

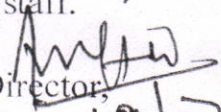
**Government of Jammu and Kashmir  
Directorate of Rural Development Kashmir**

**Circular**

**Subject:- Preparation of Guard books and Asset Directories .**

The Department of Rural Development and Panchayati Raj has a bulk of assets in shape of shopping complex's, Plantation beats, and other valuable assets. But it has been observed that records viz Guard books and Asset Directories to this effect are not being properly maintained at Panchayat Level /Block Level and District level with the result no proper assessment of income being accrued from these assets is available with the department.

As such it is impressed upon all the concerned subordinate officers/officials of the department that the Guard Books and Asset Registers be maintained regularly and verified by the concerned officers on monthly basis. No pay dues shall be drawn by the DDO in favour of the Plantation Staff viz VLWs/Plantation Supervisors and Watchers unless the guard books and asset Registers are duly completed and authenticated on monthly basis by the concerned staff.

  
Director,  
Rural Development Kashmir.  
18/7

No:DRDK/Pyt/Circular/2014/11494-594

Dated 21-7.2014.

copy to the:-

- 1 Secretary to Govt. Rural Development Deptt. Civil Sectt. Srinagar for favour of information.
- 2- Project officer Wage Employment (ACD) \_\_\_\_\_ all for favour of information and similar necessary action.
- 3- District Panchayat Officer \_\_\_\_\_ (all) for favour of information and similar necessary action.
4. Block Development officers \_\_\_\_\_ (all) for information and necessary action.
- 5.web.site DRDK.
6. Office file .