



**Directorate of Fire & Emergency Services J&K,
Jammu/Srinagar.**

Subject:- **Digitization of Files/records and distribution of digitized format of the files/ records among different Branches/Sections at DF&ES J&K Jammu/Srinagar**
ORDER

To ensure convenient and hassle-free working on e-office platform by different Branches/ Sections at the Directorate of F&ES J&K, following officials/dealing hands are earmarked as "Custodians/ Record Keepers" of the soft copy of the digitized/scanned records of their respective Sections/Branches:-

S.No.	Branch/Section	Custodian/Record keeper earmarked
1	Establishment	Vinod Kumar Raina SGFM (Srinagar) Dushant Singh LFM (Jammu)
2	General Branch	Reyaz Ahmad Dar Sub Officer (Srinagar) Ajay Kumar LFM-M Location Jammu
3	Accounts	Malik Tanveer Accounts Assistant (Srinagar) Krishan Kumar Sub Officer M Location Jammu
4	Procurement/Store	Irfan Ahmad Dar Fireman Store
5	Personal	Bilal Ahmad Band LFM-M
6	Building	Abid Bashir LFM-M (Srinagar) Suresh Chander Statistical Officer Location Jammu
7	Planning	Mohammad Shafkat Statistical Assistant (Srinagar) Suresh Chander Statistical Officer Location Jammu
8	Legal	Ajaz Ahmad Mir FM Location Srinagar Jarnail Singh Sub Officer M Location Jammu
9	General Fire/ Appliances	Ishfaq Ahmad LFM-M Location Srinagar Neetu Raina Sub Officer M Location Jammu
10	IT	Shahbaz Sultan Rather IT Incharge

SO/In charge IT Centre shall ensure that the aforesaid earmarked personnel are handed over a soft copy of the digitized/scanned records of their respective Branches/Section, preferably in Hard Disc, under proper acknowledgement. The Master Copy of the digitized record shall remain with the SO IT.

The Record Keepers as named above shall be personally responsible for regularly updating the existing scanned/digitized files/records of their respective Branches/Sections along with copies of files/records created/opened afresh and keep a back-up record in the hard discs issued to these personnel. SO(IT) in consultation with NIC/IT Department shall prepare a comprehensive order on instructions about DOs/DON'Ts to be observed by the Record Keeper and other Dealing Assistants so that these personnel are properly accounted for and held responsible in the eventuality of any leakage/pilferage of the digitized records.

SO(IT) shall furnish a certificate regarding updating of the Master Copy/ Branch Copies on first Monday of every month to the Director F&ES (through Personal Section)

(Dr B. Srinivas) IPS
Director,

Fire & Emergency Services,
Jammu & Kashmir.

Dated: 23/12/2021

NO: DF&ES/19/2021/IT/102298-CC

Copy to the:-

1. ADO/AO F&ES Hqrs J&K
2. SO/In charges of All Branches/ Section at F&ES Hqrs Jammu/Srinagar
3. All concerned officials(by name)
..... for information and necessary action.
4. File for records.