

**Time bound**

**Government of Jammu & Kashmir  
Directorate of Rural Development Kashmir**

The Project Officer Wage Employment  
(ACD) \_\_\_\_\_ (All).

No:-DRDK/Estt/ 6/ewl/24025-24195 Dated:- 13 - 05 - 2020

Subject:- Submission of Annual Establishment returns under various categories.

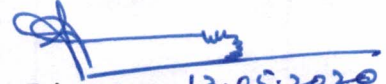
Sir/Madam,

Regarding the subject cited above it is reiterated that submission of Annual Establishment Returns is an important exercise, enabling updation of service particulars of employees, updation of employees details on CPIS portal, issuance of retirement notifications, updation of vacancy position etc.

However, under prevailing situation due to COVID-19 pandemic various subordinate offices of this Directorate failed to submit the Annual Establishment Returns as a result of which updation of vital employee related information is pending.

Therefore, in view of above, you are hereby directed to submit the Annual Establishment Returns of your district in respect of all offices including DPO/Xen/BDO and DRDA within 10 days positively.

Yours faithfully

  
Director 13.05.2020

Rural Development Department  
Kashmir

**Copy forwarded to the:-**

- 1) Secretary to Government, Department of Rural Development & Panchayati Raj, J&K, Jammu for favour of information.
- 2) Project Officer Self Employment (DRDA) \_\_\_\_\_ (All)
- 3) District Panchayat Officer \_\_\_\_\_ (All)
- 4) Executive Engineer, REW \_\_\_\_\_ (All)
- 5) Block Development Officer \_\_\_\_\_ (All)

**for information and necessary action.**