

*Information Hand Book under Right to Information Act, 2009
with respect to Directorate General of Accounts & Treasuries
Organization, J&K.*

INTRODUCTION

The Jammu and Kashmir Right to Information Act, 2009 provides legitimate right to information for the people of the State to provide access to the information which is under the control of public authorities so as to ensure promotion of transparency and accountability in the working of such public authorities.

The ultimate objective of this Handbook is to provide information to the intended users regarding the duties/ functions of the Accounts & Treasuries Organization of the Finance Department.

CHAPTER - I

Duties and Functions of the units of Directorate of Accounts & Treasuries:-

1. Director General Accounts & Treasuries (Direction Office):-

Director General is the overall controller of (both financial and administrative) of all the Subordinate units. There are two Directorates of Accounts & Treasuries, two Training Institutes, two Saddar Treasuries, 29 Districts Level Treasuries, 101 Muffasil Treasuries / Sub Treasuries under the overall control of Director General Accounts & Treasuries. Director General Accounts & Treasuries administers the Cadre Management of J&K Accounts (Gazetted) Service and J&K Subordinate Accounts Service besides the Cadre management of ministerial cadre of Accounts & Treasuries, Funds Organization and Audit & Inspections Department. Director General compiles and consolidates the Budget of all its units and release funds in their favour. Director General also administers the Cashiers Cadre and manages the cash to all the State treasuries of J&K Govt. The overall inspection powers of all the Treasuries rest with the Director General, Account & Treasuries. He controls the overall activities of its all sub-ordinate units.

2. Directors:-

These offices were created to reduce the work load of the Directorate General and provide immediate disposal to the problems of the organization at the provincial level. These are provincial offices and administer the Cadre Management of Accountants & Accounts Assistants. The two Directors are the immediate controlling officers of the respective Saddar, District, Muffasil and Sub-Treasuries except Civil Secretariat Treasury, Treasury at New Delhi and Treasury at Mumbai which are under the direct Control of Director General, Account & Treasuries. The two Directorates receive all the cases and other information, which is under their jurisdiction, examine them and forward them to the Director General's office.

3. Accountancy Training Institutes:-

There are two Accountancy Training Institutes at Srinagar and Jammu headed by Principals. The Principals are Special Scale Officers. The Institutes are under the direct control of Director General Accounts & Treasuries. The main function of the training institutes is to impart Accountancy Training to newly selected ACC trainees and other departmental candidates. It is the Training or Academic Sector of the Accounts & Treasuries Organization. The main object is to provide trained, capable accounts personnel to all the Govt. Departments who ensure the financial discipline in the Department. The trainees after completing 12 months training (06 month's theoretical and 06 month's practical) are posted to Govt. Departments by the Director General and they are required to

pass the ACC examination conducted by State Public Service Commission. After qualifying the prescribed examination, they are adjusted as Accounts Assistants and thereafter they appear in SAC-I examination conducted by State Public Service Commission. After qualifying the said examination, they are adjusted as Accountants and thereafter they have to qualify another Departmental Examination; viz., SAC Part-II. After qualifying the said examination, they are promoted as Assistant Accounts Officers and get future promotions at their own turn as per seniority. The institutes also provide training to the directly recruited Accounts Officer (Probationers).

CHAPTER - II

Composition of the office of Director General Accounts & Treasuries.

The office of the Director General Accounts & Treasuries is composed of the following sections manned by Accountants, Accounts Assistant, Assistant Accounts Officer, (Sec. Head) headed by an Accounts Officer under subordination of Deputy Director (Central) and overall supervision of the Director General Accounts & Treasuries.

- i. Personal Section.
- ii. Administration Section.
- iii. HQ Section
- iv. Treasury Administration / Insp. Section.
- v. PAC Section.
- vi. Computerization Section.
- vii. Legal Section.
- viii. RTI Section.
- ix. Budget Section.
- x. Grievance Redressal Cell.

I. Personal Section of Director General Accounts & Treasuries:-

The cases requiring urgent disposal, Transfer / Posting of the member of the J&K Accounts (Gazetted) Service and J&K Subordinate Accounts Service Class-I (Assistant Accounts Officers) and above all, looks after the daily cash management of the State Treasuries.

II. Administration Section:-

The establishment of the members of the J&K Accounts (Gazetted) Service and Subordinate Accounts Service Class-I (Assistant Accounts Officers), Class-II (Accountants) and Class-III (Accounts Assistants) fall under the jurisdiction of the Administration Section.

