

Jammu and Kashmir State Agro Industries Dev. Corp. Ltd.
Lalmandi Srinagar.

Office Memo

Subject: Compilation of liability on account of unpaid COLA, Gratuity & Leave Salary etc. to employees of the Corporation including the retired employees.

As per the directions issued by the Managing Director vide No. Agro/Adm/51/of 2015 dated 27.07.2015 the liability on account of unpaid COLA, Gratuity & Leave Salary etc. to employees of the Corporation including the retired employees is to be worked out and projected before the Govt. for financial assistance.

In terms of above directions a committee of following officials is hereby constituted for compiling of the above mentioned information i.e the liability payable to employees (including the retired employees) on account of pending COLA, Gratuity, Leave Salary and other retiral benefits etc. The committee may also co-opt any other employee if required to facilitate early compilation of information.

S/Shri.

1. Altaf Hussain Wani, AAO
2. Showkat Ullah Zargar, Head Asstt.
3. Abdul Majid, Accounts Asstt. (HO)

The committee will co-ordinate with the divisions and collect the upto date information and compile the same at Head Office level and put up to Managing Director within two weeks time.

All the Divisional Heads are advised to compile the information in respect of their division and sent the same to AAO Head Office as head of the committee constituted above. The information should be employee wise separately for regular employees and retired employees.

No. Agro/Accounts/961/2245-60
Dated 27-07-2015


Director Finance 27-7-15

Copy to the:

1. Managing Director, JK AIDCL, Srinagar. This is in reference to his instructions issued on the above mentioned order.
2. General Manager, (K) /General Manager, Cattle Feed Plant, for information and necessary action.
3. All Divisional Managers JK AIDCL
4. Concerned.
5. All Cashiers JK AIDCL