



GOVERNMENT OF JAMMU AND KASHMIR  
GENERAL ADMINISTRATION DEPARTMENT  
CIVIL SECRETARIAT, J&K

Subject: **2<sup>nd</sup> Session of J&K Legislative Assembly, 2025 - reg.**

**Circular No.08-JK(GAD) of 2025  
Dated:03.03.2025**

In view of commencement of Budget Session, 2025 of the J&K Legislative Assembly, it is enjoined upon all Administrative Secretaries to attend proceedings of the Assembly on the day(s) their departmental business (questions or any other matter) is scheduled.

Further, all Administrative Secretaries shall ensure deployment of senior Officers (Special/Additional Secretary or Equivalent ranks) on full time basis, as per fixed roster, to record proceedings of the House concerning their respective department(s). The Departments shall ensure maintenance and up-dation of record with regard to deliberations and discussions in such proceedings on daily basis.

These instructions are brought into notice of all concerned for immediate compliance.

**Sd/-  
(M Raju) IAS**

Commissioner/Secretary to the Government

No. GAD-ADM01/3/2025-09-GAD

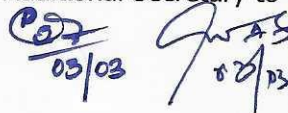
Dated:03.03.2025

Copy to the:

1. All Administrative Secretaries.
2. Principal Secretary to the Hon'ble Lieutenant Governor, J&K.
3. Secretary, J&K Legislative Assembly.
4. OSD/Private Secretary to the Hon'ble Chief Minister, J&K.
5. Special Assistant to Hon'ble Deputy Chief Minister, J&K.
6. Private Secretary to the Chief Secretary, J&K.
7. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
8. Private Secretaries to all Hon'ble Ministers.
9. Private Secretary to Advisor to the Hon'ble Chief Minister, J&K.
10. Circular/Stock file/Website, GAD. **"Hindi and Urdu versions shall follow"**.

  
03.03.2025  
**(Rohit Sharma) JKAS**

Additional Secretary to the Government

  
03/03  
JKAS  
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