

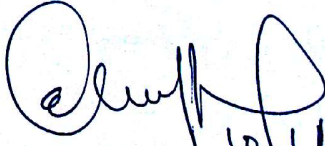
Subject:- Streamlining of expenditure in Estates Department.

Circular No: 01 -of 2017  
Dated: 10 .01.2017

It has come to the notice of this office that the field functionaries of the Estates Department entertain the requests from various quarters for execution of Civil/Electrical works and furniture/furnishing items without obtaining formal requisition on this account. Even in some cases it has been observed, that the claim of the Department that the things have been done as per the demand, is declined by the concerned. This situation leads to a number of financial/administrative problems subsequently.

In order to streamline the process, it is enjoined upon all the concerned field functionaries that no civil/electrical works and furniture/furnishing items shall be provided without obtaining a prior formal requisition from the concerned quarter. It is further impressed upon all that under no circumstances liability should be created without the approval of competent authority.

The above circular instructions shall be followed strictly and any field functionary found involved in deviating from the instructions shall be liable for stern action under rules.

  
Director Estates 10/1/2017

Copy to the following for information and necessary action.

1. Chief Accounts Officer, Estates Department.
2. Deputy Director Estates, Srinagar/Jammu.
3. Executive Engineer Estates, Jammu/Srinagar.
4. Pvt. Secretary to Principle Secretary to HCM, Estates for the information of Principle Secretary.
5. I/c Central furniture store Jammu/Srinagar.
- ✓ 6. I/c Website, Estates Department.
7. Stock file.