



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

Subject: Timely submission of Salary Bills at the Treasuries.

Circular No. 116 -F of 2019

Dated: 24-09-2019

It has been observed that most of the Drawing and Disbursing Officers (DDOs) delay submission of the salary bills of their staff to the respective treasuries even though the salary budget is available with the Departments and stands released through online BEAMS application as per approved Appropriation Act. Pertinently Rule 4.1 (1) of Financial Code Vol-1 regarding the subject provides as under:

"The monthly pay and allowances of the Government servants shall be due for payment on or after last working day of month by the labour of which it is earned except for the month of 'September' and 'March'. For the month of September, it shall become due for payment on or after penultimate working day and for the month of March the same shall be disbursed on or after 1st April.

For the purpose of check of bills at treasuries, these should be presented for payment three to six days, before the last date or the penultimate working day of the month as the case may be."

Separate bills in deviation to aforementioned due date(s) shall be presented only in cases falling under rule 4-1 (1) (a) & 4-1 (1) (b) of Financial Code Vol-1.

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2. Accordingly, all the DDOs are directed to strictly adhere to the rules and circular instructions issued by Finance Department regarding the subject from time to time. Any violation to above stipulated rules shall invite strict action against the defaulting DDOs even seizure of DDOs powers.
3. All the Administrative Secretaries are requested to ensure that all the DDOs under their Administrative control shall present salary bills on designated day/date in terms of existing rules.
4. Director Finance (s)/FA&CAOs shall ensure that salary budget is available with every DDO through BEAMS. Director Finance(s)/FA&CAOs shall furnish the list of defaulting DDOs to Finance Department every month.

Sd/-

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

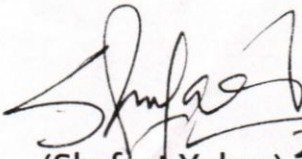
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Dated: 24 -09-2019

Copy to:

1. Advocate General J&K High Court Srinagar/ Jammu.
2. All Financial Commissioners.
3. CMD, JKIDFC
4. Financial Commissioner with Hon'ble Governor.
5. Principal Accountant General, J&K Srinagar/Jammu.
6. All Principal Secretaries to Government.
7. Chief Electoral Officer, J&K, Jammu.
8. All Commissioner/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 General Local Fund, Audit & Pensions/Codes, J&K.

17. Director General North Zonal Accountancy Training Institute, Jammu.
18. Director General Audit & Inspections, J&K.
19. Director General Budget J&K.
20. Director Information J&K.
21. Director Archives, Archaeology and Museums, J&K.
22. All Head of Departments /Managing Directors/Chief Executive Officers of State PSU's/Autonomous Bodies.
23. All District Development Commissioners.
24. Secretary J&K Public Service Commission J&K.
25. Secretary J&K Legislative Assembly/Legislative Council.
26. Director Accounts and Treasuries Srinagar/Jammu.
27. All Director Finance/Financial Advisors & CAOs.
28. Principal Accountancy Training Institute, Srinagar.
29. OSD to Advisor (S)/Advisory (G)/Advisor (K)/Advisor (S)/Advisor (F).
30. All Treasury Officers.
31. All Officers/Section Officers of the Finance Department.
32. Pvt. Secretary to Chief Secretary.
33. Pvt. Secretary to Financial Commissioner, Finance Department.
34. I/c Website, FD. (www.jakfinance.nic.in).
35. I/c Website, GAD (www.jkgad.nic.in).
36. Government orders file (wzscs).


(Shafaat Yehya), 24/9/19
Deputy Director Budget,
Finance Department.