Brief Write Up regarding GAD and IT Initiatives:

The General Administration Department by the virtue of its duties is the nerve centre of administration. The Department functions under the supervision and guidance of Hon'ble Lieutenant Governor, and the Chief Secretary. The Department is headed by an Administrative Secretary (at present Commissioner/Secretary). The Department plays a lead role in the formulation of policies for smooth functioning of the Departments. It monitors and coordinates their working as well. With a view to deal with different nature of issues, different sections have been set up, viz. Services Section, Vigilance Section, Cabinet Section, Coordination Section, Administration Section, Legal Section, Establishment Section, Monitoring section, Planning and Statistics section, Accounts section, Official languages section, IT initiatives section.

In an endeavour to move towards e-Governance, GAD has always focused on providing services in electronic mode and has ensured transparency, efficiency, accountability, probity, accessibility and affordability in the system. To cite examples, GAD has added many feathers in its cap with remarkable achievements like e-Office, JK-HRMS (Human Resource Management System) ,SPARROW (online system for filing Annual Performance Appraisal Reports), Property Returns Statement (PRS) portal, Employees Performance Monitoring System (EPM), Vigilance Clearance System (VCS portal), Employee Verification System (EVS), Portal for Rehabilitation Assistance Scheme (RAS portal), SWAGATAM (Visitors management System), Auto Appeal System (for services under Public Service Guarantee Act),online module for RDAs (Regular Departmental Action) and FIRs. In addition to these, many more projects are in pipeline.