



**GOVERNMENT OF JAMMU AND KASHMIR**  
**FINANCE DEPARTMENT**  
**Civil Secretariat, Srinagar/Jammu**

**Subject:- Regular engagement of Casual and Other Workers (CSLWs).**

**CIRCULAR No: 05 -F of 2018**  
**DATED: 22.02.2018**

Consequent upon notifying of the Jammu and Kashmir Casual and Other Workers – Regular Engagement Rules, 2017 vide SRO 520 dated 21.12.2017, the departments are required to submit the proposals to the Empowered Committee in the Finance Department for scrutiny and to recommend creation of commensurate positions of 'Government Services Assistant' (GSA).

2. In order to guard against bogus/fake cases or any chances of damage or destruction of relevant records and to initiate the process of regular engagement of eligible workers as 'Government Services Assistant' (GSA), following instructions are issued:-

(i) All the Departments shall advise their Heads of Departments to ensure the safe custody of all the relevant and vital records in personal custody of respective Drawing & Disbursing Officers (DDOs) and to maintain/preserve quadruplet copies thereof, one each with concerned DDO, District level controlling officer, Head of Department and Administrative Department so as to enable authentication of the relevant information/documents at multiple levels of departmental administrative hierarchy at any stage.

(ii) The Departments shall constitute Departmental Committee of Senior Officers well versed with the

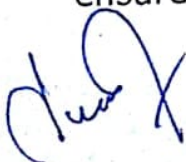
issue for prior examination of all the cases at Departmental level before submission of proposals to Finance Department. The Committee shall examine all the cases minutely vis-à-vis the laid down eligibility criteria, leaving no scope for forwarding bogus or cases of ineligible workers. Only cases of such workers be submitted to Finance Department as are found genuine and eligible in all respects as per prescribed eligibility criteria and duly recommended by the said Departmental Committees on proper scrutiny so as to enable quick disposal of these cases by the Finance Department/ Empowered Committee.

(iii) The Departments shall forward the departmental proposals to the Finance Department/Empowered Committee along-with following documents duly authenticated/verified under the joint signatures of concerned Head of Department and Director Finance/FA&CAO.

- a) Name, parentage and residential particulars of the worker;
- b) Bio-metric Aadhar Enrolment No. with name of office/Division;
- c) Engagement Order No. & date (if any) or copy of 1<sup>st</sup> payment Muster Sheet;
- d) State Subject Certificate, Date of birth certificate and qualification certificate;
- e) Authenticated Wages Sheet/ Wages Statement;
- f) Recommendations of Departmental Committee.

3. The wages statement substantiated by copies of relevant Muster Rolls shall be furnished as per Format (**Annexure "A"**) under the joint signatures of Accountant/AAO & DDO/ Head of Office duly countersigned by Head of Department concerned.

4. All the Administrative Secretaries are, as such, requested to ensure compliance of the above instructions in their



Departments and to have forwarded necessary proposals In the manner prescribed above at the earliest.


**Sd/-**  
**(Navin K. Choudhary), IAS,**  
Principal Secretary to Government,  
Finance Department.

No. A/106(94)-I-temp-05

Dated 22.02.2018

Copy to the:-

1. Advocate General J&K High Court Srinagar/Jammu.
2. All Financial Commissioners.
3. Principal Accountant General, J&K Srinagar/Jammu.
4. All Principal Secretaries to Government.
5. Principal Secretary to Hon'ble Chief Minister.
6. Principal Secretary to Hon'ble Governor.
7. Chief Electoral Officer, J&K, Jammu.
8. All Commr/Secretaries to Government.
9. Principal Resident Commissioner, 5 Prithvi Raj Road, New Delhi.
10. Divisional Commissioner Kashmir/Jammu.
11. Commissioner of Vigilance, J&K Srinagar/Jammu.
12. Principal Secretary to Chief Justice J&K High Court Srinagar/Jammu.
13. Registrar General, J&K High Court Srinagar/Jammu.
14. Director General Funds Organization J&K.
15. Director General Accounts & Treasuries, J&K.
16. Director Information J&K.
17. Director Audit & Inspections.
18. Director Budget J&K.
19. All Head of Departments /Managing Directors/Chief Executive of State PSU's/Autonomous Bodies.
20. Secretary J&K Public Service Commission J&K.
21. All District Development Commissioners.
22. Secretary J&K Legislative Assembly/Legislative Council.
23. Director Finance, Principal Northern Zonal Accountancy Training Institute Jammu/Srinagar.
24. Director Accounts & Treasuries Srinagar/Jammu.
25. All Director Finance/Financial Advisors & CAO's.
26. Joint Director Funds Organization Srinagar/Jammu.
27. All Treasury Officers.
28. General Manager, Government Press for publication in Government Gazette.
29. Director Local Fund Audit and Pensions, J&K.
30. Pvt. Secretary to Chief Secretary.
31. Pvt. Secretary to Hon'ble Ministers/Hon'ble Ministers of State for information of the Hon'ble Ministers.
32. All officers/Section officers of Finance Department.
33. President Non-Gazetted Employees Union Civil Secretariat Srinagar/Jammu.
34. I/c Website, FD. ([www.jandkfinance.nic.in](http://www.jandkfinance.nic.in)).
35. I/c Website, GAD ([www.jkgad.nic.in](http://www.jkgad.nic.in)).
36. Government order file (W2scs).

  
**(M. R. Andrabi),**  
Director (Codes),  
Finance Department.

**ANNEXURE "A"**

**FORMAT**

**"A"**

<i>Name, parentage &amp; residential particulars of the worker</i>	<i>Bio-metric Enrolment No. with Name of Office/Division</i>	<i>Engagement Order No. &amp; date (if any) or copy of 1<sup>st</sup> payment Muster Sheet</i>	<i>Central/State Scheme under which engaged (if any)</i>	<i>Source of Funding (State/Central/ Scheme (to specify)</i>
(1)	(2)	(3)	(4)	(5)

**"B"**

<i>Period (Month-wise)</i>	<i>TV/CV NO. &amp; date</i>	<i>Amount of wages paid</i>	<i>Account No. with name of Bank to which wages credited</i>	<i>Date/Month from which paid through Bank</i>
(1)	(2)	(3)	(4)	(5)

*It is categorically certified that the above details have been verified/cross checked with the original and authenticated sources of office records and are correct.*

(A.A/Acctt/AAO)

(Head Office/DDO)

of (Countersigned by concerned Head of Department)

