

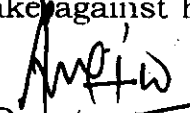
Government of Jammu & Kashmir
Directorate of Rural Development Kashmir

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C I R C U L A R

It has come into the notice that the proper official procedure for dispatch of estimates and bills from one office to another office is not being followed and the bills / estimates are being handed over to private persons or Panchs / Sarpanchs which causes delay and some times loss of these crucial documents occurs.

It is as such impressed upon all the Block Development Officers that the estimates / bills framed by the Junior Engineers should be properly entered in the receipt registers and forwarded to AEs / AEEs under proper receipt through the Dak runners only. Further AEs / AEEs shall submit these papers to Executive Engineers through their Dak runners and should not be handed over to any non official / private person. Same procedure should be adopted in the offices of Project Officer Wage Employment (ACDs) and Executive Engineer REWs. It should also be noted that the estimates / bills should not be passed through the Panchs and Sarpanchs as they are public representatives and it is not their job to carry estimates / bills from one office to another office. The erring officer shall be responsible for any negligence in this behalf and action as warranted under rules shall be taken against him in this behalf.


Director
Rural Development Kashmir

NO:-DRDK/Estt/B/can/cir/012/4052-14/15 **Dated:- 7 -05-2013**

Copy to the:-

1. Commissioner / Secretary to Government Rural Development and Panchayati Raj J&K, Srinagar for information.
2. Superintending Engineer REW Kashmir for information and necessary action.
3. OSD to Hon'ble Minister for Rural Development & Panchayati Raj J&K, Srinagar for kind information of the Hon'ble Minister.
4. Project Officer Wage Employment (ACD) _____ (all) for information and necessary action.
5. Executive Engineer _____ for information and necessary action. They shall circulate the instructions among all AEEs / AEs of their District.
6. Block Development Officer _____ (all) for information and necessary action. They shall circulate the instructions among all JEs / Technical Assistants of their Block.
7. I/C website (DRDK).