

Ahjaz



**Government of Jammu & Kashmir
Finance Department**

(CODIFICATION CELL)

**ANNUAL COMPENDIUM
2017**

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GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Amendment in Jammu and Kashmir Book of Financial Powers
(Third Edition-2002).

Reference :—General Administration Department's O. M. No. GDC-29/
CM/2016 dated 30-12-2016.

Government Order No. 17-F of 2017

Dated 24-01-2017.

In the Book of Financial Powers in Chapter 2, captioned "Classification of Officers".

B. Other Officers Class-I Officers, the following amendment shall be made :—

Director, Urdu Co-ordination Cell shall be classified 'as Class-I officer' under B. other officers and shall be inserted at S. No. 127 below S. No. 126.

By order of the Government of Jammu and Kashmir.

(Sd.) NAVIN K. CHOUDHARY, IAS,

Commissioner/Secretary to Government,
Finance Department.

No. A/68 (2001)-B-66

Dated 24-01-2017.

Copy to the :—

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GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Fixing of ceiling on residential telephone bills and providing of
Cell Phone facility.

Government Order No. 33-F of 2017

Dated 13-02-2017.

In partial modification to the Government Order No. 246-F of 2003 dated 15-12-2003, it is hereby ordered that the officers entitled to Cell Phone facility will choose the plan with internet connectivity from any service provider, within the prescribed ceiling provided it is cost effective. Further, within the overall ceiling, internet facility is also included.

By order of the Government of Jammu and Kashmir.

(Sd.) NAVIN K. CHOUDHARY, IAS,
Commissioner/Secretary to Government,
Finance Department.

No. A/57 (2003)-726

Dated 13-02-2017.

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GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

O. M. No. A/104(96)-136

Dated 14-02-2017.

Subject :—Clarification to rule 15 (e) of SRO-18 dated 19-01-1998 in terms of J&K Civil Services (Revised Pay) Rules, 2009.

Doubts have been expressed as to whether the provisions contained in para (e) of rule 15 of J&K Civil Services (Revised Pay) Rules, 1998, read with amendments carried out vide SRO-225 of 2005 dated 18-08-2005 are applicable after the introduction of J&K Civil Services (Revised Pay) Rules, 2009.

The issue has been examined in the Finance Department and it is clarified that despite the fact that every set of new pay rules supersedes the old sets of pay rules, the provisions, both post and service specific, which form part of service recruitment rules remain valid and operative, unless and until these are replaced by another set of rules. Therefore, the provisions as contained in Note 1 below sub-para (e) of rule 15 of J&K Civil Services (Revised Pay) Rules, 1998, which provides two tier pay scale for the post of Teacher remain operative even after issue of J&K Civil Services (Revised Pay) Rules, 2009, with revised version of pay scales.

(Sd.) MOHAMMED RAFI ANDRABI,

Director (Codes),

Finance Department.

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GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Circular

Subject :—Regarding proper/compulsory mention of all information while filing of forms at the time of submission of pension case to Accountant General's Office.

The Accountant General (A&E), Jammu and Kashmir has pointed out gaps in submission of pension cases by Pension Sanctioning Authorities (PSA) of various departments leading to avoidable delay in settlement of pension cases. In this regard Accountant General's Office has framed a check list which provides the basic detail of rules/codal provisions for guidance of the Pension Sanctioning Authorities in Government Departments.

Accordingly, Administrative Secretaries of all the Departments are requested to direct the Pension Sanctioning Authorities subordinate to them to go through the rules/codal provisions detailed in the check list (annexed herewith) for completion of all formalities well before submission of the pension cases to Accountant General (A&E) J&K, so that authorization of the pensionary benefits is made well within the time frame and inconvenience to retired/retiring employees is avoided.

(Sd.) NAVIN K. CHOUDHARY, IAS,

Commissioner/Secretary to Government,
Finance Department.

No. A/14 (85)-III-857

Dated 20-02-2017.

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GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Notification

Jammu, the 22nd February, 2017.

SRO-68.—In exercise of the powers conferred by section 118 of the Constitution of Jammu and Kashmir, the Governor is pleased to direct that the following amendments shall be made in the J&K Financial Code, Vol-I, Vol-II and the J&K Treasury Code Vol-I, namely :—

- (1) In Rule 2.9 in Chapter-II of the J&K Financial Code Volume-I between sub-rule (7) and the note appended to the rule, the following shall be inserted as sub-rule (8), namely :—

“8. In case of online/e-payments Form F. C. 2A shall be utilized.”

