

DIRECTORATE OF DEFENCE LABOUR PROCUREMENT, J&K and LADAKH

Head Office: House No: 2-A, Sector-B, Green Avenue, Peerbagh, Srinagar-190 014
Camp Office: House No: 10-A/B (M), Gandhi Nagar, Jammu-180 004

Subject: - Digitization of record/files of Darbar Move Offices/Organizations working outside of Civil Secretariat for the purpose of scanning legacy data for switching to e-office - regarding.

Reference: Information Technology Departments Government Order No: 50-JK(ITD) of 2021 dated 04-08-2021

Order No: 14 -DLP(JK) of 2021
Dated : 05 -08-2021

The schedule for scanning and digitization of official files/records of this Directorate w.e.f. 05-08-2021 to 31-08-2021 has been notified by Information Technology Department vide Government Order No: 50-JK(ITD) of 2021 dated 04-08-2021. In order to coordinate with the empanelled vendor and for smooth functioning/completion of 100 percent scanning of files within the stipulated time, Shri Nisar Ahmad Wani, I/C Labour Procurement Officer, Rampore is hereby nominated as Nodal Officer for the above said purpose. The following Responsibility Teams of this directorate shown as under are also nominated which shall work under the supervision of the Nodal Officer for Digitization of official records of this Directorate as per Standard Operating Procedure (SOP) for Scanning and Digitization of Files notified vide above said Government Order in Annexure – "B": -

Responsibility Team No. 1:-

1. Manzoor Ahmad Malik, Senior Assistant, Direction Office, Srinagar
2. Shakeel Ahmad Mir, I/C Senior Assistant, Direction Office, Srinagar
3. Mir Mohammad Arif, Junior Assistant, Direction Office, Srinagar

Responsibility Team No. 2:-

1. Abdul Rouf, I/C Senior Assistant, LPO, Rampore
2. Irshad Ahmad Mir, Junior Assistant, LPO, Nowgam
3. Mehraj-ud-Din Darzi, I/C Junior Assistant, LPO, Baramulla
4. Zubair Ahmad Harray, Labour Organizer, LPO, Rampore
5. Imran Yousuf, Messenger, LPO, Kupwara
6. Farhad Ahmad Wani, Messenger, LPO, Uri.

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Any deviation from the instructions shall be the sole responsibility of the Nodal Officer.

No leave, whatsoever, shall be admissible during the period from 06-08-2021 to 31-08-2021 only under exceptional circumstances.

All the Officers/Officials shall be deemed to have been relieved from present places of posting with immediate effect and they shall report Head Office, Srinagar on 06-08-2021 F.N. for further duties.

(ZAHOOB AHMAD SHEIKH)
Director 05.08.2021

Defence Labour Proc. Deptt.
UT's of J&K and Ladakh

Sam
05/08/2021

Dated: 05-08-2021

No: DLP/JK/Estt/21/342-54

Copy to the: -

- 1- Labour Procurement Office, for information and n/a.
- 2- All Officials from RT No.2 from Sr. No.1 to Sr. No. 6 for strict compliance.
- 3- Accounts Section for information and necessary action.
- 4- Office order file.