

**Government of Jammu & Kashmir**  
**DIRECTORATE OF RURAL DEVELOPMENT DEPARTMENT**  
**KASHMIR (Lalmandi Complex)**

(Email rddkashmir@gmail.com, Plgdrdk@gmail.com, Website: www.drkd.nic.in, Fax: 0194-2310471)

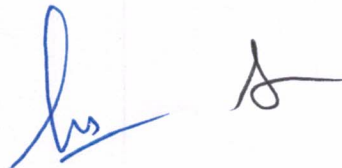
Subject:- Grant of G.P.Fund sanction in favour of the officials of Rural Development Department vis-à-vis submission of cases by the subordinate offices thereof.

**CIRCULAR**

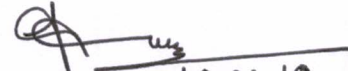
It has been observed that despite repeated instructions issued by this Directorate from time to time, the G.P.Fund cases submitted by the subordinate offices for accord of necessary sanction are resulting in superfluous delay in G.P.Fund sanctions.

To tide over this situation it is impressed upon all the Project Officers Wage Employment (ACD)/District Panchayat Officers/Executive Engineer REW to furnish G.P.Fund cases to this Directorate only after thorough scrutiny and completion of all formalities. The following documents must be forwarded with each case:-

1. Latest account slip issued by the District Fund Office in original alongwith the prescribed certificate by the concerned Drawing and Disbursing Officer recorded on the account slip about its correctness.
2. All credit/debit statements should be attested by the concerned DDO under his seal and signature mentioning month wise T.V.Nos and date etc.
3. Attested Xerox copies of 1<sup>st</sup>. and 2<sup>nd</sup> page of service book indicating date of birth and the details of first appointment. The date of appointment and retirement be recorded on the application form and forwarding letter.
4. List of withdrawals w.e.f. initial appointment upto date should be appended separately with a certificate under the seal and signatures of the concerned DDO to the effect that no other advance as mentioned in the drawal certificate has been made from first appointment upto date drawal and all the withdrawals drawn in favour of the subscriber have been accounted for in the annual statements issued by DDO concerned.
5. Account number/Name of the subscriber/signature/purpose of advance etc. should be recorded properly in all statements.



6. Outstanding if any should work out properly giving reference to previous drawals.
7. Non-drawal certificate must be in a consolidated form instead in piece meals.
8. Application forms separately for refundable and non-refundable should properly be filled in item wise and signature of applicant should be ensured with attestation of DDO concerned. Recent photograph duly attested by the DDO concerned should be pasted on the application form.



Director 15-01-19.

Rural Development Department  
Kashmir

  
No:DRDK/Estt/40/Gnl/2001 51582-621

Dated: 15-01-2019

Copy to the:-

1. Project Officer Wage Employment (ACD)\_\_\_\_\_ (All)
2. Project Officer Self Employment (DRDA)\_\_\_\_\_ (All)
3. Executive Engineer REW\_\_\_\_\_ (All)
4. District Panchayat Officer\_\_\_\_\_ (All)

For information and necessary action.