

AZAD GOVT. OF THE STATE OF JAMMU & KASHMIR
(Finance Department)

"MUZAFFARABAD"
Dated: 3rd June, 2016

OFFICE MEMORANDUM

Subject: UPGRADATION OF CLERICAL POSTS OF THE DEPARTMENTS.

The President Azad Jammu & Kashmir has been pleased to accord approval of the following with effect from 01-07-2016:-

1. Upgradation of the posts as under:-

S.No	Nomenclature	Existing Scale	Upgraded Scale
1.	Head Clerk	BS-14	BS-16
2.	Senior Clerk	BS-09	BS-14
3.	Junior Clerk	BS-07	BS-11

2. Upgradation / redesignation of the posts as under:-

S.No	Nomenclature and existing scale	Redesignated / Upgraded Scale
1.	Store Superintendent BS-16	Superintendent BS-17
2.	Commercial Superintendent BS-15	Superintendent BS-17
3.	Accountant BS-14	Head Clerk BS-16
4.	Revenue Assistant BS-14	Head Clerk BS-16
5.	Statistical Assistant BS-11	Senior Clerk BS-14
6.	Accounts Clerk BS-11	Senior Clerk BS-14
7.	Senior Accounts Clerk BS-09	Senior Clerk BS-14
8.	Sub-Divisional Clerk BS-07	Senior Clerk BS-14
9.	Cashier BS-07	Senior Clerk BS-14
10.	Storekeeper BS-07	Senior Clerk BS-14
11.	Storekeeper BS-06	Junior Clerk BS-11
12.	Storekeeper BS-05	Junior Clerk BS-11

3. Redesignation of the posts of Assistant BS-16 in the attached departments as Head Clerk BS-16.

4. In future, there will be following standard nomenclature of clerical posts in the departments and no post of other nomenclature / scale shall be created / upgraded. The head of department / office shall assign / distribute work / responsibility to the clerks as per requirement:-

- i) Head Clerk BS-16
- ii) Senior Clerk BS-14
- iii) Junior Clerk BS-11

5. Departmental Rules Committee under the chairmanship of Additional Chief Secretary (Gen.) shall review qualification and skills for the new entrants through amendment in the service rules for improving the administrative and governance structure.

(Contd... P/2)

6. The Autonomous Bodies under the control of Azad Govt. of the State of Jammu & Kashmir may adopt above upgradation and redesignation through their Boards keeping in view their own financial position. The Azad Govt. of the State of Jammu & Kashmir shall not provide any additional grant for this purpose.


03/06/16
(Kh. Khurshid Ahmed)
Section Officer (Regs.)

Copy to the:

1. Secretary to the President, Azad Jammu & Kashmir.
2. Secretary to the Prime Minister, Azad Government of the State of Jammu & Kashmir.
3. Private Secretaries to all the Ministers / Advisors / Special Assistant, Azad Government of the State of Jammu & Kashmir.
4. Private Secretary to the Chief Secretary, Azad Government of the State of Jammu & Kashmir.
5. Private Secretary to Additional Chief Secretary (General), Azad Government of the State of Jammu & Kashmir.
6. Private Secretary to the Senior Member Board of Revenue, Azad Government of the State of Jammu & Kashmir.
7. Private Secretary to Additional Chief Secretary (Development), Azad Government of the State of Jammu & Kashmir.
8. Chairman Prime Minister's Inspection & Implementation Commission.
9. All Secretaries to the Government of Azad Jammu & Kashmir.
10. Registrar Supreme Court/ High Court/ Shariat Court/ Service Tribunal.
11. Ombudsman Azad Jammu & Kashmir.
12. Secretary Azad Jammu & Kashmir Legislative Assembly.
13. Secretary Azad Jammu & Kashmir Election Commission.
14. Accountant General Azad Jammu & Kashmir.
15. Director General Audit, Azad Jammu & Kashmir.
16. All Heads of the Attached Departments / Autonomous Bodies.
17. Director Local Funds Audit.
18. Controller Govt. Printing Press.
19. Master File.


03/06/16
Section Officer (Regs.)