

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

**The Project Officer Wage Employment  
(ACD) \_\_\_\_\_ (All)**

**The Executive Engineer  
REW \_\_\_\_\_ (All)**

**The District Panchayat Officer  
\_\_\_\_\_ (All)**

**No:-DRDK/Plg/ 4569-931**

**Dated 6-05-2015**

**Subject:-** Creation of monitoring cell in the Department of Rural Development and Panchayati Raj (Movement of files/ estimates / bills)

**Ref:-** i) Government order No. 83 RD&PR of 2015 dated 12-03-2015 followed by this office endorsement No. No. DRDK/Plg/ 29461-560 dated 13-03-2015 and No. DRDK/Estt/19/Gnl/15/1530-50 dated 11-04-2015  
ii) Minutes of the meeting held on 4/4/2015 issued under No. DRDK/Plg/155-IV/901-10 dated 07-04-2015

Sir,

Pursuant to the above mentioned Government order, the below mentioned formats have been devised for preparation of estimates, accord of technical checks, technical sanction/Accord of Administrative Approval and test checks in a time bound manner in order to implement the instructions in letter and spirit.

It is therefore, impressed upon all the concerned to maintain the records strictly in accordance with the devised formats:-

**PREPARATION OF ESTIMATES/BILLS**

**Panchayat Level**

S.No of the work in the Annual Action plan	Nomenclature of the work	Scheme	Estimated cost / bill amount	Date of instructions issued by the concerned BDO for preparation of estimate/bill
1	2	3	4	5

**Block Level**

Date of receipt of estimate/bill from JE	Nomenclature of the work	Scheme	Estimated cost/ bill amount	Date of dispatch of estimate /bill to AE/AEE
1	2	3	4	5

**Sub Divisional Level**

Date of receipt of estimate/bill from BDO	Nomenclature of the work	Scheme	Estimated cost/ bill amount	Date of dispatch of estimate /bill to Xen
1	2	3	4	5

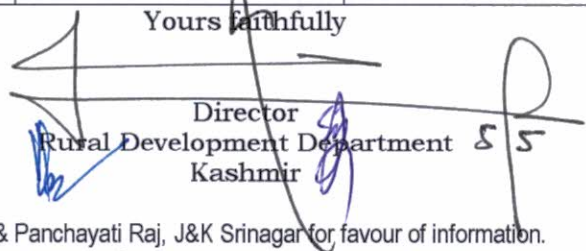
**XEN Level**

Date of receipt of estimate/bill from AE/AEE	Nomenclature of the work	Scheme	Estimated cost/ bill amount	Date of dispatch of estimate/ bill
1	2	3	4	5

**District Level**

Nomenclature of the work	Scheme	Estimated cost/ bill amount	Date of receipt of estimate from Xen	Date of dispatch
1	2	3	4	5

Yours faithfully

  
 Director  
 Rural Development Department  
 Kashmir

Copy to the:-

- 1) Secretary to Government Department of Rural Development & Panchayati Raj, J&K Srinagar for favour of information.
- 2) Superintending Engineer REW Kashmir for information and necessary action.
- 3) OSD to Hon'ble Minister for Rural Development & Panchayati Raj J&K for kind information of the Hon'ble Minister.
- 4) Block Development Officer \_\_\_\_\_ (All)
- 5) AEE/AE \_\_\_\_\_ (All)

... for information and similar necessary action.