



**Government of Jammu and Kashmir  
Civil Secretariat Finance Department**

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**Subject: Instructions to Drawing and Disbursing Officers -  
Compulsory compliance thereof.**

**Circular No: 106 of 2018**

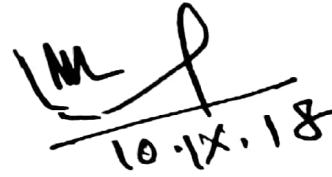
**Dated: 10-09-2018**

Full data pertaining to each regular employee is required to be uploaded on Centralised Personnel Information System (CPIS). The data for more than 3.00 lakh employees have been uploaded so far. The correct data would, inter alia, help DDOs and cadre controlling authorities as this data would prove extremely useful for career management of the employee. The Finance Department is in the process of working out an arrangement with J&K Bank to provide J&K Government Employees concessional loans as well as other banking benefits based on these data.

2. Similarly, State Administrative Council has approved Group Mediclaim Insurance Policy for all the employees as well as Pensioners (optional basis). The data for 2.90 lakh employees have so far been uploaded in the software. It is imperative that the process of uploading of data of each and every employee alongwith their family members is completed immediately as the scheme will come into operation from 1<sup>st</sup> October, 2018.
3. In the aforesaid context, the following instructions are issued to all the DDOs:
  - a) Immediately upload the data for all employees in the CPIS and validate them for its correctness.
  - b) Immediately upload the data for employees and family members in the software for Group Mediclaim Insurance Policy.
  - c) In case of those pensioners opting for Group Mediclaim Insurance Policy, get the required proforma filled up and workout arrangements with the concerned J&K Bank Branch for deduction of premium from the pensions.
  - d) All these exercise be completed not later than by 25<sup>th</sup> September, 2018.

4. Director Finance/ FA/CAOs of all the departments to personally monitor the progress and intimate the Finance Department for completion of the exercise by 25<sup>th</sup> September 2018 so that no employee is denied the benefit of these two important initiatives.

**By Order.**



10.09.18

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

No: FD/VII/(8)-Plan/33/2017

Dated: 10.09.2018

1. Financial Commissioner, Housing and Urban Development Department.
2. Vice-Chairman/Director General, J&K Institute of Management, Public Administration and Rural Development.
3. Director General of Police, J&K.
4. Principal Secretary to the Hon'ble Governor.
5. Chief Electoral Officer, J&K.
6. Principal Resident Commissioner, J&K Government, New Delhi.
7. All Principal Secretaries to the Government.
8. All Commissioners/Secretaries to the Government.
9. Divisional Commissioner, Jammu/Kashmir.
10. Chairperson, J&K Special Tribunal.
11. Secretary, J&K Public Service Commission.
12. All Heads of Departments/Managing Directors.
13. All Deputy Commissioners.
14. Director Information, J&K.
15. Director Estates, J&K.
16. Director Archives, Archaeology and Museums.
17. Secretary, J&K Legislative Assembly/Council.
18. Secretary, J&K Services Selection Board.
19. General Manager, Government Press, Srinagar/Jammu.
20. Private Secretary to Advisor (V) to the Governor.
21. Private Secretary to Advisor (K) to the Governor.
22. Private Secretary to Advisor (G) to the Governor.
23. Private Secretary to the Chief Secretary.
24. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
25. Incharge website, GAD/ Finance Department.
26. Circular file/Stock file.