



**GOVERNMENT OF JAMMU & KASHMIR,  
FINANCE DEPARTMENT.**

**C I R C U L A R**

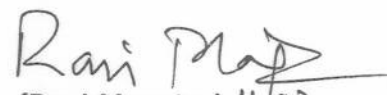
**Subject:-** Dispensing with cheque system and extension of Civil Accounting System to Public Works, PHE, Irrigation & Flood Control, Forest Divisions and other cheque drawing units in J&K State.

In pursuance of Government Order No. 264-F of 2012 dated 21.12.2012, all the Cheque Drawing Officers are going to switch over to the Civil System of Accounting w.e.f 01.04.2013. In terms of Clause (ii) of Para-1 of the said order, all the cheque drawing authorities will close and surrender the unused treasury cheque books to the concerned Treasury Officers on 31.03.2013, who in turn, would return them to the issuing authority i.e. Accountant General (A&E), J&K for disposal under rules.

With a view to enforcing strict compliance of the orders in this behalf, the following further instructions are issued for adherence by the cheque drawing/ works executing offices:-

1. The teams of Directorate of Audit & Inspections who are authorized to ensure closing of cash books in respect of cheque drawing authorities on 31<sup>st</sup> of March, shall this time visit the Divisions/ other cheque drawing units on 31<sup>st</sup> March, 2013 not only to ensure the closing of the cash books, but also to take on record the last cheque drawn by the concerned Division/cheque drawing units. The team will again ensure on 1<sup>st</sup> of April 2013 that the unutilized cheques are actually deposited with the respective Treasury Officers by the Divisional Officer/DDO and will inform the factual status to the Director General, Accounts & Treasuries, Finance Department the same day.
2. All the Treasury Officers will ensure that the cheque drawing officers operating on their respective treasuries submit the unutilized cheque books with the Treasury not later than 1<sup>st</sup> April 2013 by 10:30 A.M positively. They will also ensure that no payment of any kind, not even salary, shall be released to any of defaulting DDOs until the cheque books(s) in use are returned to the Treasury officer concerned.

3. The unutilized Cheque Books shall be returned by the Treasury Officers to the Accountant General (A&E), J&K Jammu/Srinagar, as the case be, who will keep them in safe custody for some time, say for a period of 6 months before disposal under rules, so as to meet any requirement for issuing fresh cheque by the concerned Division, in the event of lost/ de-faced/ time barred cheques. In such an event, the required number of cheques may be issued by the Accountant General (A&E) to the Division on a recommendation received by his office through the concerned Treasury.

  
(Ravi Magotra) 11/03

Director General,  
Accounts & Treasuries,  
Finance Department.

No: DGAT/PS/DR/ 232

Dated: 11-03-2013

Copy to the:-

1. All Financial Commissioners.
2. All Administrative Secretaries to the Government.
3. Principal Resident Commissioner, Govt. of J&K, 5-Prithvi Raj Road, New Delhi.
4. Principal, Chief Conservator of Forest, J&K.
5. Principal, Accountant General (Audit), J&K Jammu.
6. Accountant General (A&E), J&K Jammu.
7. Divisional Commissioner Kashmir/ Jammu.
8. Director and ex-officio Secretary to Govt. SKIMS, Soura, Srinagar.
9. All Chief Engineers.
10. All Heads of Departments.
11. Director Resources & Institutional Finances/ Codes/ Budget, Finance Department.
12. Director, J&K Funds organization.
13. Director, Audit & Inspections, Finance Department.
14. Director, Local Fund Audit & Pensions, Finance Department.
15. Joint Director, Accounts & Treasuries Kashmir/ Jammu.
16. All Directors Finance/ Financial Advisors & Chief Accounts Officers.
17. Deputy Director (Resources)/ CAO, Finance Department.
18. OSD with Minister for Finance & Ladakh Affairs for information of the Hon'ble Minister.
19. Technical Director/ SIO, NIC with the request that the circular, as above, may be hoisted on the official website of Directorate of Accounts & Treasuries i.e. ([www.jkdat.nic.in](http://www.jkdat.nic.in))
20. PPS to Principal Secretary, Finance for kind information of the Principal Secretary.
21. All Chief Accounts Officers/ Accounts Officers working in the provincial offices of Kashmir/ Jammu.
22. All Treasury Officers.