



**Government of Jammu & Kashmir
Finance Department, (Codes Division).
Civil Secretariat, Jammu/Srinagar**

CIRCULAR

Subject:-Standard operating procedure for incurring of expenditure out of contingencies provided in DPRs of Projects.

In continuation to circular instructions issued vide No A/51/(2016)-B-927/J dated 08.01.2021, all Administrative Secretaries of Engineering Departments are hereby advised to impart instructions to all the subordinate offices to incur the expenditure as per GFR-2017 out of contingent charges subject to maximum of 3% of the total cost of the project, administratively approved, for the following items in addition to items already mentioned in said circular:

1. Hiring of services of IT Trained personnel through GeM.
2. Emergent requirements not reflected in DPR which could not be meted out from savings of other components.
3. On site testing and lab equipment.
4. Proof check from NIT/IIT.
5. Emergency work for site mitigation like flash floods, excessive rain/snow, earth quake, accidents, fire, machinery breakdown/repair.

Sd/-

**(Dr. Arun Kumar Mehta), IAS,
Financial Commissioner
Finance Department.**

Dated: 15.03.2021

No:-A/51/(2016)-B-301
Copy to the:-

1. Advocate General, J&K High Court Jammu/Srinagar.

2. All Financial Commissioners.
3. Principal Accountant General J&K Jammu/Srinagar.
4. All Principal Secretaries to Government.
5. Principal Secretary to the Hon'ble Lieutenant Governor.
6. Principal Resident Commissioner, 5-Prithvi Raj Road New, Delhi.
7. Joint Secretary (J&K) Ministry of Home Affairs, Government of India.
8. All Commissioners/Secretaries to Government.
9. Chief Electoral Officer, J&K.
10. Divisional Commissioner Jammu/Kashmir.
11. Chairperson J&K Special Tribunal.
12. Registrar General, J&K High Court Jammu/Srinagar.
13. Director Anti Corruption Bureau, J&K.
14. Director General, Audit and Inspections
15. Director General, Budget Division J&K.
16. Director General Accounts and Treasuries, J&K.
17. Director General, J&K Funds Organization.
18. Director General Local Fund Audit & Pensions, J&K.
19. Director Information, J&K.
20. All Head of Departments/ Managing Directors/ Chief Executives of State PSU's/ Autonomous Bodies/ Societies.
21. Secretary, J&K Public Service Commission.
22. All District Development Commissioners.
23. Secretary, J&K Legislative Assembly.
24. Director/Principal Northern Zonal Accountancy Training Institute Jammu.
25. Principal Accountancy Training Institute, Srinagar.
26. Director, Accounts and Treasuries Jammu/Srinagar.
27. All Directors of Finance/Financial Advisors & CAOs
28. Joint Director, Funds Organization Jammu/Srinagar.
29. General Manager, Govt. Press Jammu/Srinagar for publication in Government Gazette.
30. Private Secretary to Hon'ble Advisor (F/B/BK) to the Lieutenant Governor.
31. Private Secretary to Chief Secretary.
32. Private Secretary to Financial Commissioner, Finance Department.
33. All Treasury Officers.
34. I/C website, Finance Department (www.jakfinance.nic.in).
35. I/C website, GAD (www.jkgad.nic.in).
36. Government Order File (W2scs).


(S.L. Pandita)

**Director General (Codes),
Finance Department.**