

**OFFICE OF THE DEPUTY COMMISSIONER,**  
**REASI**

Circular

No: *PS/DC/RSI/42/671-87*

Date: 03.06.2013

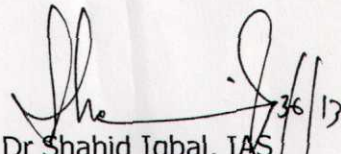
Subject: **Timely submission of Field Report, action in case of delay/failure**

It has been observed, in some cases, that field revenue officers / officials are not adhering to timeline of submission of various field reports regarding revenue records or spot position. It has been viewed very seriously. Therefore, all the officers are directed to strictly adhere to the timeline indicated by this office failing which the delinquent officials shall be placed under suspension and/or disciplinary proceedings, as the case may be.

Further, no reminder shall be given by this office for any such report called for. If the officer/official fails to submit the report on lapse of deadline he shall appear in person to explain the reasons for delay or if more time is required the reasons for same may be put on record. Failure to submit the report on given date shall be treated as dereliction of duty and action shall be taken accordingly.

Salary of the officer/official shall remain on hold in case of failure to submit reports followed by initiation of disciplinary proceedings.

All Tehsildars, Naib Tehsildars, GQs, Patwari Halqa are strongly directed to take note of these instructions and follow in letter and spirit.

  
Dr Shahid Iqbal, IAS

/ Deputy Commissioner,

Reasi

Copy to :-

1. Additional Deputy Commissioner, Reasi for information
2. Assistant Commissioner, Revenue, Reasi, for information
3. Sub-Divisional Magistrate, Mahore, for information.
4. District Treasury officer, Reasi, for information.
5. Tehsildar Reasi/Mahore for information and n/a
6. Naib Tehsildar.....for information and n/a

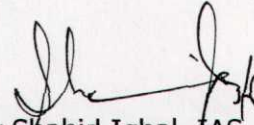
7. Patwari Halqa.....for compliance.

8. All Notice Boards

✓ 9. DIO for uploading on website (NIC) Reasi

Copy also submitted for favour of information to:-

1. Financial Commissioner (Revenue) J&K
2. Divisional Commissioner, Jammu.



Dr Shahid Iqbal, IAS

Deputy Commissioner,

Reasi