

Government of Jammu & Kashmir  
Labour & Employment Department  
Civil Secretariat, Srinagar Jammu.

**Subject: - Recording of decisions taken in the meetings and issuance of the minutes of the meeting thereof.**

**Circular No. 03 - L&E of 2020**

**Dated: - 06 .01. 2020**

It has been observed by the Commissioner/ Secretary to Government Labour and Employment Department that during the meeting(s), the Officer(s)/Official(s) of the Labour and Employment Department as well as department under the administrative control of Labour and Employment Department takes very casual approach while attending the meeting(s) and recording the decisions taken thereon which delays in issuance of minutes of the meeting.

In order to avoid any future disciplinary action against the Officer(s)/Official(s), it has been directed by the Commissioner/Secretary to Government, that while issuing meeting notice the signatory authority must ensure that Officer(s) / Official(s) must be assigned the duties of recording decisions taken in the meeting and timely issuance of minutes of the meeting.



**(Showkat Ahmad Rather)KAS**  
Additional Secretary to Government,  
Labour & Employment Department.

**No:L&E/CS/PS/Cir-1/2020**

**Dated:- 06 .01.2020**

**Copy to the:-**

1. Director Employment, J&K.
2. Labour Commissioner, J&K.
3. CEO, J&K Buildings & Other Construction Workers Welfare Board.
4. Director, Finance, L&E Department.
5. Deputy Secretary to Government, Labour and Employment Department
6. Deputy Director (P&S), Labour and Employment Department.
7. Under Secretary to Government, Labour and Employment Department
8. Private Secretary to Commissioner/ Secretary to Government, Labour & Employment Department.
9. Private Secretary to the Hon'ble Advisor (F) to the Lt. Governor.
10. Office record file.