



**OFFICE OF THE**  
**DISTRICT DEVELOPMENT COMMISSIONER,**  
**REASI**

**Subject: Leaving of Headquarters at District Level, Punctuality in Government Offices**

**Ref: Government Order No. 17-GAD of 2013 Dated 20.08.2013**

**ORDER**

NO: *PS/DC/RSI/02/2021-75*

Date: *29*.08.2013

In pursuance of Circular Instructions conveyed by General Administration Department it is hereby directed that:-

1. District Officer (s) / Other Officer (s) working in District Reasi, shall not leave the Headquarters without the prior permission of Deputy Commissioner / District Development Commissioner.
2. All District Officers shall ensure that proper **Movement Registers** and **Attendance Registers** shall be maintained their own offices as well as all subordinate offices. In case of touring, officials shall be designated in concerned offices for making such an entry in the Movement Register if the officer himself/herself is not available in the office for doing so.
3. Additional District Development Commissioner and Additional Deputy Commissioner shall frequently **inspect** Government Offices, **monitor** the attendance closely and submit report to this effect every fortnight and also after every inspection in case of officials found absent. Similar exercise shall be carried out by Sub-Divisional Magistrate, Mahore.
4. Monday and Thursday of every week shall be observed as **Non-Touring Days** in compliance of Circular No. 19-GAD of 2012 Dated 16.07.2012. In case of any exigency/urgency/matter of public importance/inspection/visit of HoDs etc the concerned District Officer shall inform the office of District Development Commissioner so that absence from office is not considered as absence from duty during inspections; and also to ensure better public

grievance redressal a representative official shall be available in office on such days.

5. **Wednesday** shall be observed as Touring Day in compliance of directions issued by Hon'ble vide Circular No 19-GAD of 2010 Dated 13.09.2010 ;all district officers shall conduct meetings at Block Level on to hear public grievances for prompt redressal. It has also been directed by the Government that HoDs shall not convene meetings on Wednesdays. Accordingly it should be observed strictly in letter and spirit.


These directions are reiterated for strict compliance by all District Officer (s) / Other Officer (s) working in the district.

In case of officers on tour within the district or respective territorial jurisdiction (officers holding additional charge etc) permission, to leave station, can be sought on following contact numbers 01991-245587 (DDC Office) , 09419175459 (ACD/Staff Officer to DDC), 9906144030 (HQA to DDC).

Action as warranted under rules shall be initiated in case of violation of these Circular instructions issued by the Government.

 22/08/2013

**Dr Shahid Iqbal Choudhary, IAS**

 **District Development Commissioner.**

Copy to:

1. Divisional Commissioner, Jammu for favour of information.
2. Secretary to Government, General Administration Department
3. All Heads of Department(s).....for information and necessary action with request to take note of the directions issued by the Government.
4. Additional District Development Commisisoner for information and necessary action.
5. Additional Deputy Commissioner, for information and necessary action.

6. District Treasury Officer for information.

7. All District Officer (s).....for information and strict compliance.

8. I/C Website