

Office Order No.: - 76 DFC OF 2026
Dated: 30-01-2026

Consequent upon launching of JKDFC's official website, **Ms.Kashish Gupta(Executive Assistant - Accounts & Finance)** is hereby nominated to monitor and record loan-related queries received through the online mode from the loan aspirants and respond to the aforesaid queries in a time bound manner, she is directed to maintain a proper register wherein she will record the queries along with details of loan aspirants in order to ensure proper documentation and compliance.

However in absence in respect of leave of **Ms.Kashish Gupta(Executive Assistant - Accounts & Finance)** **Ms.Syed Irtika Zehra(Executive Assistant – Human Resource)** shall look after the aforesaid assignment.



(Gowhar Arif)
(General Manager)

No. DFC/ORD/01/25-26/3133

Dated: 30-01-2026

Copy to:

1. Managing Director for kind information
2. AGM's for information
3. Manager's for information
4. All concerned
5. Order file
6. Master file