



Subject: Directions regarding furnishing of correct information and processing through e-office.
Reference:- Administrative Department Jal shakti Department letter No. JSD-Acc001/55/2023-
Accts-Jal Shakti Department Dated:- 20.7.2026

Circular

In context to the communication received from the Administrative Department on the above subject, it is hereby impressed upon all subordinate offices functioning under the administrative control of this Directorate that the authorities have taken a serious view of the repeated instances wherein incorrect, incomplete and misleading information has been furnished to the Administrative Department/Secretariat either by this directorate or by sub-ordinate offices despite repeated instructions for ensuring factual accuracy, completeness and promptness in all such submissions. Such casual and negligent functioning is highly objectionable and adversely affects the overall functioning, credibility and administrative efficiency of the Department.

All concerned Superintending Engineers, Executive Engineers and other officers of this directorate are hereby directed to ensure that every deficiency, omission, discrepancy and observation pointed out in respect of their offices/ sections is examined in detail and rectified within the stipulated time frame, without fail. Any officer failing to comply with the directions within the prescribed timeline shall be held personally responsible for the lapse.

It is further directed that no salary shall be drawn/released in favour of the concerned officer(s) until all deficiencies/issues have been duly addressed and a certificate to this effect is furnished under the officer's own signature. Such certificate must clearly state that all objections, deficiencies and observations have been examined and duly rectified. Any false, misleading or incorrect certification shall render the officer personally accountable and liable for action under the relevant rules.

In addition, a 100% physical/ground verification of the information, claims, compliance reports, certificates, verification reports and related factual assertions shall be ensured by the concerned officers. The verification process shall be comprehensive, independent and properly documented so as to rule out any possibility of misreporting or incomplete compliance.

Further, all directions, correspondence, compliance reports, certificates, verification reports, observations and follow-up action shall henceforth be processed and maintained through e-Office file mode only. No correspondence shall be routed through physical files or any other mode in derogation of the prescribed e-Office procedure. Any officer bypassing the e-Office process shall be personally responsible for such violation and liable for appropriate administrative action.

All subordinate offices shall henceforth ensure that all correspondence is made through e-file only instead of e-receipt, with immediate effect.

[Er. Showkat Hussain],
Chief Engineer,
Kmr. I&FC Deptt., Sgr.

No.:- 10046-80

Dated: 23-07-2026

Copy to the:-

1. Director Finance Jal Shakti Department Civil secretariat Srinagar/Jammu for favour of information.
2. Superintending Engineer, _____ for information and compliance.
3. Executive Engineer _____ for information and compliance.
4. Chief Accounts officer Direction office for favour of information and compliance.
5. Deputy Director Planning Direction office for information and compliance.
6. Canal Daroga _____ for information and compliance.
7. I/c Website for information. He is asked to place the circular on official website.
8. Circular file.