- (2) In Chapter forms of the J&K Financial Code Volume-II, after the Form F. C. 2, the following form shall be added, namely :—

“Challan F. C. 2A (for online/e-payments).”

- (3) In Rule 3.1 in Chapter III of the J&K Treasury Code Volume-I, after the Form F. C. 2, the following shall be added, namely :—

“Or form F. C. 2A.”

- (4) In Rule 3.1 of Chapter III of the J&K Treasury Code Volume-I, for the words “This form”, the words “These forms” shall be substituted.

By order of the Governor.

(Sd.) NAVIN K. CHOUDHARY, IAS,
Commissioner/Secretary to Government,
Finance Department.

OM No. A/Misc (2012)-160

Dated 22-02-2017.

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FORM F. C. 2A

(See Rule 2.9)

GRN	Barcode	Date	Form ID
Department		Payer Details	
Type of payment :- sales tax, excise tax, license fee etc.		Tax ID (if any)	
Office Name		PAN. No. (If applicable)	
		Full Name	
Location		Flat/Block No., premises/building	
		Road/Street	
Year		Area/Locality, Town/City/District	
		PIN	
Account Head Details	Amount In Rs.	Remarks (if any)	
		Amount in words	
Payment Details		For use in receiving Bank	
Cheque/DD details		Bank CIN	Ref. No.
Cheque/DD No.		Date	
Name of bank		Bank/Branch	
Name of branch		Scroll No./Date	

Moblie No.

Challan Defaced Details

Sr. No.	Remarks	Defacement No.	Defacement Date	User ID	Defacement amount
Total Defacement					
Amount					

(Sd.) NAVIN K. CHOUDHARY, IAS,
 Commissioner/Secretary to Government,
 Finance Department.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Notification

Jammu, the 10th March, 2017.

SRO-107.—In exercise of the powers conferred by section 118 of the Constitution of Jammu and Kashmir, the Governor is pleased to make following amendment in the Jammu and Kashmir Financial Code, Volume-I ; namely :—

In Chapter IX Works under the caption “Works Under The Administrative Control of the Public Works Department”, in rule 9.10 after the note appended to sub-rule (ii), the following sub-rules shall be added ; namely :—

- iii. Unless expressly provided under a scheme of state/central Government mobilization advance is not to be given to contractors under any circumstances.
- iv. Provision of mobilization advance shall essentially be need based. Decision to provide such advance shall rest at the level of Chief Engineer of the Organization with concurrence of Financial Advisor/CAO in Chief Engineer’s Office.
- v. Mobilization advance shall not exceed 10% of the tendered value and should be given only if requested by the contractor in writing within one month of the order of allotment of works and rules and guidelines of a particular scheme should allow such advance.
- vi. The contractor shall execute a bank guarantee bond from scheduled nationalized bank or Jammu and Kashmir bank as specified by concerned department for full amount of advance.
- vii. Such advance shall be released in two or more installments to be determined by the Engineer incharge (concerned Executive Engineer) at his discretion.
- viii. The first installment of such advance shall be released on a request made by contractor to the Engineer incharge. The

2nd and 3rd Installment shall be released only after the contractor furnishes a proof of the satisfactory utilization of the earlier, installment to the entire satisfaction of the Engineer incharge (concerned Executive Engineer).

- ix. Mobilization advance shall be admissible only for works where estimated cost of tender is Rs. 2.00 crore and above.
- x. Interest free mobilization advance, if necessary in specific cases, be clearly stipulated in the tender document and its recovery shall be time-based and not linked with progress of work to ensure that even if the contractor is not executing the work or executing it at a slow pace, the recovery of advance could commence.
- xi. The amount of mobilization advance interest to be charged, if any, its recovery schedule and all other relevant details shall be explicitly stipulated in the tender document upfront.
- xii. There shall be a clear stipulation of rate of interest to be charged on delayed recoveries due to the late submission of bill by the contractor, the reason giving rise to the encashment of Bank Guarantee or any other reason.
- xiii. In case of 'Machinery and Equipment advance', insurance and hypothecation to the State Government shall be ensured.
- xiv. A clause in the tender enquiry and the contract of cases providing for interest free mobilization advance shall be stipulated that if the contract is terminated due to default of the contractor, the mobilization advance shall be deemed as interest bearing advance at an interest rate of ___% (to be stipulated depending on the prevailing rate at the time of issue of NIT) to be compounded quarterly.
- xv. The mobilization advance shall not be paid in less than two installments except in special circumstances for the reasons

to be recorded, so as to keep check on contractor against the mis-utilization of advance, when the work is delayed considerably.

