



**Government of Jammu and Kashmir**  
**General Administration Department**  
(Administration Section)  
Civil Secretariat,  
Srinagar/Jammu

Subject: - Regular Field Visits by Head of the Departments & Deputy Commissioner to review/monitor departmental activities.

**Circular No: 20 -GAD of 2009**  
**Dated: 25 -03 - 2009**

Attention is invited to Circular No. 13-GAD of 2009 Dated 19-02-2009, whereunder among other instructions issued, the Heads of Departments/Deputy Commissioners and District Officers were impressed upon to undertake regular field visits to hear and redress the public grievances.

The matter has been further reviewed by the Hon'ble Chief Minister who has been pleased to direct as under:-

- i. All Heads of the Departments should visit the remote/far flung areas of the State and hold regular review meetings of their departmental activities for effective and proper monitoring. The Heads of the Departments shall submit a report of the visits undertaken by them to different districts of the State to the Chief Minister's Secretariat for perusal of the Hon'ble Chief Minister.
- ii. All the Deputy Commissioners should submit a comprehensive report indicating therein the cost of various projects undertaken in different sectors (Department-wise) with liabilities created over and above the cost of such projects alongwith the details as to on whose instructions such liabilities have been created. The note should also indicate the period since when such liabilities are pending.

The above directions of the Hon'ble Chief Minister are brought to the notice of all concerned for compliance.

Sd/-  
(Ahmadullah Shah), KAS  
Special Secretary to Government  
General Administration Department

No:GAD(Adm) 398/2008-V  
Copy to the:-

Dated: 25-03-2009

1. All Financial Commissioners
2. Chairman, J&K Special Tribunal
3. All Principal Secretaries to Government
4. Financial Commissioner(Revenue)J&K
5. Principal Secretary to Hon'ble Chief Minister.

6. Principal Secretary to H.E. The Governor
7. All Commissioners/Secretaries to Government
8. Divisional Commissioner Kashmir/Jammu
9. All Head of Departments
10. All Deputy Commissioners
11. Special Secretary to Government, General Administration Department (Administration)
12. General Manager, Government Press, Srinagar/Jammu.
13. All District Level Officers.
14. Special Assistant to Hon'ble Deputy Chief Minister.
15. Private Secretaries to all Hon'ble Cabinet Ministers.
16. OSD to Political Advisor to Hon'ble Chief Minister.
17. Principal Private Secretary to Chief Secretary.
18. Private Secretary to Commissioner/Secretary to Government, General Administration Department
19. Incharge website, GAD
20. Circular file.



(Dr. R. S. Sharma)KAS  
Deputy Secretary to Government  
General Administration Department