

The Director  
 R.D.D Sgr

No. DDES/hotels/2020/4644-45

Dated 04/11/2020

Subj: Attendance statement of **Move / Non-Move** employees lodged in Pvt. Hotels / Guest Houses and JKTDC hotels for the session 2020 required in connection with payment of catering charges to hoteliers.

You are requested to furnish Leave Statement / Tour diary of all the employees under your administrative control who are / were availing mess facilities in the hotels hired by the Estates Department and who remained out of their head quarters, whether on leave, tour or otherwise enabling this office to make payment to the Hoteliers in accordance with actual attendance of the inmates in their respective hotels after deducting leave period. The requisite information of September, 2020 to October, 2020 is required to reach the office of the undersigned by or before 20<sup>th</sup> November, 2020 to which the information of attendance pertains in the following format.

No.	Name of the officer/ Official & Desg.	Name of the hotel Wherein residing	Period for which remained out of Station
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In case no information is received by or before 20<sup>th</sup> November, 2020 to which the information relates, it will be presumed that no officer official under your administrative control who has availed mess facility has proceeded on leave / tour and payment shall be released in favour of the hoteliers on your risk and responsibility. The information may please be ensured to be sent to this office through a special messenger under proper acknowledgement.

The matter may kindly be treated as most urgent.

Yours faithfully

Deputy Director Estates  
 Srinagar, Kashmir

Director Estates, J&K Govt. Civil Sectt. Srinagar for favour of  
 continuation.

Government of Jammu and Kashmir  
 Directorate of Rural Development Kashmir

No:-DRDRK/Est/3/Gnl/Misc/19/55365-405

Dated:- 20/11/2020

Copy of the above forwarded 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 with the request to kindly furnish the requisite information within one day time positively, so that the same is transmitted to the concerned quarters.

BDO (Hqr)  
 Directorate of Rural Development  
 Kashmir

20.11.2020

Sgr (A) BDO Hqr  
 17.11.20

18/11

17/11/2020  
 3912

Received on 20/11/2020