

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

Subject:- Conduct of Administrative Inspection.

**CIRCULAR**


It has been observed that administrative inspections of the subordinate offices, as required under rules, are not being conducted regularly. Due to lack of administrative control over the subordinate offices, general functioning of some of the offices has not been found upto the mark.

In view of this, all the Project Officer Wage Employment (ACDs) are, therefore, advised to ensure conduct of regular administrative inspections, at-least once in six months, of all the Blocks to bring accountability and efficiency in the functioning of these offices.

It is also envisaged that special emphasis may be laid on quarterly checking of all office records, reconciliation of receipts/ payments, watching of expenditure within the budgetary provisions, watching of re-appropriation of the funds (if any), regular verification of drawals from the treasuries, rendition of replies to audit reports of Principal Accountant General and Directorate of Audit & Inspections, settlement of draft paras, initiation of RDA and replies thereof, disposal of grievances & court cases, timely rendition of accounts to various quarters.

Besides, while checking the estimates/ authorizing the bills for release of payment, all the concerned field staff shall reflect their name and designation along-with official stamp before signing such documents. The concerned BDOs shall not entertain any bill(s) / document(s) related to the financial implication without proper name/designation & stamp of the signing authority.

Accordingly, it is impressed upon all concerned DDOs that the annual increment in favour of the officers/ officials be released only after ascertaining their performance vis-à-vis completion of targets, timely accomplishment of tasks assigned to them and if, no complaints have been lodged against them or are found baseless. Non-adherence of the instructions by the concerned DDO shall invite action under conduct rules.

  
18.11.2020  
**Director**

Rural Development Department  
Kashmir

Dated: 11--2020

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Copy to the:-

1. Secretary to Government, Department of Rural Development & Panchayati Raj, J&K Jammu for favour of information.
2. Superintending Engineer, REW Kashmir for information.
3. Project Officer Wage Employment (ACDs) \_\_\_\_\_(All).
4. Project Self Employment(DRDAs) \_\_\_\_\_(All).
5. District Panchayat Officers \_\_\_\_\_(All).
6. Executive Engineers, REW \_\_\_\_\_(All).
7. Block Development Officers \_\_\_\_\_(All).

for information and similar necessary action.