



(S): 0194-2506205, 2506054 (F)  
(J): 0191-2562531, 2546185 (F)  
E-mail: compwd@rediffmail.com

**Government of Jammu and Kashmir  
PW(R&B) Department  
Civil Secretariat, Jammu/Srinagar**

**Subject: Non-Tax revenue collection- regarding.**

**Circular**

Whereas, non-tax revenue collection targets have been fixed for each financial year in respect PW(R&B) Department. Among other sources, revenue receipts from Guest House /Dak Bungalow Residential Quarters etc. maintained by this department all across the UT form significant proportion. User charges to be collected from user agency /individual of the government infrastructure in this regard have been fixed by the department from time to time.

However, it has been observed that, revenues receipts on this account are quite unsatisfactory despite of fact that huge infrastructure has been created and maintained by the department.

In order to ensure transparency and informity in achieving good practices and to induce strong rates of compliance in revenue collection on this account, it enjoined up all the concerned that:

- i. Executive Engineers of all divisions shall fix the revenue targets of based on past collection and potential revenue generation in respect of all departmental assets by inducing strict compliances in the beginning of each year. Responsibility of each sub-divisional officer assigned to look after the asset is fixed for meeting the revenue targets.
- ii. Assistant Accounts Officer posted in each division shall act as nodal officer for monitoring the collection of all revenue receipts who shall also keep the inventory of all assets of department.
- iii. Officer in charge of Guest House /Dak Bungalow shall maintain record of visiting guests viz. date and time of arrival and departure, Daily charges collected and deposited into treasury under revenue head of account under rules. This shall be mandatory for each Guest House/Dak Bungalow.
- iv. Division shall also maintain the record of residential accommodation (which are maintained by the department) allotted to officers/officials of department/officials of other departments in proper format (enclosed) and with full particulars viz name, residence, designation and same shall be shared with administrative on quarterly basis along with the rent charged from them on

- monthly basis. Wherever rent has not been received, no repair/maintenance work be undertaken henceforth failing to which RDA can be initiated.
- v. There are instances that officials/departments have occupied residential/accommodations/Dak Bunglows etc. for years together but without paying any rent. Demand shall be generated against individuals/departments from the first date of occupation on monthly basis for residential accommodations and on daily basis for Dak Bunglows/rent houses.
  - vi. Full details of Dak bungalows/ Guest houses occupied by officers/ officials of all departments with full particulars viz. name, residence, designation and date from occupied rent collected on daily basis shall be shared with administrative department. In case of officer/official exempted from paying rent, order of competent authority be obtained and kept in the record for review of higher authority/ audit. In case of default, details of notices issued from time to time and action taken be shared with administrative department.
  - vii. Chief Engineers/SEs of respective Zone/circles shall ensure quarterly review of revenue collections with special focus on revenue from the Dak Bungalows/ Guest Houses and residential quarters.
  - viii. Chief Accounts Officers posted in each zone shall ensure sharing of quarterly achievement on account of revenue receipts to administrative department without fail.
  - ix. In case of revision of rates is required in any case, Chief Engineers of concerned zone shall submit a detailed proposal to administrative department for consideration.

  
Director Finance  
PW(R&B) Department  
Dated: 03-10-2023

No: PWD-ACCT/332/2021-05

Copy to the: -

- 1) Engineer-In- Chief, J&K
- 2) All District Development Commissioners for information
- 3) Special Secretary to Chief secretary, J&K
- 4) Chief Engineer, PW (R&B) Jammu/Pirpanjal/Batote/Kashmir Central /Kashmir North /Kashmir South
- 5) Chief Engineer, PMGSY Jammu/Kashmir
- 6) Chief Engineer, M&H D Jammu/Kashmir
- 7) Chief Engineer, DIQC, J&K, Jammu
- 8) All SEs of PW (R&B) Department
- 9) All Executive Engineers of PW (R&B) Department
- 10) Private Secretary to Principal Secretary PW (R&B) Department
- 11) Private Secretary to Principal Secretary Finance Department
- 12) Official website of PW (R&B) Department
- 13) Office Record file

**Format for maintenance of records of Residential accomodation allotted to the officers/officials of the PW(R&B) Department /  
other Department**

| S.No | Name of the Allottee | Department | Designation | Pay level | Residential Address | Date of allotment/ occupation | Alloting Authority | Monthly Charges fixed | Charges received | Balance to be received | Remarks |
|------|----------------------|------------|-------------|-----------|---------------------|-------------------------------|--------------------|-----------------------|------------------|------------------------|---------|
|      |                      |            |             |           |                     |                               |                    |                       |                  |                        |         |
|      |                      |            |             |           |                     |                               |                    |                       |                  |                        |         |
|      |                      |            |             |           |                     |                               |                    |                       |                  |                        |         |
|      |                      |            |             |           |                     |                               |                    |                       |                  |                        |         |
|      |                      |            |             |           |                     |                               |                    |                       |                  |                        |         |