- xvi. 'Bank Guarantee' (BG) against the mobilization advance shall be taken in as many numbers as the proposed recovery of installments and shall be equivalent to the amount of each installment. This shall ensure that at any point of time even if the contractor's money on account of work done is not available with the Organization, recovery of such advance could be ensured by encashing the BG for the work supposed to be completed within a particular period of time.
- xvii. Relevant format for BG should be provided in the tender document and conditions thereof should be enforced strictly, besides verifying the authenticity of BG from the issuing bank confidentially and independently.
- xviii. The Bank Guarantee etc. taken towards security of mobilization advance shall be at least 110% of the advance so as to enable recovery of not only principal amount but also the interest portion, if so required.
- xix. The rate of interest on the mobilization advance shall be 12%. However, these rates shall be reviewed periodically by the Finance Department.

By order of the Governor.

(Sd.) NAVIN K. CHOUDHARY, IAS,
Commissioner/Secretary to Government,
Finance Department.

No. A/21 (2003)-C-I-198

Dated 10-03-2017.

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GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Aadhar Based Biometric Identification and Skill Profiling of (CSLWs).

Reference :—i. Government Order No. 126-F of 2016 dated 28-04-2016.

ii. O. M. No. A/106(94)-I-78 dated 05-09-2016.

Circular No. 01-F of 2017

Dated 31-03-2017.

The progress of submission of relevant information regarding (CSLWs) by different departments was reviewed by the designated Committee to carry out Aadhar Based Biometric Identification and Skill Profiling of (CSLWs), headed by Chief Secretary in a meeting held on 20-03-2017. It was noticed that a number of Departments have not uploped the information till date. To ensure that the identification process is completed at the earliest, following decisions have been taken :—

- (i) The last date for uploading the information as well as for furnishing of hard and soft copies to Finance Department is extended to 10th May, 2017. It will be the exclusive responsibility of the concerned Departments to register the eligible CSLWs by or before the said date failing which it will be presumed that the Department has registered all the eligible CSLWs for the process and no further extension will be granted on this account.
- (ii) Such workers as have not been paid wages for the claimed period of service, do not constitute any category for the purpose of identification and skill profiling, and as such shall not be enlisted. Similarly, only such seasonal labourers/workers shall be listed as have been engaged in any Department for a clearly defined working season/definite period of time or period of a year and paid as such continuously for a number of years.

- (iii) In cases where clear reference to engagement order is not available/possible, the date from which the wages have been drawn shall be taken as date of initial engagement and column of the devised format will be filled up accordingly.

All the Administrative Secretaries are as such, requested to impress upon the concerned officers in their Departments to take note of these decisions and have the entire process of identification of CSLWs completed latest by 10th of May, 2017.

(Sd.) NAVIN K. CHOUDHARY, IAS,

Commissioner/Secretary to Government,
Finance Department.

No. A/106 (94)-I-49

Dated 31-03-2017.

Copy to the :—

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GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Revision of Rate of Interest on General Provident Fund and other similar funds.

Government Order No. 138-F of 2017

Dated 21-04-2017.

Pursuant to the notifications issued by the Department of Economic Affairs, Ministry of Finance, Government of India, from time to time, it is hereby ordered that, w. e. f. 01-04-2016, the accumulations at the credit of subscribers to the General Provident Fund and other similar funds shall carry interest as shown against each quarter below :—

Financial Year	Quarter	Period	Revised Rate of Interest
2016-17	I	01-04-2016 to 30-06-2016	8.1%
2016-17	II	01-07-2016 to 30-09-2016	8.1%
2016-17	III	01-10-2016 to 31-12-2016	8.0%
2016-17	IV	01-01-2017 to 31-03-2017	8.0%
2017-18	I	01-04-2017 to 30-06-2017	7.9%

By order of the Government of Jammu and Kashmir.

(Sd.) NAVIN K. CHOUDHARY, IAS,

Commissioner/Secretary to Government,
Finance Department.

No. A/152 (61)-II-313

Dated 21-04-2017.

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GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

O. M. No. A/71 (09)-I-1

Dated 24-04-2017.

Subject :—Fixation of pay on granting Assured Career Scheme (ASC) and thereafter at the time of functional promotion in the same pay scale-Clarification thereof.

Clarifications have been sought, as to whether benefit under Article 77-B of Jammu and Kashmir Civil Service Regulations will be allowed while fixing pay on functional promotion in cases where the employee already draws the same pay scale on account of non-functional promotion under Assured Career Scheme (ACS) or in-situ scheme.

