



**Government of Jammu & Kashmir
Finance Department, (Codes Division)
Civil Secretariat, Jammu/Srinagar**

C I R C U L A R

Subject: Time barred claims-Guidelines.

It has come into the notice of the Finance Department that Drawing and Disbursing Officers are presenting the time barred arrear claims of Government Servants/persons not in Government Service at the treasuries without following codal formalities.

For settling time barred claims, a detailed rule position has been provided in GFR-2017. The rule position is reproduced as under:-

Rule:-295.Arrear Claims:-

- 1) Any arrear claim of a Government Servant which is preferred within two years of its becoming due shall be settled by the Drawing and Disbursing Officer or Accounts Officer, as the case may be, after usual checks.
- 2) For the purpose of the above provisions, the date on which the claim is presented at the office of disbursement should be considered to be the date on which it is preferred.
- 3) (i) A claim of a Government Servant which has been allowed to remain in abeyance for a period exceeding two years should be investigated by the Head of the Department concerned. If the Head of Department is satisfied about the genuineness of the claim on the basis of the supporting documents and there are valid reasons for the delay in preferring the claims, the claims should be paid by the Drawing and Disbursing Officer or Accounts officer, as the case may be, after usual checks.
(ii) A Head of Department may delegate the powers, conferred on him by sub rule (i) above to the subordinate authority competent to appoint the Government Servant by whom the claim is made.

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Rule:-296. Procedure for dealing with time-barred claims.

- 1) Even a time barred claim of a Government Servant, shall be entertained by the concerned authority provided that the concerned authority is satisfied that the claimant was prevented from submitting his claim within the prescribed time limit on account of causes and circumstances beyond his control.
- 2) A time barred claim referred to in rule 296 (1) shall be paid with the express sanction of the Government issued with the previous consent of the Internal Finance Wing of the Ministry or Department concerned.

Rule:-297. Time barred claims of persons not in Government Service.

The provisions of Rule 289 to Rule 296 shall apply mutatis mutandis to arrear claims preferred against Government by persons not in Government Service.

It is impressed upon all Administrative Secretaries to direct Drawing and Disbursing Officers, that no arrear claim which is more than 2 years old, is presented before Treasuries without proper sanction of competent authority and prior concurrence of Finance Department. Further, all Treasury Officers are directed not to entertain any arrears claim which is 02 years or more old without proper sanction of competent authority and prior concurrence of Finance Department.

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


No:-A/23(08)-I-B- 184

Dated:-18.02.2021

Copy to the:-

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2. All Financial Commissioners.
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4. Principal Accountant General J&K Srinagar/Jammu.
5. All Principal Secretaries to Government.
6. Principal Resident Commissioner, 5-Prithvi Raj Road New, Delhi.
7. Chief Electoral Officer, J&K.
8. All Commissioner/ Secretaries to Government.
9. Divisional Commissioner Kashmir/ Jammu.
10. Chief Vigilance Commissioner, J&K.
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24. Director/Principal, Northern Zonal Accountancy Training Institute Jammu.
25. Director Accounts & Treasuries Kashmir/ Jammu.
26. All Directors of Finance/Financial Advisors & CAOs.
27. Principal Accountancy Training School Srinagar.
28. Joint Director, J&K Funds Organization Srinagar/Jammu.
29. General Manager, Government Press, Srinagar/ Jammu for publication in Government Gazette.
- 30-32. Private Secretary to Hon'ble Advisors (F)/(B)/(BK), for information.
33. Private Secretary to Chief Secretary.
34. Private Secretary to Financial Commissioner, Finance Department.
35. All Treasury Officers.
36. I/C website, FD (www.jakfinance.nic.in).
37. I/C website, GAD (www.jkgad.nic.in).
38. Government Order File (W2scs).


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

