

**Government of Jammu & Kashmir**  
**Divisional Commissioner, Kashmir**

Website:- [kashmirdivision.nic.in](http://kashmirdivision.nic.in) Email address: [divcomk@gmail.com](mailto:divcomk@gmail.com)

**Subject: Maintenance of office decorum viz-a-viz:**  
1- surveillance on manual /online office works,  
2- restrain on intruder miscreants &  
3- Confidential /timely execution of the  
commandments of worthy Divisional Commissioner.

**Office Circular Order No. Div.Com-K 477 of 2019.**  
**Dated: 18 -12-2019.**

Matters of serious nature as supra call attention, making it imperative to have surveillance on manual/online office work & maintenance of office decorum.

Accordingly, in pursuance of Regulations laid down in J & K Civil Services (Classification, Control & Appeal) Rules 1956 & rules framed thereunder from time to time, it is enjoined upon office that date-wise record of files/orders/endorsements shall be updated (manually / computerised) on daily basis by each section to ensure prompt work disposal/ confidentiality.

It is also enjoined upon office that various applicants are often seen thronging in office just to kill time which in process can turn hazardous because amongst such folks can be a mischievous intruder miscreant; either to peek into some vital office communication or even hack the official network or e-mail ID. The office in this context shall ensure restrain on stalk, taking cognizance of the fact that the worthy Divisional Commissioner has spared a waiting room for applicants/general public / from where they are being heard for redressal.

Needless is to bear noise upfront the office & a strict vigil & record of (manual/online) works shall be ensured. Besides, a register for record shall also be maintained in this regard so that that no such work is undertaken without prior permission of the worthy Divisional Commissioner Kashmir.

**By order of the Divisional Commissioner, Kashmir.**

  
Principal Private Secretary  
With Divisional Commissioner,  
Kashmir.

Dated: 18-12-2019

No. Div.Com/PS/2019/Order/2535-39  
Copy to the:

18-12-19