III. Headquarter

The Headquarter Section deals with the establishment of Ministerial staff and Govt Cashiers borne on the establishment of Accounts & Treasuries Organization and also maintains the inter-se-seniority of Ministerial staff of Accounts & Treasuries, Audit & Inspection, and Funds Organization. SRO 43 (Compassionate Appointment) Cases are dealt by the section. In addition, Nazarat is also supervised by the Accounts Officer (HQ).

IV. Treasury Administration / Inspection section:-

The section takes up the following assignments.

- a) Acquiring of land and construction of building for treasuries under the State.
- b) Functioning of all the treasuries under the state.
- c) Opening of new treasuries and change of DDOs from one treasury to another.
- d) Other Misc. Works / matters of the treasuries.

V. PAC Section.

The PAC Section shoulders the responsibility of:-

- a) PAC/PUC/Estimates Committee Meetings.
- b) General Correspondence with the Accountant General J&K
- c) Pension related matters of the state pensioners
- d) Duplicate PPOs of the state pensioners.
- e) Since the Director General Accounts & Treasuries is the Nodal officer for lodging the claim under Security Related Expenditure to the Ministry of Home Affairs, the SRE cases of such nature are also dealt in by the Section.
- f) Draft paras with Accountant General J&K
- g) Audit Paras of various Departments.

VI. Computerization Section:-

The matters of Technical nature of the Accounts & Treasuries Organization are manned by an Accounts Officer and Assistant Programmer, who are responsible for:-

- a) Site Development
- b) Computer Hardware & Power System
- c) Networking
- d) Electrification and Earthing
- e) Treasury Application Software Development
- f) Training of Treasury and Auxiliary staff
- g) Co-Ordination of Stake Holders
- h) Co-ordination with NIC / PMU
- i) Official Web Site of the Dte. (www.jkdat.nic.in)
- j) Lease Line Connectivity (BSNL/NICSI/VSAT)
- k) Coordination in CPIS Project.

VII. Legal Section:-

All the cases pertaining to this organization and having judicial intervention are dealt in by the legal section, presently headed by a Public Law Officer.

VIII. RTI Section:-

The applications received under RTI Act, 2009 in the office are processed and disposed off by the RTI Section headed by Accounts Officer (HQ) as PIO. No separate Section for RTI has been established due to the dearth of manpower and, as such, has been assigned to the staff of the HQ Section (one Jr. Asstt, one Accountant & one AAO) under direct supervision of the PIO. The Disposal of all the cases received in general and RTI Cases in particular is ensured within the time frame and the applicants are intimated about any referral / transmission of his application to other office (s) under unavoidable circumstances. The list of PIOs / APIOs is updated regularly and displayed on the official website. Besides, other information pertaining to Right to Information is available on the official website (jkdat.nic.in)

IX. Budget Section:-

The Budget Section is responsible for preparation of budget estimates for the Financial Year pertaining to the offices of Director General Accounts & Treasuries, Director Accounts & Treasuries Kashmir / Jammu, NZATI, Jammu, ATI Srinagar and all the treasuries under J&K Govt. The release of budget allotments to these offices is also the responsibility of this section. Besides, this section also looks after the work of Annual plan of the Department, its preparation, consolidation and submission to the Administrative Department (Finance Department) and release of funds to the offices quoted above. This section watches the physical and financial progress of the schemes under taken under the Annual plan by the Department.

X. Grievance Redressel Cell:-

This section is head by the Accounts Officer to take care of Grievances received by the Department and assisted with the following staff.

1. Mohd. Ayoub Ganaie, AAO , Mb No. 9419210837
2. Fayaz Ahmad Raina, A/Asstt. Mb. No. 9596432683.

CHAPTER-III

List of Employees working in the office of Directorate General of Accounts and Treasuries, Finance Department.

