

Government of Jammu and Kashmir
Civil Sectt: Rural Development Department

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- Subject: - Recruitment to the posts in Junior KAS and other Departmental Gazetted Services under direct recruitment quota through Combined Competitive Examination.

Government Order No: 32 -RD of 2009
Dated: 02 - 02 - 2009

In continuation to Government Order No: 03-RD of 2009 dated 01-01-2009 read with Government Order No.12-RD of 2009 dated 09-01-2009 the period of on job training in respect of the below mentioned Probationer Block Development Officers a hereby extended for a further period of two months.:-

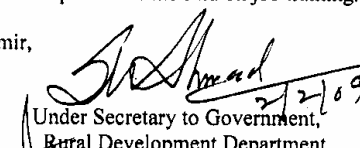
1. Shri Anshuman Singh,
2. Miss Manpreet Kour
3. 'Shri Suhail Ahmad,

The schedule of practical Training at different levels would be primarily as under:

1. **20 days in the office of ACD (PO Wage Employment) Jammu:**
Familiarizing with the concept of decentralized planning, developing practical knowledge about formulation, sanctioning and monitoring of District Plans, Preparation and submission of progress reports, coordinating with Block / District / Divisional Level functionaries, NGO and Panchayati Raj Institutions, developing an understanding of the entire spectrum of activities dealt by the ACD and other related activities undertaken at District level, associating with the collecting of data at the district level, familiarizing with the techniques of preparation of the special project under existing schemes.
3. **15 days in the office of Project Officer, Self Employment Office, Jammu:**
Function of DRDAs, maintenance of account, auditing of accounts by CA, interface with bankers and self help groups (SHG) and individual beneficiaries, under SGSY, field visit to atleast 5 SHG and 10 individual beneficiaries under SGSY etc.
4. **15 days in the office of Executive Engineer (REW) Office Jammu:**
Preparation of estimates of works, approval/clearance of estimates, supervision of works, test check, quality control and other related functions of REW, preparation of district rate schedules under NREGA, familiarizing with various codal requirements in the execution of the programmes / schemes.
- 6) **10 days in the office of Distt. Panchayat Officer's Office, Jammu:**
Working of Panchayati Raj Institution, constitution and functioning, Halqa Majils, Preparation and updating of electoral rolls, delimitation of Halqa Panchayats and Panchayats election, Total Sanitation Campaign (TSC), conducting at least one Gram Sabha for appraising the programmes and recording the proceedings thereof.

The concerned officers shall expose the probationers to actual working/functioning of the offices and shall submit their work done/assessment report on completion of the said on job training.

By order of Government of Jammu and Kashmir,


Under Secretary to Government,
Rural Development Department
Dated: 02-02-2009

No: RD/A/169/2008-CCS

Copy to the:

1. Commissioner/Secretary to Government, General Administration Department.
2. Director Rural Development Jammu.
3. Financial Advisor / CAO, Rural Development Department..
4. Asstt. Commissioner (Dev) Jammu.
5. Project Officer, Self Employment Jammu
6. Project Officer, Water Shed Jammu
7. Block Development Officer Bishnah/Satwari/ Purmandal.
8. Pvt. Secretary to Secretary to Government, Rural Dev. Department.
9. Govt. Order file (W.3.S.C.)