

**GOVERNMENT OF JAMMU & KASHMIR,  
OFFICE OF THE ADVOCATE GENERAL**

[High Court Complex, Janipur Jammu, 180007 [Nov-April] /High Court Complex, Srinagar, 190009 [May-Oct]  
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Subject: Job Assignment/posting of Legal staff -Srinagar wing

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ORDER NO. 66 -AG of 2022

DATED: 05 -05-2022

In the interest of administration, the following job assignments/postings of Legal Assistants and Junior Legal Assistants in Srinagar wing is hereby ordered with immediate effect.

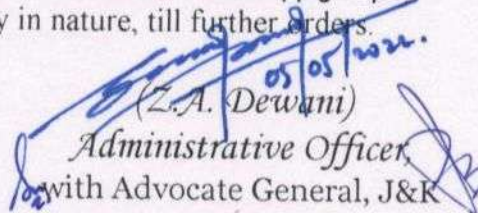
S.No	Name of the official.	Job assigned/posted to Assist:
1	Ms. Sheila Bashir Rawa, Legal Asstt.	Mr. Hakim Aman Ali, Dy. Advocate General
2	Ms. Tamkeen Bhat, Legal Assistant.	Ms. Asifa Padroo, Addl. Advocate General
3	Irfan Nabi Sofi, Legal Assistant.	Mr. Satinder Singh Kala, Addl. Adv. General Mr. Irfan Andleeb, Dy. Advocate General
4	Waseem Rasool Dar, Legal Asstt	Mr. Asif Maqboo, Dy. Advocate General Mr. Feroz Ahmad Sheikh, Dy. Adv. General
5	Umer Rashid Bhat, Jr. Legal Asstt	Mr. M.A. Chashoo, Addl. Adv. General
6	Umer Javed Magray, Jr. Legal Asstt	Ld. Advocate General, J&K
7	Toyub Mohammad Burhan, Jr. Legal Assistant	Mr. Sajjad Ashraf, Govt. Advocate.
8	Ms. Hishma Gowhar, Jr. Legal Asstt	Assignments given as under
9	Ms. Sufaya Bashir, Jr. Legal Assistant	

The job assignment to Junior Legal Assistants at S.No.8 & 9 above shall be:-

- all the fresh cases as received on daily basis by the Receipt & Dispatch clerk shall be scrutinized carefully, identified and distributed to the Law Officers[LO]/ Govt. Counsels [GC]through Receipt Section after proper categorization.
- Intimate the Department wise total no. of petitions with its number, to the Concerned LO/ GC, as well as concerned Legal Asstts/RKs through WhatsApp group.
- Maintain fresh cases data on computerized format.
- Identify important cases for appropriate action on priority basis, with intimation to Legal Asstt. working with Ld. Advocate General at Srinagar.
- Circulate weekly cause lists of High Court and CAT in official WhatsApp groups.

The above orders are purely temporary in nature, till further orders.

By order.

  
 (Z.A. Dewani)  
 Administrative Officer,  
 with Advocate General, J&K

No: AG/Adm/Cord-19/2022-02/454-57

Dated: 05 -05-2022

Copy to:-

1. All Law Officers / Government Counsels, Jammu for information.
2. Sr. Private Secretary / Accounts Officer, Advocate General office.
3. All Stenographers / Legal Assistants /Assisting Counsels/Record Keepers.
4. Concerned for compliance
5. Order file.
6. Concerned file.