
12. Chairperson, J&K Special Tribunal.
13. All Deputy Commissioners.
14. Chief Executive Officer, ERA/Mission Youth, J&K.
15. Director General, Women & Child Development.
16. All Heads of Departments.
17. Director, Information, J&K.
18. Secretary, J&K Public Service Commission.
19. Director General, Estates, J&K.
20. Mission Director, ICPS, J&K.
21. Controller, Drug & Food Control Organization.
22. Registrar General, J&K High Court, Srinagar.
23. Director, Archives, Archaeology and Museums, J&K.
24. Managing Directors of all Public Sector Undertakings/Board and Corporations.

25. Commissioner, Food Safety Organization, J&K.
26. Secretary, J&K Water Resources Regulatory Authority.
27. Secretary, J&K Legislative Assembly.
28. Secretary, J&K Board of Professional Entrance Examination.
29. Secretaries, Advisory Boards, J&K
30. Secretary, J&K Services Selection Board.
31. Secretary, J&K Academy of Art, Culture & Languages.
32. Mission Director, National Rural Health Mission, J&K.
33. Mission Director, J&K Skill Development Mission.
34. Chief Engineer, UEED, J&K.
35. Executive Director, Rehabilitation Council, J&K
36. SSP (Security), Jammu/Kashmir.
37. SSP (Security), Civil Secretariat, J&K.
38. OSD/Private Secretary to Hon'ble Chief Minister, J&K.
39. Additional Secretary to Hon'ble Deputy Chief Minister, J&K.
40. General Manager, Government Press, Jammu/Srinagar.
41. Private Secretary to the Chief Secretary, J&K.
42. Private Secretary to Commissioner/Secretary to Government, GAD.
43. Private Secretaries to all Hon'ble Ministers.
44. Private Secretary to Advisor to Hon'ble Chief Minister, J&K.
45. Government Order/Stock file/Website. **"Hindi & Urdu Versions shall follow"**.

  
(Shakeeb Arsallan) JKAS 16/10/25  
Under Secretary to the Government  
 16/10  
 16/10



**Annexure "A" to the Government Order No.1357-JK(GAD) of 2025**  
**Dated:16.10.2025**

**Offices which shall move in full:**

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | All Departments of the Civil Secretariat including:<br>a) Chief Minister's Secretariat.<br>b) Personal Staff of Advisor to Hon'ble Chief Minister.<br>c) Director General, Estates, J&K.<br>d) Department of Civil Aviation.<br>e) Civil Secretariat Dispensary.<br>f) Security Staff of the Civil Secretariat.<br>g) Civil Secretariat Treasury.<br>h) Executive Director, Rehabilitation Council (Social Welfare Department).<br>i) Accounts Officer, G.P. Fund Moving Cell. |
| 2.  | Financial Commissioner, Revenue (including Jt. Director, Statistics 'in camp').                                                                                                                                                                                                                                                                                                                                                                                                |
| 3.  | Principal Chief Conservator of Forests, J&K.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4.  | Chief Electoral Office, J&K.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5.  | Director, Youth Services & Sports.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 6.  | Director, Information, J&K.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 7.  | Director, Motor Garages.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 8.  | Director, Hospitality & Protocol Department with the catering staff.                                                                                                                                                                                                                                                                                                                                                                                                           |
| 9.  | Director General, Accounts & Treasuries.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 10. | Director, Employment, J&K.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 11. | Director, Forest Protection Force.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 12. | Director, Skill Development, J&K.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 13. | Director, Forest Research Institute.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 14. | Director, Tribal Affairs.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 15. | Labour Commissioner, J&K.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 16. | Custodian General, J&K.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 17. | Transport Commissioner, J&K.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 18. | Chief Executive Officer, J&K e-Governance Agency.                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 19. | Project Director, AIDS Control Society.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 20. | J&K Board of Technical Education.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 21. | J&K Advisory Board for the Development of Pahari Speaking People.                                                                                                                                                                                                                                                                                                                                                                                                              |
| 22. | J&K Advisory Board for the Development of Gujjars & Bakerwals.                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 23. | J&K Water Resources Regulatory Authority.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 24. | One Man Forest Authority.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 25. | Chief Engineer, Procurement & Material Management Wing, J&K.                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 26. | Chief Engineer, Planning & Design Wing, J&K.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 27. | Director, Training, Testing, Inspections & Commissions, J&K.                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 28. | J&K Advisory Board for the Welfare & Development of Kissans.                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 29. | J&K Advisory Board for the Welfare & Development of other Backward Classes.                                                                                                                                                                                                                                                                                                                                                                                                    |
| 30. | CEO/Secretary, J&K Building & Other Construction Workers Welfare Board.                                                                                                                                                                                                                                                                                                                                                                                                        |
| 31. | Directorate of Local Funds, Audit & Pensions, J&K.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 32. | Director, Samagra Shiksha, J&K.                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 33. | Controller, Drug & Food Control Organization.                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| 34. | Mission Director, J&K Women Development Corporation.                                  |
| 35. | Mission Director, J&K Rural Livelihood Mission (JKRLM).                               |
| 36. | Mission Director, ICDS, J&K.                                                          |
| 37. | Chairman, Committee of Fixation of Fee Structure of Private Educational Institutions. |
| 38. | Commissioner, Food & Drug Administration, J&K.                                        |
| 39. | Director, Rural Sanitation, J&K.                                                      |

