

Government of Jammu and Kashmir
Estates Department J&K Civil Secretariat
Jammu/Srinagar

Receipt No. 10
Dated: 1-4-16

Enclosure

Subject: Standard Operating Procedure (SOP)/Framework for withdrawal of various facilities provided to the Constitutional Dignitaries and others.

Ref. No: State Administrative Council Decision No. 45/6/2016 dated 28.03.2016.

Govt. Order No: 35 - Est of 2016

Dated: 31 - 03 - 2016

In continuation of Government No. 169-GAD of 2004 dated 10.02.2004, the following norms/guidelines on the above subject are hereby notified with immediate effect:

- I. Permissible Period for retention of Government accommodation/telephone/vehicle in case of expiry of the term / termination of appointment/relinquishing of office by Constitutional Dignitaries and others shall be as under:

#	Dignitary	Government Accommodation	Official telephone	Vehicle (Garages)
a	Hon'ble Ministers / Hon'ble MoS / Chairpersons of Boards and equivalent.	1 month	7 days	7 days
b	Constitutional Authorities	1 month	7 days	7 days
c	Hon'ble Legislators.	1 month		7 days

II **Media Persons:**

- a. Allotments in respect of Media Persons are made under Discretionary Quota placed at the disposal of Hon'ble Minister I/c Estates (the charge of Estates Department normally is held by Hon'ble Chief Minister). Such allotments will be reviewed annually by the designated Committee constituted vide Govt. Order No. 106-GAD of 2013 dated 18.01.2013. Such a review will be completed by the end of March every year and placed before the Hon'ble Chief Minister for his orders as regards the continuation or otherwise of the allotments.
- b. Fresh allotments/continuation of the allotment will be considered by the Hon'ble Chief Minister on the recommendation of designated Committee constituted vide Govt. Order No. 106-GAD of 2013 dated 18.01.2013.
- c. In short all allotments under this category shall be subject to mandatory annual renewal which shall be completed by the end of March every year.

Handwritten signatures and initials:
SAC (A)
4/4/16
P.R. Speake
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III. Other persons (Former Legislators/Political Persons/
freedom fighters etc);

a. Fresh allotments in respect of persons belonging to the above category under the Discretionary Quota available with the Hon'ble Minister I/c Estates in terms of 4(e) of the J&K Estates Department (Allotment of Government Accommodation) Regulations, 2004 shall be made on the recommendation of the Committee with the following composition:

1.	ADG(Security) J&K	Chairman
2.	DC Srinagar/Jammu	Member
3.	SSP(Security)Srinagar/Jammu	Member
4.	Director Estates, J&K	Member-Secy.

b. Allotments in respect of the persons belonging to the above category as have already been made under Discretionary Quota placed at the disposal of Minister Incharge Estates shall cease in the event of relinquishing of the office by the Minister Incharge Estates (the charge of the Estates Department normally is held by Hon'ble Chief Minister). All such allotments shall be reviewed by a Committee as mentioned in sub para II(b) for making suitable recommendation for continuation or otherwise of such allotments.

c. All the existing together with fresh allotments shall be subject to **mandatory annual review and renewal** which shall be done by the end of March every year by the **Estates Department** based on the recommendation of Committee mentioned at para III (a) above.

2. In case of Govt. officers/officials, the norms notified vide Govt. Order No. 169-GAD of 2004 dated 10.04.2004 shall continue.

3. In case due to any reason, including procedural delays, if the Government accommodation is not vacated within the permissible period as specified above at para 1(I, II & III) and para 2 above, the commercial rate in vogue shall be charged which shall be worked out by the Public Works(R&B) Department on a case to case basis

By Order of the Government of Jammu and Kashmir.

Sd/-

(B.B.Vyas)IAS

Financial Commissioner
Estates Department

No: Est/lit/J/22/2015

Dated: 31-03-2016

Copy to the following for inf. and n/a:

1. Learned Advocate General, J&K.
2. All Financial Commissioners.
3. Director General of Police, J&K
4. All Principal Secretaries to Government
5. Principal Secretary to Hon'ble Governor
5. All Commissioner/Secretaries to Government