

GOVERNMENT OF JAMMU AND KASHMIR
Codes Division, Finance Department
Civil Secretariat, J&K

Subject: - Pre-Check of Service Books by the Accountant General before the Preparation of pension cases of retiring Govt. Employees;- Fixation of Pay in service books .

Circular

Attention is invited to the Circular Instructions issued Vide No. A/25(2014)-1003 dated 24.07.2019, where under, all the Administrative Secretaries of all the departments were requested to direct the subordinate offices/DDO's to provide the details of employees having service of 3 years or more to the office of the Accountant General enabling him to prepare an action plan for checking the service books of employees.

However, it has brought to the notice of Finance Department by Principal Accountant General (A&E), J&K that after commencement of functioning of the Pay Verification Sections, Service books of the employees, who are retiring, are not being forwarded to the AG's Office with the result the purpose of opening the Pay Verification Sections is not fulfilled.

The Principal Accountant General, J&K has further pointed out that the procedure laid down in Government Order No. 283-F of 2011 dated 13.12.2011 is not being followed by any of the department, with the result the pension cases are sent to the office of the Accountant General (A&E) without recording of "Pay Verification Certificate" and the office of Accountant General is constrained to return back the pension cases of the Government employees without the requisite Pay Verification Certificate.

The Administrative Secretaries of all the departments are requested to issue express advisory to their HODs/DDOs to get the service books pre-checked

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for pay fixation and other entries recorded therein, from the office of Principal Accountant General (A&E). The service books shall be sent for pre-check to the office of Principal Accountant General (A&E) at Srinagar or Jammu, as the case may be, in respect of employees, who are retiring after next three (03) years or more from the date of issuance of these instructions. The DDOs shall effect recovery of overpayments, if any, and rectify errors and omissions pointed out by the Principal Accountant General (A&E) before forwarding the pension cases in future. Special Pay Verification Cell is already functional in the office of the Principal Accountant General (A&E) Srinagar/Jammu to undertake the check of Service Book entries.

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

No. A/Codes/ Pension/ 2020- 165

Dated: - 11 .02.2021


Copy to the:-

1. Ld. Advocate General, J&K High Court Jammu/Srinagar.
2. All Financial Commissioners.
3. Principal Accountant General J&K Jammu/Srinagar.
4. All Principal Secretaries to Government.
5. Principal Secretary to the Hon'ble Lieutenant Governor.
6. Principal Resident Commissioner, 5-Prithvi Raj Road New, Delhi.
7. Joint Secretary (J&K) Ministry of Home Affairs, Government of India.
8. All Commissioners/Secretaries to Government.
9. Chief Electoral Officer, J&K.
10. Divisional Commissioner Jammu/Kashmir.
11. Chairperson J&K Special Tribunal.
12. Registrar General, J&K High Court Jammu/Srinagar.
13. Director Anti Corruption Bureau, J&K.
14. Director General, Audit and Inspections



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15. Director General, Budget Division J&K.
16. Director General Accounts and Treasuries, J&K.
17. Director General, J&K Funds Organization.
18. Director General Local Fund Audit & Pensions, J&K.
19. Director Information, J&K.
20. All Head of Departments/ Managing Directors/ Chief Executives of State PSU's/ Autonomous Bodies/ Societies.
21. Secretary, J&K Public Service Commission.
22. All District Development Commissioners.
23. Secretary, J&K Legislative Assembly.
24. Director/Principal Northern Zonal Accountancy Training Institute Jammu.
25. Principal Accountancy Training Institute, Srinagar.
26. Director, Accounts and Treasuries Jammu/Srinagar.
27. All Directors of Finance/Financial Advisors & CAOs
28. Joint Director, Funds Organization Jammu/Srinagar.
29. General Manager, Govt. Press Jammu/Srinagar for publication in Government Gazette.
30. Private Secretary to Hon'ble Advisor (F/B/BK) to the Lieutenant Governor.
31. Private Secretary to Chief Secretary.
32. Private Secretary to Financial Commissioner, Finance Department.
33. All Treasury Officers.
34. President, J&K Civil Secretariat Non Gazetted Employees Union.
35. I/C website, Finance Department (www.jakfinance.nic.in).
36. I/C website, GAD (www.jkgad.nic.in).
37. Government Order File (W2scs).


(S.L.Pandita)
Director General (Codes),
Finance Department.