S.No.	Name of Employee	Designation	Pay Band + Grade Pay	Remarks
1.	Altaf Hassan Mirza	Director General	PB4, 37400-67000+10000	
2.	Ravinder Singh	Director Finance	PB4, 37400-67000+8700	Attached in DGATs office
3.	Syed Altaf Hussain	Dy. Director (Central)	PB2, 9300-34800+5200	
4.	Kaneez Fatima	I/c Chief Accounts Officer	PB2, 9300-34800+4800	
5.	Mohd. Ashraf Zargar	Accounts Officer	PB2, 9300-34800+5200	
6.	Mohammad Tariq Malik	Accounts Officer	PB2, 9300-34800+4800	
7.	Mohammad Gulzar Parray	Accounts Officer	PB2, 9300-34800+4600	
8.	Mohammad Yousuf Malla	Accounts Officer	PB2, 9300-34800+4600	
9.	Mrs.Jahan Ara	Public Law Officer	PB2, 9300-34800+4280	
10.	Krishna Devi	I/c Sectional Officer	PB2, 9300-34800+4200	Attached in DAT Jammu.
11.	Sanjay Ganjoo	Sr. Stenographer	PB2, 9300-34800+4600	
12.	Ravinder Kumar Raina	A.A.O.	PB2, 9300-34800+4600	
13.	Tejinderpal Singh	A.A.O.	PB2, 9300-34800+4600	
14.	Mohammad Ayoub Ganie	A.A.O.	PB2, 9300-34800+4600	
15.	Javed Ahmad	I/c A.A.O.	PB2, 9300-34800+4220	
16.	Vijay Kumar Khujaria	I/c A.A.O.	PB2, 9300-34800+4220	
17.	Naz Karim	I/c A.A.O.	PB2, 9300-34800+4220	
18.	Kuldeep Kumar	I/c A.A.O.	PB2, 9300-34800+4220	Attached in the P/s of Hon`ble MOS Finance
19.	Shabir Ahmad Mir	Asstt. Programmer	PB2, 9300-34800+4300	
20.	Nazir Ahmad Hajam	Accountant	PB2, 9300-34800+4220	
21.	Shabir Ahmad	Accountant	PB2, 9300-34800+4220	
22.	Harish Kumar Padha	Accountant	PB2, 9300-34800+4220	
23.	Abdul Rashid Dar	Accountant	PB2, 9300-34800+4220	
24.	Markanday Sharma	Accountant	PB2, 9300-34800+4220	
25.	Raman Kumar	Accountant	PB2, 9300-34800+4220	
26.	Abdul Rashid Paul	Accountant	PB2, 9300-34800+4220	
27.	Majid Mohiudin	Accountant	PB2, 9300-34800+4220	
28.	Mohammad Yaseen Shah	Jr. Stenographer	PB2, 9300-34800+4200	
29.	Amarjeet Singh	Jr. Stenographer	PB2, 9300-34800+4200	Attached in the Finance Deptt.
30.	Hilal Ahmad Mir	Jr. Stenographer	PB2, 9300-34800+4200	
31.	Javed Ahmad Bhat	Jr. Stenographer	PB2, 9300-34800+4200	
32.	Noor Mohammad Baba	Accounts Assistant	PB1, 5200-20200+4200	
33.	Satwant Singh	Accounts Assistant	PB1, 5200-20200+2800	
34.	Romika Pandita	Accounts Assistant	PB1, 5200-20200+2800	
35.	Imitayaz Rasool	Accounts Assistant	PB1, 5200-20200+2800	
36.	Mushtaq Ahmad Qazi	Ex-cadre Acctts Asstt.	PB1, 5200-20200+4200	

37.	Mohammad Ismail	Jr. Assistant	PB1, 5200-20200+1900	
38.	Mehr un Nisa	Jr. Assistant	PB1, 5200-20200+1900	
39.	Hakim Ajaz Ahmad	Jr. Assistant	PB1, 5200-20200+1900	Attached in the Finance Deptt.
40.	Younis Ahmad Rather	Jr. Assistant	PB1, 5200-20200+1900	
41.	Mohammad Irfan	Driver	PB1, 5200-20200+2400	
42.	Sonuallah Bhat	Jamadar	PB1, 5200-20200+1900	
43.	Syed Abid Hussain	Orderly	PB1, 5200-20200+1900	
44.	Mohammad Yousuf Wani	Orderly	PB1, 5200-20200+1800	
45.	Khurshid Ahmad Bhat	Orderly	PB1, 5200-20200+1800	
46.	Nazir Ahmad Sheikh	Orderly/Driver	PB1, 4440-7440+1400	
47.	Swati Kharoo	Orderly	PB1, 4440-7440+1300	
48.	Yasmeena Akhter	Orderly	PB1, 4440-7440+1300	
49.	Firdous Ahmad Dar	Orderly	PB1, 4440-7440+1300	
50.	Shakeel Ahmad Bhat	Orderly	PB1, 4440-7440+1300	Attached in the Finance Deptt.
51.	Abdul Gani Sheikh	Orderly/Chowkidar	PB1, 4440-7440+1300	
52.	Tanveera Akhter	Orderly	PB1, 4440-7440+1300	
53.	Bohli Kumar	Chowkidar	PB1, 4440-7440+1300	
54.	Abdul Samad Peer	Chowkidar	PB1, 4440-7440+1300	

Sd/-
Accounts Officer (Adm)
Accounts and Treasuries
Finance Department