

Government of Jammu and Kashmir,
Rural Development Department.

Subject:- ADDC-cum-Project Director, DRDA.

CIRCULAR No. 04-RD of 2 08
D a t e d: 17 - 09 - 2008.

J&K State has switched over to all India pattern of DRDA-Administration in the pursuit to enhance the level of professionalism of different functionaries under the same roof eventually purveying the knowledge and know-how to the different stake-holders at village, Panchayat, Block and district level. A number of positions, therefore, have been accordingly created in consultation with the Finance Department and with the approval of the Cabinet and the process has also been set in motion for getting available posts filled up through deputation together with making efforts for utilizing the own cadres of the DRDAs also more effectively.

General Administration Department have also issued orders from time to time thereby signifying role and responsibility of the Project Directors consistent with the laid down guidelines of the DRDA-Administration. It has been explicitly laid down that the Project Director would be the Chief Executive Officer of the DRDA concerned who will have an overall control on the day-to-day activities of the different wings of the DRDAs together with fulfilling the various statutory and other obligations laid down for him on this account.

An endeavour further is being made to discuss matters regularly with the Project Directors along with all district officers in the monthly and quarterly meetings so that a better understanding about the role and responsibility of different functionaries is created ensuring that overlapping of duties at any level is not allowed to persist in the organisation.

It has been further intended to ensure that the Project Director, DRDA, would be ensuring that the flow of funds to the ultimate destination is ensured within 15

Contd.P.2.

days from the date of crediting the funds into DRDA accounts. In order to further effectively utilize the funds Governing Body meetings shall have to be convened by him from time to time where different agenda items would be placed before the Governing Body for necessary approval and where larger interaction would be ensured with all stake-holders and line departments concerning rural areas for speedy implementation of the different programmes and for overcoming the hurdles, if any, in the smooth conduct of its business. This is a rare opportunity for appraising different programmes and schemes and advise collective measures wherever needed.

There are varying reports about the course of action being followed in different DRDAs and the mode and manner of the reporting mechanism hitherto adhered to. In some of the DRDAs, Project Directors have been well integrated into the system and have been, therefore, supplementing the efforts otherwise made at subordinate levels and are working as a catalyst for ensuring co-ordination among different wings of the DRDAs as also working towards fostering better relationship with the other departments and institutions.

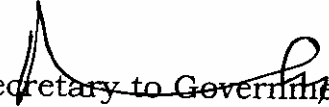
In some of the organisations, however, reports are quite alarming where the Project Directors have not been given rightful place and the subordinate agencies have been independently working assuming unto themselves role far in excess of their legitimate duties thereby eventually undermining the scope of the DRDA-Administration.

With a view to ensure that the harmonious working relationship is developed in the DRDAs at different rungs and entire structure evolves into a monolithic arrangement, all officers heading different wings of the DRDAs are hereby enjoined upon to ensure that henceforth they shall work under the overall guidance of the Project Director who shall have to report on different benchmarks of performances yielded from time to time by the concerned

Contd.P.3.

besides taking all steps for sorting out difficulties wherever these are besetting the system. Minutes of the periodical meetings and the Progress reports on different indicators will be transmitted by the Project Director in certification of having addressed the task in an appropriate manner in accordance with the guidelines. The Project Directors shall also send confidential reports on the working of different functionaries to the address of the Secretary, Rural Development Department.

The Directorates of Rural Development are also advised to have a close eye on the functioning of the institutions and ensure taking steps for making DRDAs vibrant, dynamic and efficient units of administration capable of handling varying responsibilities and for carrying forward the mission enshrined in the guidelines of different schemes being implemented by the Rural Development Department.


Secretary to Government,
Rural Development Deptt.

NO: RD/DRDA/172/201-I Dated: 17-09-2008.

Copy to :-

1. Director, Rural Development, Jammu/Kashmir.
2. Project Director, DRDA, _____, with the request to circulate further copy of this Circular amongst the concerned subordinate officers.
3. Pvt.Secretary to Advisor(T), for kind information of the Advisor(T).
4. Pvt.Secretary to the Secretary, Rural Dev.Deptt., for kind information of the Secretary, Rural Dev.Deptt.