  
**(Shakeeb Arsallan) JKAS** 16/10/20  
 Under Secretary to the Government  
 CO 16/10 JKAS 16/10



**Annexure "B" to the Government Order No.1357-JK(GAD) of 2025**  
**Dated:16-10-2025**

**Offices which shall move in camp:**

|     |                                                                                                                             |
|-----|-----------------------------------------------------------------------------------------------------------------------------|
| 1.  | Commissioner, State Taxes Department.                                                                                       |
| 2.  | Excise Commissioner, J&K with skeletal staff.                                                                               |
| 3.  | Director General, Economics & Statistics.                                                                                   |
| 4.  | Director General, Audit & Inspection.                                                                                       |
| 5.  | Director, Family Welfare MCH & Immunization.                                                                                |
| 6.  | Director, AYUSH, J&K.                                                                                                       |
| 7.  | Director, Soil Conservation, J&K.                                                                                           |
| 8.  | Director, Environment & Remote Sensing, J&K.                                                                                |
| 9.  | Director, Sericulture, J&K.                                                                                                 |
| 10. | Director, Horticulture (P&M), J&K                                                                                           |
| 11. | Director, Geology & Mining, J&K                                                                                             |
| 12. | Director, Libraries & Research, J&K                                                                                         |
| 13. | Director, Archives, Archaeology & Museums, J&K                                                                              |
| 14. | Chief Architect, J&K                                                                                                        |
| 15. | Director, Financial Organization, PDD                                                                                       |
| 16. | Mission Director, Rashtriya Uchchar Shiksha Abhiyan (RUSA), J&K.                                                            |
| 17. | Nucleus Staff of Funds Organization.                                                                                        |
| 18. | Gazette Section of J&K Government Press.                                                                                    |
| 19. | Registrar, Cooperatives, J&K.                                                                                               |
| 20. | Subordinate Office of Science & Technology Department.                                                                      |
| 21. | Director, Social Forestry, J&K.                                                                                             |
| 22. | J&K Services Selection Board with staff to be determined by the Chairman.                                                   |
| 23. | Board of Professional Entrance Examination with staff to be determined by the Chairman.                                     |
| 24. | Chairman, J&K Pollution Control Committee.                                                                                  |
| 25. | J&K Socially & Economically Backward Classes Commission.                                                                    |
| 26. | J&K Special Tribunal with marginal staff.                                                                                   |
| 27. | Managing Directors of all PSUs with skeletal staff.                                                                         |
| 28. | J&K Commercial Taxes Tribunal with marginal staff.                                                                          |
| 29. | DFO, Photo Interpretation Division (Forest Department) with marginal staff.                                                 |
| 30. | J&K Khadi & Village Industries Board with the staff, to be determined by the Industries & Commerce Department.              |
| 31. | J&K Housing Board.                                                                                                          |
| 32. | Chief Wildlife Warden, J&K.                                                                                                 |
| 33. | Chairman of the Committee for Fixation of Fee Structure of Professional Colleges in the Union territory of Jammu & Kashmir. |
| 34. | Chief Engineer, Commercial and Survey Wing.                                                                                 |

|     |                                                                             |
|-----|-----------------------------------------------------------------------------|
| 35. | J&K Academy of Art, Culture & Languages with 26 employees.                  |
| 36. | Relief & Rehabilitation Commissioner (Migrants).                            |
| 37. | Director, Fisheries, J&K.                                                   |
| 38. | Empowered Officer, PMGSY (JKRRDA).                                          |
| 39. | Directorate of National Health Mission, J&K.                                |
| 40. | Office of the J&K Medical Supplies Corporation.                             |
| 41. | Chief Engineer, J&K UEED.                                                   |
| 42. | Mission Director, J&K Skill Development Mission (as per the past practice). |
| 43. | Chief Executive Officer, ERA, J&K.                                          |
| 44. | Chief Executive Officer, Mission Youth, J&K.                                |
| 45. | Directorate General, Women & Child Development, J&K.                        |
| 46. | Mission Director, ICPS, J&K.                                                |
| 47. | Director Colleges, Higher Education Department, J&K.                        |

  
 (Shakeeb Arsallan) JKAS 16/10/25  
 Under Secretary to the Government  
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