



Government of Jammu and Kashmir
Estates Department

Subject: - Introduction of on-line application of forms for availing residential/hotel accommodation at Srinagar.

CIRCULAR

With a view to simplifying the procedure for availing residential/hotel accommodation at Srinagar and for convenience of the employees intending to move with the Darbar (Session : April-October, 2014), the Estates Department has introduced an on-line system for filling up of the application form which is available on the official website of the Estates Department (www.jkestates.nic.in) and can be filled on the NIC networks only available in the Civil Secretariat Jammu , Divisional Commissioner Complex Jammu, Hon'ble High Court, Police Headquarters, Public Service Commission and Services Selection Board. The employees intending to move with the Darbar are required to fill up the application form online and furnish a hard copy of the same to his/her DDO. The DDO concerned will forward these application forms after due verification of their contents, to the Estates Department by or before 15th March, 2014, after which no application form shall be entertained by the Estates Department. Further, no individual offline application form or request shall be entertained by the Estates Department. In case of any difficulty or technical problem in filling up of the application form, the employee concerned can contact NIC officials (Room No. 14, Ground Floor, Civil Secretariat Jammu) or Assistant Director, Estates, Civil Secretariat (Room No. 3/73, Mobile No. 9419165425). All the employees (up to the level of Special Secretary to

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Mobile book

Government or equivalent levels) intending to move alongwith the Darbar (Session: April – October, 2014) are accordingly requested to follow the above system of submission of online application forms to the Estates Department. However, this procedure will not be applicable to the officers of the level of Secretary to government and above.

The Administrative Secretaries/HODs are also requested to issue necessary instructions to their DDOs so that the hard copies of the application forms of concerned employees of their departments reach the Estates Department within the above stipulated time.

Sd/-

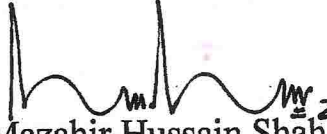
Director Estates

Dated 20.02.2014

No:Est/Allot/MS/01/2010/Cir.

Copy to:

1. All Administrative Secretaries.
2. All Heads of the Departments.
3. Secretary, J&K Legislative Council/Assembly/ Public Service Commission/SSB.
4. Director Information, J&K.
5. Secretaries to all Commissions.
6. Deputy Director Estates, Jammu/Srinagar.
7. Principal Private Secretary to Chief Secretary.
8. Private Secretary to Principal Secretary to Government, Estates Department.
9. P.A. to Director Estates.
10. Circular file/Stock file.


(Mazahir Hussain Shah) 20/02/2014.
Assistant Director Estates.