

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

No;DRDK/Accts/2025-54  
Dated;- 27 03.2021

**Subject:-** Release of funds under Major Head 2071 Pensionery and other retirement benefits for the year 2020-21 (**115-Leave encashment benefit**).

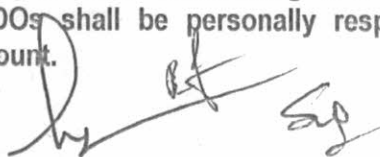
In pursuance to Administrative Department's allotment order No.28/JKUT/FDARDD1/Adm-BE/2020-21/4/1 dated:-01.04.2020 and No.28/JKUT/FDARDD1/Adm-BE/2020-21/3/278 dated;- 27.03.2021, sanction is hereby accorded to the release of funds amounting to **Rs 9536670.00 (Rupees Ninety Five Lacs Thirty Six Thousand Six Hundred and Seventy Only)** under **115-Leave Encashment (Leave Salary)** in favour of DDOs of Rural Development Department for its disbursement of the retiree Officers/Officials.

(Rs in Lacs)

S.No	Name of DDOs	Name of Retiree/Expired	Date of retirement	Now	Total
1	BDO Zaingeer	Wali Mohd.Pandit MPW	30.04.2020	556920.00	556920.00
2	BDO Sumbal	Pir Mohd.Amin Plt.Watcher	30.04.2020	386100.00	386100.00
3	DRDA Baramulla	Hamid-ullah-Malik Sr.Steno	31.03.2009	47280.00	47280.00
4	BDO Achabal	Mohd.Ashraf Bhat W/Supervisor	31.10.2020	547560.00	547560.00
5	BDO Ganderbal	Raja Karim Khan VLW	30.11.2020	374400.00	374400.00
6	DPO Srinagar	Tahira Bano I/c Sr.Assistant	30.09.2020	510120.00	510120.00
7	BDO Khag	Ab.Majid War MPW	28.02.2021	573300.00	573300.00
8	BDO Qadirabad	Bashir Ahmad Wani VLW	30.04.2020	730080.00	730080.00
9	BDO Watterhall	Mushtaq Ahmad Sofi MPW	30.11.2020	573300.00	573300.00
10	BDO Keran	Ab.Gani Bhat I/c BDO	31.01.2021	801450.00	801450.00
11	DRDA Srinagar	Riyaz Ahmad ADDC Srinagar	31.12.2020	1790100.00	1790100.00
12	BDO Langate	Mohd.Subhan Malik Helper	30.11.2020	397800.00	397800.00
13	BDO Qadirabad	Ab.Gani Mir Helper	28.02.2021	397800.00	397800.00
14	DRDA Anantnag	Gulzar Ahmad Shah ACD	30.09.2016	157470.00	157470.00
15	Xen.REW Pulwama	Shafkat Ahmad I/c AE	30.10.2020	1136070.00	1136070.00
16	BDO Khoveripora	Mohd.Yaqoob Sheikh MPW	30.04.2020	556920.00	556920.00
		<b>Total:-</b>		<b>9536670.00</b>	<b>9536670.00</b>

**However, this authority shall be subject to the following conditions:-**

1. The expenditure shall be made strictly as according to the classifications under which funds have been authorized by the administrative department No. commission/diversion shall be made under any pretext unless specifically and separately authorized.
2. Treasury Officers shall not entertain bills without complete classification under which funds have been placed with the treasury.
3. DDOs shall complete all the codal formalities before presentation of bills at the treasury.
4. All the sanction/approvals and clearance shall be in place before drawal of money from the treasury.
5. **The DDO must ensure NDC from the retired officer/official before release of leave salary in their favour.**
6. **Leave sanctioning authority shall carefully verify the service record of the retired employee while sanctioning leave encashment/retirement benefits. The DDOs shall be personally responsible for any excess payment this account.**



7. The DDO will operate funds strictly under rules. The leave sanctioning authority/DDO shall ensure that the claim of the cash in lieu is drawn on or after the date of retirement and not before the date of retirement.
8. That funds shall be utilized strictly as per provision of Circular issued by Finance Department vide No. FD-VII-Gen (110) 2009-10-11 dated;- 29.4.2020, No. FD-VII-Gen (110) 2009-10-11 dated;- 9.7.2020 and No.FD/VII-Gen(110) 2009-10-V dated;- 04.09.2020.
9. The DDO himself will be responsible for the calculation of the cash in lieu of leave salary with reference to the earned leave at credit of the retiree.
10. If there is any embezzlement /enquiry/case against any of the retiree whose name is mentioned above in the sanction order pending in the Department/vigilance department/court of law, in such case payment shall not be released till outcome of the case/orders from this office.
11. The expenditure shall be restricted to the allotment shown above.
12. Certificate to the effect that the cash in lieu was not drawn/paid to the retiree/earlier till date should be recorded on the bill.

The expenditure shall be booked as per the following classifications.

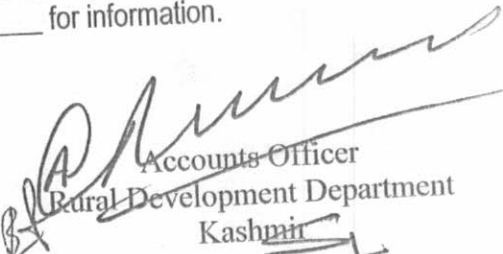
Demand No	08	Finance Department
Officer name	2802	Directorate of Rural Development
Major Head	2071	Pensioner and other retirement benefit
Sub- Major Head	01	Civil
Minor Head	115	Leave Encashment benefit
Group Head	0099	General
Sub-Head	2190	Secretary Finance

Sd/=  
Director  
Rural Development Kashmir

Dated: 27/3/2021

No.DRDK/Actts/2021/20225-54  
Copy to the:-

1. Project Officer Self Employment (DRDA) \_\_\_\_\_ for information
2. District Panchayat Officer \_\_\_\_\_ for information.
3. Block Development Officer \_\_\_\_\_ for information.
4. Treasury officer \_\_\_\_\_ for information.
5. Office Copy.

  
Accounts Officer  
Rural Development Department  
Kashmir