

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

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**Subject:- Referral of Vacancies.**

**C I R C U L A R**

In terms of Government Order No. 1136-GAD of 2018 dated:- 12-07-2018, all the Departments are required to seek prior concurrence of the Finance Department before referring Non-Gazetted vacancies under direct recruitment quota to the J&K Service Selection Board.

It has been observed that few Departments have not formulated the Recruitment Rules and are seeking prior concurrence of Finance Department on the basis of Executive Orders.

It has already been decided that no referral of vacancies shall be made by any department without Recruitment Rules.

Accordingly, all the Administrative Departments are advised to submit the proposals regarding the referral of vacancies for concurrence of Finance Department only in the case where the recruitment rules have been formulated.

The Check-List for referral of vacancies is at Annexure-A.


**Sd/-  
(S.L Pandita),  
Director General (Codes),  
Finance Department**

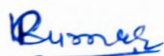
**No.:- FD-Code/106/2021-03-698**

**Dated:- 23.05.2023**


**Copy to the:-**

1. Advocate General, J&K.
2. Principal Accountant General, J&K, Jammu/Srinagar.
3. All Financial Commissioners (Additional Chief Secretaries).
4. Director General of Police, J&K.
5. All Principal Secretaries to Government.

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23.05.2023



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

  
 23.05.2023  
**Mohd. Shafait Rehman**  
**Deputy Director (Codes),**  
**Finance Department.**

**Annexure 'A'**

**Checklist for Referral of Posts (Posts Wise)**

<b>S. No.</b>	<b>Particulars</b>	
1	Name of the Department/Organization	
2	Name/Designation of the Post	
3	Pay Level of the Post	
4	Whether the posts being referred are vacant for more than two years.	Yes/No
5	Mode of Recruitment of the Post (Copy of RRs)	
6	No. of Posts as per Schedule I of Recruitment Rules.	
7	Whether the posts being referred are free from all encumbrances.	Yes/No
8	Whether the posts are available for referring under direct recruitment quota under relevant category viz Open Merit, RBA, SC/ST etc	Yes/No
9	Any other relevant information.	

**Director Finance/Financial Advisor**

**Administrative Secretary**

*B. Suresh*

*[Signature]*  
3  
23.05.2023