The issue has been examined in the Finance Department. It is clarified that the benefit of Article 77-B of Jammu and Kashmir Civil Service Regulations in such cases is given at the time of non-functional promotion under Assured Career Scheme (ACS) or in-situ scheme itself as a special dispensation even though the same does not involve assumption of higher duties and responsibilities. Such benefit is not allowed again at the time of functional promotion of an employee, if it carries the same pay scale as has been allowed at the time of promotion on ACS or in-situ promotion.

(Sd.) M. R. ANDRABI,

Director (Codes),
Finance Department.

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GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Revision of Pay Scales for Public Sector Undertaking-Restructuring of Grade Pay from S. No. 04, 06 & S. No. 07 in PB-1 and S. No. 09, 11 & 12 of PB-2 in Annexure “I” to Govt. Order No. 92-F of 2009 dated 24-04-2009.

Reference :—GAD’s No. GDC-20/CM/2017 dated 30-03-2017.

Government Order No. 140-F of 2017

Dated 24-04-2017.

Sanction is hereby accorded to the modification of Government Order No. 92-F of 2009 dated 24-04-2009 as under :

“ In Annexure-I, Serial No. 4, 6, 7 in PB-1 and 9, 11 and 12 in PB-2 shall be substituted by the following :—

Pre-revised pay scales		Revised Pay structure		
S. No.	Pre-revised pay Scales	Name of the Pay Band	Corresponding Pay Bands	Corresponding Grade Pay
4	3050-90-3680-95-4820	PB-1	5200-20200	1810
6	4200-110-5080-120-6040		5200-20200	2410
7	4650-160-7050		5200-20200	2420
9	6500-250-10250	PB-2	9300-34800	2810
11	6700-290-10760		9300-34800	4210
12	7300-300-11800		9300-34800	4220

This shall be deemed to be existing in the rules *ab initio* and shall have effect notionally from 1st January, 2006 and monetarily from the date of issue of Orders”.

By order of the Government of Jammu and Kashmir.

(Sd.) NAVIN K. CHOUDHARY, IAS,

Commissioner/Secretary to Government,
Finance Department.

No. A/28(2009)-315

Dated 24-04-2017.

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GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Notification

Srinagar, the 22nd May, 2017.

SRO-217.—In exercise of the powers conferred by proviso to section 124 of the Constitution of Jammu and Kashmir, the Governor is pleased to direct that the following amendments shall be made in Jammu and Kashmir Civil Service Regulations, 1956, namely :—

- (I) In Article 230, clause (i) shall be substituted by the following :—

“A Government servant including the one listed in Schedule-II of these rules may voluntarily retire from service any time after completing 20 years/40 completed six monthly periods of qualifying service or 45 years of age, provided that he/she shall give in this behalf, a notice in writing to the appointing authority at least 3 months before the date on which he/she wants to retire”. ;

- (II) Sub-clause (ii) of Article 230 shall be deleted.

- (III) In Article 240-A (VI) for the words and figures “twenty eight” and “28 years”, wherever occurring, the words and figures “twenty (20) years” shall be substituted.

By order of the Government of Jammu and Kashmir.

(Sd.) NAVIN K. CHOUDHARY, IAS,

Commissioner/Secretary to Government,
Finance Department.

No. A/18(2009)-B-390

Dated 22-05-2017.

Copy to the :—

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GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

O. M. No. A/9(98)-IV-962

Dated 06-06-2017.

Subject :—Clarification regarding admissibility of Grade Pay to the Drivers appointed in the pre-revised Pay Scale of ₹ 3050-4590 on availing 1st in-situ promotion in terms of J&K Civil Services (Revised Pay) Rules, 2009.

Consequent upon merger on revision of the pre-revised Pay Scales of ₹ 3050-4590 and ₹ 3050-4910 to the single Pay Band of ₹ 5200-20200 with Grade Pay of ₹ 1900 in terms of J&K Civil Services (Revised Pay) Rules, 2009 clarification has been sought by various departments as to whether Grade Pay of ₹ 2100 or ₹ 2400 shall be admissible to the Drivers on availing 1st in-situ promotion on or after 01-01-2006 in the Pay Band of ₹ 5200-20200.

The issue has been examined in the Finance Department and it is clarified that the Drivers appointed in the Pay Scale of ₹ 3050-4590 (pre-revised) shall be entitled to the Pay Band of ₹ 5200-20200 with Grade Pay of ₹ 2400 at the time of grant of 1st in-situ promotion (1st HSPS) w. e. f 01-01-2006 in terms of SRO-14 of 1996 as amended from time to time.

