

# SICOP

J&K Small Scale Industries Dev. Corporation Limited  
Udyog Bhawan Jammu/SanatGhar, Srinagar

## ORDER

**Sub: Resumption of office work.**

**Ref: Government Order No. 477-JK(GAD) of 2020 dated 17.04.2020.**

In pursuance of Government Order No. 477-JK(GAD) of 2020 dated 17.04.2020, it is hereby ordered that all the offices of SICOP, including Estate Offices and District offices shall resume their office work in the following manner with effect from 20.04.2020:

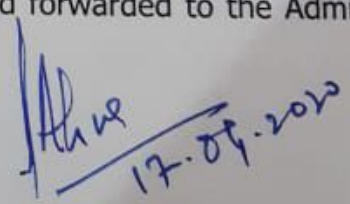
- a) All the officers of the rank of Dy. General Managers and above shall attend their offices regularly w.e.f. 20.04.2020.
- b) In addition to above, all Estate Managers/Incharge of various Industrial Estates and District Unit heads shall also attend their duties regularly w.e.f. 20.04.2020.
- c) 33% of the officials, not figuring in a & b above, shall attend the office as per the roster to be devised by the respective Head of the offices. The head of the office/units will draw the roster keeping in view the demand of job/work of each individual.

The Head of the every office shall take all necessary measures/steps for implementation of instructions with regard to social distancing, face masks and sanitizing/ fumigation their respective offices/work places.

All the concerned General Managers/Project Engineers/Project Managers and District Unit Heads shall approach to the concerned Dy. Commissioners for issuance of passes in respect of their staff.

The attendance be sent to Head Office on alternative days through FAX/mail/WhatsApp etc. so that the same is compiled and forwarded to the Administrative Department.

By order of the Managing Director.

  
General Manager (HQ),

No. SICOP/GM(HQ)/2020-21/16-24

Dated 17.04.2020

Copy to the:

- 1- Managing Director SICOP for information please.
- 2- Financial Advisor & CAO SICOP.
- 3- All General Managers Jammu/ Srinagar.
- 4- All Divisional Managers/DFAs/PEs/Project Managers
- 5- All Estates Offices/District Offices.