

Subject:- Maintaining of Movement Registers.

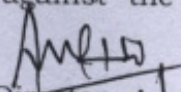
C I R C U L A R

It has been observed that the filed officers / officials are not maintaining their movement registers and as such it becomes very difficult to ascertain their whereabouts. It is as such impressed upon all ACDs / Projects Officers / DPOs / Executive Engineers / BDOs / AEEs / AEs / Panchayat Inspectors and JEs that they shall movement registers regularly.

The lower field staff viz Panchayat Secretaries shall submit their advance tour programmes / diaries well in time to Block Development Officers who shall release their salaries only after receipt and check of their work done tour diaries.

Further the salary / wages of the watch and ward staff shall be released only after verification and maintenance of the guard books by them.

Any negligence regarding the above instructions shall be viewed seriously and disciplinary action shall be taken against the defaulting Officer / Official.


Director
Rural Development Kashmir

No:- DRDK/Estt/3/9nt/2012/33231-331 dated: 27-02-2013

Copy to the:-

1. Commissioner / Secretary to Government Rural Development & Panchayati Raj J&K Civil Secretariat Jammu for information.
2. OSD to Hon'ble Minister for Rural Development & Panchayati Raj J&K Jammu for kind information of Hon'ble Minister.
3. Project Officer Wage Employment (ACD), _____ (all) for information and necessary action.
4. Project Officer Self Employment (DRDA) _____ (all) for information and necessary action.
5. Project Officer IWDP / MP _____ (all) for information and necessary action.
6. District Panchayat Officer _____ (all) for information and necessary action.
7. Executive Engineers _____ (all) for information and necessary action. They are further requested to circulate the instructions to all AEEs / AEs of their District.
8. Block Development Officer _____ (all) for information and necessary action.
9. I/C Web site.