



Government of Gujarat

Panchayats, Rural Housing and Rural Development Department
Circular No. MIS/10/2016/2355/Z
Sachivalaya, Gandhinagar
Dated the 30th July, 2018.

CIRCULAR:-

This circular is issued in partial modification of the Circular No. MIS/10/2016/2355/Z dated 21-03-2018.

District Development Officer has a vital role in development administration of the district wherein he/she has to supervise the work of several departments in the district.

The DDOs should spend maximum time in the districts and also carry out field inspections in order to ensure that all important government schemes, programmes and projects are executed efficiently and effectively.

In this context the following instructions are hereby issued:

1. The DDOs should invariably attend their offices every Monday and Thursday and spend time for redressal of citizens' grievances and disposal of pending office works.
2. The DDO must not leave the district without prior approval of Principal Secretary, Panchayats, Rural Housing and Rural Development Department.
3. The request for leaving the headquarter should be routed through Development Commissioner to Principal Secretary (Panchayats).
4. If the DDOs have to attend any meeting called by Hon'ble Chief Minister, Hon'ble Deputy Chief Minister, Hon'ble Minister Panchayats, or any Legislative Assembly Committee or attend the Hon'ble High Court or Hon'ble Supreme Court, etc. the Development Commissioner should be invariably informed through SMS.
5. The Development Commissioner is advised not to call DDOs for meetings in Gandhinagar frequently and monitor progress and review through Video conferences.
6. Other departments should not call meeting of the DDOs outside their districts. If necessary, they may hold video conference with prior approval of the Principal Secretary(Panchayats).

7. The DDOs' conference/meeting at Gandhinagar should be called once in a quarter in consultation with Hon'ble Minister (Panchayats) in which other line departments may also be given time slot for their review/monitoring.

By order and in the name of the Governor,



(Vanrajsinh Padhariya)
Deputy Secretary to Government
Panchayats, Rural Housing & Rural
Development Department

Copy for information and necessary action to:-

- The Principal Secretary to Hon'ble Chief Minister, Sachivalaya, Gandhinagar.
- The Personal Secretary to Hon'ble Deputy Chief Minister, Sachivalaya, Gandhinagar.
- The Personal Secretary to Hon'ble Minister, Panchayats, Sachivalaya, Gandhinagar.
- The Deputy Secretary to Chief Secretary, Sachivalaya, Gandhinagar.
- The Additional Chief Secretary(Personnel), General Administration Department, Sachivalaya, Gandhinagar.
- The Development Commissioner, Gujarat State, Gandhinagar.
- The Commissioner of Rural Development Department, Dr.Jivraj Mehta Bhavan, Gandhinagar.
- All Departments of Sachivalaya.
- All District Development Officers.
- Select File-2018.