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**Government of Jammu and Kashmir  
Public Works (R&B) Department  
(HRM – Section)  
Civil Secretariat, Jammu/Srinagar**

**Circular**

**Subject: Handover of authenticated and digitized records ongoing works.**

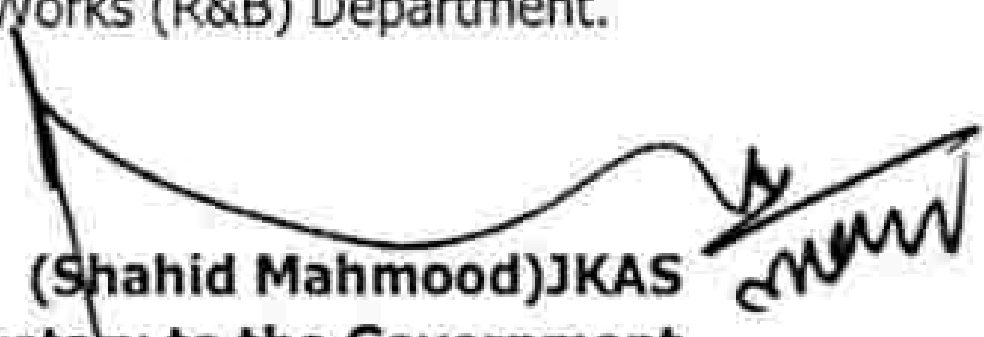
Whereas vide Government Order No. 319-PW (R&B) of 2023 dated 02.08.2023 and minutes of the meetings held on 29<sup>th</sup> to 31<sup>st</sup> August in the office chamber of Principal Secretary to the Govt. Public Works (R&B) Department, and were issued under endorsement No. PWD- PLNG/38/2023-05 dated 08-09-2023 and subsequent follow up meeting held on 04-10-2023, it was advised that all the engineering wings of the other departments which were merged in terms of Govt. Order. 22-JK (GAD) dated 06-01-2023, had to authenticate and digitize their all records pertaining to the ongoing works and handover to the respective Chief Engineers.

Further during the review, it was observed that the exercise was not completed in full by some engineers which was viewed seriously by the authorities. Therefore, it is enjoined upon all the concerned engineers (Civil/ Mechanical) of PW(R&B) Department to write to the project authorities for providing authenticated and digitized documents, and complete the pending handover and takeover process as per the prescribed procedure vide above referred communication in terms of re-organization/ restructuring of PW (R&B) Department vide Govt. Order No. 22-JK (GAD) dated 06-01-2023, latest by 20th October 2023, and not to take up execution of such works if the requisite documents are not received by or before the said date. It is further directed that the works without AA, TS and tendering shall not be taken over by the R&B Divisions.

Chief Engineers PW(R&B) Jammu/Kashmir are advised to compile details and apprise the Administrative Department regarding handover and takeover of records and any pendency on this account should be cleared within stipulated time, after which details of the delinquent officers of the closed engineering unit in other Departments shall be conveyed to the Administrative Department for initiating disciplinary action against them.

Both the Chief Engineers of PW(R&B) Department Jammu/Kashmir shall submit a certificate to this effect on 20-10-2023 before 4:00 pm to the Administrative Department along with the name of delinquent engineer, if any.

These instructions are issued in reference to the meetings held on 27.09.2023 and 04-10-2023 in the office Chamber of Principal Secretary, Public Works (R&B) Department.

  
(Shahid Mahmood)JKAS  
Additional Secretary to the Government

No. PWD-GAZZ/203/2023-05-PWD R&B

Dated: 16.10.2023

Copy to:

1. Engineer In Chief PW (R&B) Department
2. Chief Engineer, PW (R&B) Department, Jammu/Kashmir
4. Private Secretaries to the Administrative Secretaries \_\_\_\_\_ Department.
5. All Concerned.