Pending cases, if any, shall be decided accordingly.

Director (Codes),
Finance Department.

Copy to the : —

Standard endorsements.

GOVERNMENT OF JAMMU AND KASHMIR,
CIVIL SECRETARIAT—FINANCE DEPARTMENT.

Circular

Subject :—Abolition of posts of Helpers and supernumerary posts.

1. Attention of all Administrative Secretaries/HoDs is invited to SRO-64 of 1994 dated 24-03-1994, and Circular No. A/55(94)-262 of 2000 dated 22-05-2000 of Finance Department in general, and Government Order No. 257-F of 2008 dated 30-09-2008 in particular, which stipulates that the temporary posts of Helpers have been created over and above the normal strength of the Departments with the sole aim of facilitating regularisation of eligible pre-1994 DRWs. The newly created posts had been christened as 'Helpers' to impart distinct identity to this transitory category of posts.

2. The specific post of "Helpers" was to diminish with the passage of time as the incumbents were required to be adjusted against the substantive establishment of the concerned department against clear Class-IV vacancies, becoming available in due course of time at regular intervals.

3. Similarly, supernumerary posts in excess of sanctioned strength have been created with the concurrence of Finance Department from time to time to address specific situations and, these posts cease to exist with the passage of time.

4. It has been desired to review the position of both the temporary categories to ensure that these posts are not mis-utilized as permanent addition to staff strength of employees and, accordingly information as per Annexure "A" to this letter has been desired to be collected.

5. The undersigned is desired to request all the Administrative Secretaries/ Heads of Departments to kindly ensure the submission of the information in the enclosed format within a month positively.

(Sd.).....

Director (Codes),

Finance Department.

No. A/17(2008)-I-454

Dated 07-06-2017.

Copy to the :—

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Annexure 'A'

S. No.	No. of temporary posts of Helpers created for regularisation of DRWs	No. of Helpers vacant/ceased in view of retirement/ death/ resignation etc.	No. of posts of Helpers in the adjusted departmental hierarchies	No. of posts of Helpers still existing in the Department	Remarks, if any

S. No.	No. of supernumerary posts created till date for last 5 years	No. of supernumerary posts ceased to exist till date	No. of supernumerary posts still existing in the Department	Remarks, if any

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Payment of Dearness Allowance to State Government
Employees—revised rate effective from 01-07-2016
& 01-01-2017.

Government Order No. 176-F of 2017

Dated 07-06-2017.

In continuation to Government Order No. 139-F of 2016 dated 31-05-2016, it is hereby ordered that the State Government employees including Work Charged and Whole Time Contingent Paid employees, working in regular pay bands/scale, except those drawing salary as per 7th Pay Commission Recommendations, shall be paid Dearness Allowance as under :—

S. No.	Existing Rate of DA	Revised Rate of DA Per month	w. e. f.
i.	125% of Basic Pay	132%. of Basic Pay	01-07-2016
ii.	132% of Basic Pay	136% of Basic Pay	01-01-2017

- a. Consequent upon implementation of 7th CPC recommendations in favour of All India Service Officers, serving in connection with the affairs of the State, the rates of Dearness Allowance as applicable to Central Government employees shall be applicable to such Officers.
- b. The arrears on account of additional instalments from July, 2016 and from January, 2017 up to May, 2017 shall be credited to the individual GPF accounts of Government employees in the month of June, 2017 and shall form part of the monthly salary from there onwards.
- c. In respect of such of the State Government employees, who are governed by the New Pension Scheme, the arrears on account of

additional instalments from July, 2016 and January, 2017 up to May, 2017, shall be paid in cash in the month of June, 2017 and the employees share @ 10% shall be deducted at source and credited to their PRAN numbers along with the matching share by the employer. Thereafter, the enhancement in the DA shall form part of the monthly salary.

- d. Enhancement in DA will also apply to the work charged/whole time contingent paid employees, working in a regular time scale.
- e. The payment of Dearness Allowance involving a fraction of 50 paise and above shall be rounded to the next higher rupee and the fraction of less than 50 paise shall be ignored.

By order of the Government of Jammu and Kashmir.

(Sd.) NAVIN K. CHOUDHARY, IAS,

Commissioner/Secretary to Government,
Finance Department.

No. A/24(2k)-IV-460

Dated 07-06-2017.

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Standard endorsements.
