

Government of Jammu and Kashmir,
Finance Department (Codes Division),
Civil Secretariat, Jammu.

Subject:-Verification of Service books of employees of UT of J&K.

CIRCULAR

Principal Accountant General vide Communication No. PVCJ/HOD's/2021-22/522 dated 23.11.2021 has brought to the notice of Finance Department that pursuant to instructions issued by the Finance Department vide Circular No. A/25(2014)-1003 dated 24.07.2019 and Circular No. A/Codes/Pension/2020-165 dated 11.02.2021, the service books of the Government employees of the UT J&K, who are due to retire w.e.f 01.01.2024 to 01.06.2024, are being verified in the first phase by the office of Accountant General (J&K).

Principal Accountant General has also pointed out that while checking the service books of employees, it has been observed that in significant number of cases fixation and regulation of pay of the employees has not been carried out correctly in accordance with the relevant rules and Government orders, thereby causing loss to the Government exchequer and resulting in avoidable delay in the settlement of pension cases.

Accordingly, a check list for guidance of the Pension Sanctioning Authorities in the Government Departments has been framed in consultation with the AG's Office and is **annexed** to this circular.

All the Administrative Secretaries are advised to direct the Pension Sanctioning Authorities subordinate to them to check the fixation & regulation of pay of the employees, as per the check list, before submitting the service books to the office of Accountant General (J&K) for verification.

Sd/-

(Atal Dulloo), IAS,
Financial Commissioner
(Addl. Chief Secretary),
Finance Department
Dated: 20.01.2022

No:- FD-Code/486/2021-02- 1409

Copy to the:

1. Advocate General, J&K High Court Srinagar/Jammu.
2. Principal Accountant General J&K Srinagar/Jammu.
3. All Financial Commissioners.
4. Director General of Police, J&K.
5. Principal Secretary to the Hon'ble Lieutenant Governor.
6. All Principal Secretaries to Government.
7. Jt. Secretary (J&K), Ministry of Home Affairs, Government of India.
8. Principal Resident Commissioner, 5-Prithvi Raj Road New, Delhi.
9. Chief Electoral Officer, J&K.
10. All Commissioner/ Secretaries to Government.
11. Divisional Commissioner Kashmir/ Jammu.
12. Principal Secretary to Chief Justice J&K High Court Srinagar/Jammu.
13. Registrar General, J&K High Court Srinagar/Jammu.
14. Director Anti Corruption Bureau, J&K.
15. Director General, Audit and Inspections.
16. Director General, Budget Division J&K.
17. Director General Accounts and Treasuries.
18. Director General Funds Organization.
19. Director Local Fund Audit & Pensions, J&K.
20. Director Information J&K.
21. All Head of Departments/ Managing Directors/ Chief Executives of State PSU's/ Autonomous Bodies/ Societies.
22. Secretary J&K Public Service Commission.
23. All District Development Commissioners.
24. Secretary, J&K Legislative Assembly.
25. Director/Principal, Northern Zonal Accountancy Training Institute Jammu.
26. Director Accounts & Treasuries Kashmir/ Jammu.
27. All Directors of Finance/Financial Advisors & CAOs.
28. Principal Accountancy Training School Srinagar.
29. Joint Director, J&K Funds Organization Srinagar/Jammu.
30. General Manager, Government Press, Srinagar/ Jammu for publication in Government Gazette.
31. Private Secretary to Hon'ble Advisors (F)/(B).
32. Private Secretary to Chief Secretary.
33. Private Secretary to Financial Commissioner (Additional Chief Secretary), Finance Department.
34. All Treasury Officers.
35. I/C website, FD (www.jakfinance.nic.in).
36. I/C website, GAD (www.jkgad.nic.in).
37. Government Order File (W2 scs).


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

Checklist

Requisite Checks of Service Books before their submission to office of Accountant General (A&E) Srinagar/ Jammu.

Check 1.

Cutting/Mutilation in Date of Birth found in Service Books needs re-establishment as per Art- 35(AA) of J&K CSR Vol.I.

Similarly, cuttings in name of employee also need to be looked into and verified.

Check 2.

Duplicate Service Book has to be prepared with the approval of Administrative Department. Further, if Duplicate Service Books has been prepared with the approval of the Administrative Department, the entry of the same need to be recorded on 1st page of the Service Book along with Number and Date of the order duly certified under seal and signature of the competent authority.

Check 3.

In case the service book has been prepared in one go, the reasons for same need to be recorded on service book under seal and signature of DDO.

Check 4.

No benefit of deleted SRO's/Government orders like SRO-59 dated 06.02.1990 and SRO-149 of 1973 dated 07.04.1973 etc beyond the date of withdrawal shall be granted.

Check 5.

Proper nomenclature regarding Promotion/Placement shall be used in the services books, as the ambiguous words like Grade benefit/ Grade placement have been noticed while verifying service books of various departments.

Check 6.

At the time of Promotion/Placements/Up-gradation/Revision proper rule positions needs to be recorded.



Check 7.

Certificate regarding uninterrupted Daily Wage Service before regularization needs to be recorded. The certificate shall be recorded as under:

"That the official has rendered uninterrupted, continuous Daily wage Service w.e.f.....to..... and 1st and last wage was paid vide Voucher number.....dated..... respectively.

Check 8.

In-situ promotions granted in cases involving daily wage service needs to be reviewed at the time of submission of cases to AG's office.

Check 9.

The status of the officials i.e. Temporary/Quasi-Permanent/Permanent has to be recorded in service books.

