

GOVERNMENT OF JAMMU AND KASHMIR
SOCIAL WELFARE DEPARTMENT
CIVIL SECRETARIAT

Subject: Adherence to Application date, Receipt and Time line of disposal with regard to Beneficiaries Oriented Schemes.

Circular

Attention of all HODs working under the Administrative Control of Social welfare Department is invited to the detailed instructions conveyed from time to time regarding procedures to be followed for availing benefits under various beneficiaries oriented schemes of the Department. The following aspects shall be taken into consideration while calling the applications under beneficiaries oriented schemes:

- Application date
- Receipt of application
- Timeline of disposal

It is therefore imperative for all the HODs to adhere to the above procedures and methods laid down under different beneficiary oriented schemes for prudence and bringing transparency in the process of disbursement of financial assistance to the eligible beneficiaries. It is also desirable that all HoDs may send a proposal for all schemes proposing thereby timelines for accepting application and due disposal date after receipt so that consolidated time schedules are issued by the Administrative Department which would be required to be provided by 27-08-2020 positively. In case such notification of time line is not required to be issued for certain Schemes, timeline being followed by HoDs shall be shared with the Administrative Department.


20/8/2020
Director Planning,
Social Welfare Department

No. SWD/Plg/149/2020

Dated: 20-08-2020

Copy for information to:

- 1-2. Director General, Kashmir/Jammu Social Welfare.
3. Director General, Women & Child Development, J&K
4. Director Finance, Social Welfare Department.
5. Officer on Special Duty to Hon'ble Advisor(F)
- 6-7. Additional Secretary (K/S) Social Welfare Department.
- 8-10. Mission Director ICPS/ICDS/SRCW.
- 11-12. Managing Director, WDC/SC/ST/BC Dev.Corp.
- 13-16. Secretary, J&K Advisory Board for Welfare & Dev. of Scheduled Castes/Other Backward Classes/PSP/SWB.
17. Secretary, J&K Socially & Educationally Backward Classes Comm.

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