

Government of Jammu and Kashmir
Civil Secretariat, Finance Department
Jammu/ Srinagar.

Circular

In view of need to regulate expenditure due to situation arising out of covid-19 and lockdown. the departments are required to restrict the overall expenditure within 20% of budget estimates, 2020-21 in Quater-1 (April-June 2020).

The following guidelines may be complied to maintain the expenditure limit during the period from 01/04/2020 to 30/06/2020.

S.No	Head	Guidelines for Expenditure
1	a) Salaries	1. Only regular salaries including Children Education Allowance. 2. Payment in respect of salary arrears, LTC, Leave encashment, etc may not be made during the period April-June,2020 without prior consent of Finance Department. 3. Transport allowance shall not be drawn in respect of employees who have not attended the office during the lockdown period.
2	Medical Treatment	Advance payment only in emergency cases.
3	Office Expenses	Only committed liabilities which cannot be avoided.
4	a) RRT b) Publication c) Other Charges	No expenditure to be incurred. In exceptional cases file can be sent to the Finance Department.
5	a)Wages b)Professional Services	Expenditure for Outsourced Manpower / Wages should not exceed 1/4 th of the budget in first quarter.

Expenditure on other non salary heads including minor works, GIA may not be incurred without the prior consent of Finance Department.

In case of Capex/Plan budget, expenditure on essential activities can be initiated after the formulation of Plan and uploading of workwise activity on the BEAMS with prior approval of Finance Department.

Sd/-

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

No. FD-VII-Gen(110)2009-10-11

Dated 29 .04.2020

Copy to the:-

1. Advocate General J&K High Court Srinagar /Jammu
2. All Financial Commissioners.
3. Director General of Police J&K
4. All Principal Secretaries to the Government

- 5 Principal Secretary to the Lieutenant Governor
- 6 Principal Accountant General, J&K Srinagar/Jammu
- 7 Principal Resident Commissioner, 5 Prithvi Raj Road, New Delhi
- 8 Chief Electoral Officer, J&K
- 9 Joint Secretary (J&K) Ministry of Home Affairs, Govt. of India
- 10 All Commissioner / Secretaries to the Government
- 11 Divisional Commissioner Jammu/Kashmir
- 12 Chairperson J&K Special Tribunal
- 13 Registrar General, J&K High Court Srinagar/Jammu
- 14 Director General Accounts & Treasuries/ Audit & Inspections/Budget /Local Fund Audit and Pension, Funds Organization/ Co's
- 15 Director Anti Corruption Bureau, J&K
- 16 Director Information, J&K
- 17 All Head of Departments /Managing Directors/ CEOs of State PSUs/Autonomous Bodies/Societies
- 18 All District Development Commissioners
- 19 Secretary J&K Public Service Commission.
- 20 Director Estates, J&K
- 21 Director Archives, Archaeology & Museums
- 22 Secretary J&K Legislative Assembly
- 23 Director Accounts & Treasuries, Jammu/Kashmir.
- 24 All Director(s), Finance/Financial Advisor(s) & CAOs
- 25 Principal Northern Zonal Accountancy Training Institute, Jammu/ Accountancy Training school, Srinagar.
- 26 Joint Director Funds Organization, Jammu/Kashmir.
- 27 General Manager, Government Press, Jammu/Srinagar
- 28 All Treasury Officers.
- 29 Pvt. Secretary to Advisor (S)/(F)/(B)/(BK) to the Lieutenant Governor.
- 30 Pvt. Secretary to the Chief Secretary, J&K.
- 31 Pvt. Secretary to the Financial Commissioner, Finance Department.
- 32 I/c Website, FD (www.jandkfinance.nic.in).
- 33 I/c Website, GAD (www.jkgad.nic.in).
- 34 Record file.


29/4/2020
(Raman Kumar),
Joint Director (Budget),
Finance Department