



**Government of Jammu and Kashmir  
Civil Secretariat, Rural Development Department**

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**Subject:-** Five days training programme on "Contemporary Issues in office Management and Procedures" w.e.f. 7<sup>th</sup> to 11<sup>th</sup> February, 2011 at J&K IMPA, Jammu

**Reference:** GAD's Order No.180-GAD of 2011 dated 04-02-2011.

**OFFICE ORDER NO.** 05-RD of 2011  
**DATED** 7 -02- 2011

Sanction is hereby accorded to the deputation of Smt. Asha Kumari, Under Secretary, Rural Development to IMPA, Regional Centre to undergo five days training programme on Contemporary Issues in Office Management and Procedures w.e.f. 8<sup>th</sup> to 11<sup>th</sup> February, 2011.

Shri Nissar Ahmad, Under Secretary shall attend her work during her deputation.

By order,

  
7.2.2011  
Under Secretary to Government  
Rural Development Department

No. RDD/N/09 /2010

Copy to the:-

- ✓ 1- Private Secretary to Secretary to Government, Rural Dev. Department.
- 2- Concerned.
- 3- Order file.

Dated 07-02-2011