

GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE DIRECTOR GENERAL OF POLICE
PRISONS DEPARTMENT, J&K SRINAGAR

ORDER NO: 504 OF 2017

DATED : 31 -05-2017

It is hereby ordered that all Jail Superintendents shall ensure digitization of service books of all Officers/Officials posted in their respective Jails within one month of issuance of this order.

Superintendent Jails shall nominate an Officer of the rank of Asstt. Superintendent in Ministerial or Executive Cadre who will ensure proper scanning and tally scanned documents with the original service book.

The scanned service books shall be updated on regular basis. A copy of service book of each employee shall be sent to this Headquarter for record purpose in an external drive or CD.


(S.K. Mishra) IPS

Director General of Police,
Prisons Department,
J&K Srinagar

No. Esstt/ 232/1276-78
Dated:- 31 -05-2017

Copy to the:-

1. DIG Prisons, J&K Srinagar for information.
2. All Superintendent Jails of J&K for information and necessary action.
3. Office order file.