

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT, FINANCE DEPARTMENT

CIRCULAR NO. ^{of} FD OF 2020
DATED: 18-09-2020

It has been noticed that after the approval of the proposals received from sub-ordinate departments under the Administrative Control of Finance Department, the Government orders are being issued under the seal and signatures of the Head of Departments of these sub-ordinate offices.

Attention of all the Heads of Departments under the control of Finance Department is invited towards Transaction of Business of the Government of Union Territory of Jammu and Kashmir Rules 2019 issued by the Ministry of Home Affairs, Government of India, vide Notification No. GSR 534 (E) dated 27-08-2020, wherein it has been clearly mentioned that every order or instrument of the Government of Union Territory of Jammu & Kashmir shall be signed by the Secretary, Special Secretary, Additional Secretary or Under Secretary to the Government. For brevity Sub-Rule 3 of Rule (3) of transaction of Businesses of the Government of Union Territory of Jammu and Kashmir Rules 2019 delineating the procedure is reproduced as below:-

"Every order or instrument of the Government of the Union territory shall be signed either by the Chief Secretary, Secretary, Special Secretary, Additional Secretary, Deputy Secretary or an Under Secretary to the Government or such other officer or may be specially empowered by the Lieutenant Governor in this behalf and such signature shall be deemed to be the proper authentication of such order or instrument."

It is as such impressed upon all the Head of Departments of the sub-ordinate departments falling under administrative control of Finance Department that after approval of the proposals by the competent authority in the Finance Department, the instrument or proposals requiring issuance of Government Order, the same shall be got issued under the seal and signature of the authorities mentioned above.

(Mohammad Amin)

Under Secretary to the Government
Finance Department

Dated: 18-09-2020

No.FD/Coord/46/2020

Copy to the:-

1. Joint Secretary (J&K) Ministry of Home Affairs, Government of India, New Delhi.
2. All HODs of the Finance Department.
3. Private Secretary to Financial Commissioner, Finance Department.
4. Incharge Website of Finance Department.
5. Circular/Stock file.