

Government of Jammu & Kashmir
DIRECTORATE OF RURAL DEVELOPMENT, JAMMU



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Subjects: Availability of Officers/ officials of the subordinate offices of Rural Development Department at their District.

Circular

It has been brought to the notice of the undersigned that some officers/officials of the subordinate offices of the Rural Development Department (Jammu Division) are not attending their offices on regular basis. Most of the deputations of the general public who visit in the Directorate are always complaining about non-availability of officers/officials of the subordinate offices. The non-availability of these officers/officials at their respective District offices is bound to cause disruption in the function of their offices and inconvenience to the general public, as the availability of the District officers/officials is vital at their offices. It has also come to the notice of the authorities that some of the field functionaries are not visiting in the field of their jurisdiction on regular basis which also cause distraction in the working of the Department.

Accordingly, it is enjoined upon all the officers/officials of the subordinate offices of Rural Development (Jammu Division) to remain present in their respective offices to adhere the following instructions given hereunder:-

I) Assistant Commissioner Development concerned should ensure maximum presence of Block Development Officers at their respective Block Headquarter and further Block Development Officers should ensure presence of Inspector Panchayats / VLWs / MPWs / GRSs at their Panchayat Headquarters and also ensure that advance tour diaries of aforesaid field functionaries should reach in the office of Assistant Commissioner(s) Development office weekly on regular basis.

II) Executive Engineers (REW) should ensure that all the Assistant Executive Engineers, Assistant Engineers and other subordinate staff should attend their offices on regular basis and maintain their movement register before the field visits;

III) Assistant Commissioner(s) Development/ Block Development Officer(s) /Executive Engineers/ Assistant Executive Engineers / Assistant Engineers should maintain their Monthly Tour Diaries and submit to the Directorate of Rural Development by or before 10th of every month;

IV) Assistant Commissioner(s) Development / Block Development Officer(s) should arrange public outreach programme/Darbar(s) as far as possible on regular basis so that the grievance of the general public should be readdressed at the Block/Panchayat head quarters;

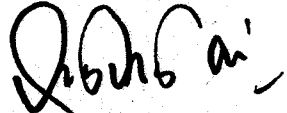
Further it is impressed upon all the officers/officials of the department not to visit Directorate office without proper permission from the competent authority. In case any officer/ officials are found not complying the instructions circulated above shall be viewed seriously and action shall be initiated against him/her as warranted under rule.

Sd/-
Director
Rural Development
Jammu

No:- Estt/Genl-67/223/4-22505
Copy to the:

Dated: 22-10-2019

- 1) Secretary to Government, Department of Rural Development and Panchayati Raj, Civil Secretariat, Srinagar for information.
- 2) Superintendent Engineer, REW, Jammu for information.
- 3) Assistant Commissioner Development -----(All) for information.
- 4) Project Officer DRDA/IWMP----- (All) for information.
- 5) Executive Engineer, REW -----(All) for information.
- 6) District Panchayat Officer -----(All) for information.
- 7) Block Development Officer -----(All) for information.
- 8) Web Section of this office.
- 9) Office Circular file.


(Joginder Singh Rai) KAS
Joint Director (Adm)
Rural Development
Jammu