

GOVERNMENT OF JAMMU AND KASHMIR
DEPARTMENT OF SOCIAL FORESTRY
J&K-JAMMU

CIRCULAR

It has been represented before the undersigned by the employee's representatives, that the monthly salary of the employees mostly at Divisions is not being paid to them in time, though the funds under salary head are released in time with the result they face hardship in running their day-to-day affairs.

In view of the above, it is, enjoined upon all Drawing & Disbursing Officers, Department of Social Forestry, J&K to prepare the salary bills of the employees in time & ensure to credit monthly salary of the employees into their personal bank accounts by **1st day of each month** as per the norms.

Compliance of these directions be ensured in letter & spirit and any laxity will be viewed seriously. In case there is delay in disbursing salary for any reason, the DDO concerned shall furnish a report to this office within first week of the month.

Adl. PCCF/Director,
Department of Social Forestry,
J&K, Jammu

No. *23/2016/2016-81*

Dated: *23-1-2016*

Copy for information and necessary action to the:-

1. Regional Director, Department of Social Forestry, Jammu.
2. Regional Director, Department of Social Forestry, Kashmir.
3. Dy. Conservator of Forests (C&E), Direction Office.
4. All Divisional Forest Officer (s), Department of Social Forestry, J&K.
5. I/C Website for uploading on website (jksocialforestry.nic.in).