

Government of Jammu and Kashmir
Estates Department Civil Secretariat
Jammu/Srinagar

O.M No. Est/Allot/OA/11/2020/ S/Sgr
Dated: 08.06.2021

Sub: Information regarding the surplus tables/chairs lying in clerical halls of various departments at Civil Secretariat, Srinagar.

The undersigned is directed to refer Administrative Secretary to the Government, _____ Department regarding the captioned subject and request him/her to kindly furnish the information regarding the surplus tables/chairs lying in the clerical hall(s) of his/her administrative department, as per below devised format within two days time positively:-

S.No	No. of chairs/tables lying in the clerical hall	No. of chairs/tables required by the department	No. of chairs/tables		Remarks
			Surplus	Deficient	


08.06.21
(Kewal Krishan Sharma)KAS
Assistant Director, Estates

Administrative Secretary,

_____ Department