

**GOVERNMENT OF JAMMU & KASHMIR,
FINANCE DEPARTMENT.
(www.jkdat.nic.in)**

Subject:- Duties and functions of Accounts Assistant, Accountants and Assistant Accounts officers.

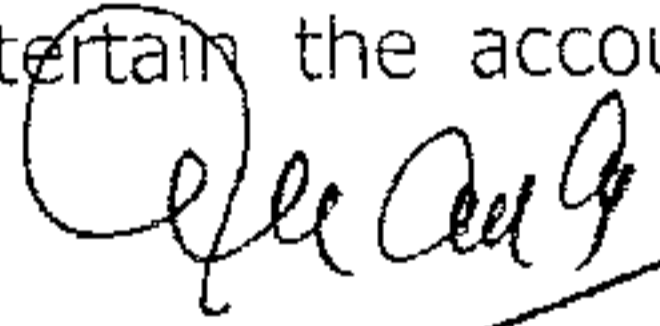
C I R C U L A R

It has come to the notice of the Finance Department that accounts personnel posted in various departments / offices especially the administrative department are being entrusted with the jobs like Nazarat, Record Keeping etc. which does not fall within their job profile.

Rule 12 of J&K Subordinate Accounts Service Rules 1961 contained in J&K CSRS Volume -II specifies the duties and functions of Accounts Assistants, Accountants and Assistant Accounts Officers. The rule, among other things, categorically envisages that Accounts Assistants, Accountants and Assistant Accounts officers shall not be entrusted with the custody of cash and / or store in any case. The entrustment of the functions of a Nazir or Cashier is, therefore, in contravention to this rule and needs to be dispensed with wherever it is prevalent.

All the Administrative Secretaries are, therefore, requested to advise all the Heads of Department and Drawing and Disbursing officers working under their administrative control that the accounts personnel posted in their offices are entrusted with the duties and functions as per Rule 12 of J&K Subordinate Accounts Service Rules, 1961 and in no case should they be assigned the job of Cashier / Nazir or Store Keeper. Such arrangements, wherever, made shall be dispensed forthwith.

All the Treasury Officers are directed not to entertain the accounts personnel as Nazir's or Cashier's henceforth.


(Altaf Hassan Mirza) 29/7/2015
Director General,
Accounts & Treasuries,
Finance Department.

NO: DGAT/PS/DR/ 403
Dated : 29.07.2015
Copy to the :-

1. All Financial Commissioners.
2. All Administrative Secretaries to the Government.
3. Principal Resident Commissioner, Government of J&K, 5- Prithvi Raj Road ,
New Delhi.

4. Principal Chief Conservator of Forest, J&K.
5. Accountant General (Audit) , J&K Jammu.
6. Accountant General , (A&E) J&K, Jammu.
7. Divisional Commissioner Kashmir /Jammu.
8. Director / Ex-officio Secretary to Government SKIMS, Soura Srinagar.
9. Director General, J&K Funds Organisation/ Audit & Inspections/ Budget, Finance Department.
10. All Chief Engineers.
11. All Heads of Departments.
12. Director, Information Department for according wide publicity to the circular instructions.
13. Director Resources & Institutional Finances / Codes / Budget, Finance Department.
14. Director ,Local Fund Audit & Pensions, Finance Department.
15. Director, Accounts & Treasuries Kashmir/ Jammu.
16. All Directors Finance / Financial Advisors & Chief Accounts officers.
17. All Treasury officers.