



**Government of Jammu & Kashmir**  
**Divisional Commissioner, Kashmir, Srinagar**

Phone/ Fax: (0194) -2487777, 2477775, 2452558, 2455357  
 Personnel Section

**Deputy Commissioner,**

\_\_\_\_\_ (All)  
**Kashmir Division**

No: DivCom/PS/Misc/2017/374-55

Dated: 24-08-2017

**Subject: Inspection of Offices.**

Sir,

*Urgent:  
 out just now*

Reports regarding non-availability of officers from their respective offices especially in far-flung rural areas have been received. The complainants have intimated that they are made to suffer due to non-availability of officers from their offices. It has further been intimated that invariably readymade excuse conveyed to the applicant is that the officer has gone to attend the meeting.

You will ensure that no officer leaves the headquarter or his respective office even for meeting without obtaining permission or informing the next higher authority and without making a proper entry in the movement register maintained in the office so that the movement of the officer can be verified and confirmed. Besides, Deputy Commissioners will constitute special squads for inspection of offices to find out the availability of officers/ officials within the district and also instruct Sub Divisional Magistrates and Tehsildars to conduct inspection of various offices in their

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*24/8/17*  
 Director

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respective jurisdiction and report the position to the Deputy Commissioner concerned for initiating suitable action against the erring officials.

Deputy Commissioners will ensure that these instructions are implemented in letter & spirit.

Yours faithfully,

(Baseer Ahmad Khan) IAS  
Divisional Commissioner,  
Kashmir

Copy to the:-

- 1) Chief Secretary, J&K Government, Srinagar for information.
- 2) Special Secretary/Private Secretary to Hon'ble Chief Minister J&K for information.
- 3) All HoDs of Kashmir Division for information & necessary action.

Chief Engineer,  
PMB, Srinagar  
District

① R. Abdul Basit

Government of Jammu and Kashmir  
Directorate of Rural Development Kashmir

No:-DRDK/Estt/10/Gnl/Cir/16/16091-920

Dated:- 13-9-2017

Copy of the above forwarded to the:-

1. Project Officer Wage Employment (ACD) \_\_\_\_\_ (All)
  2. Project Officer Self Employment (DRDA) \_\_\_\_\_ (All)
  3. Executive Engineer REW \_\_\_\_\_ (All)
  4. District Panchayat Officer \_\_\_\_\_ (All)
- for information and necessary action.

BDO (HQ)  
Rural Development Department  
Kashmir