



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

(www.jkdat.nic.in)

Subject:- Implementation of Pay & Accounts office System.

**Government Order No. 78 -F of 2018
Dated : 06.03.2018.**

While roll out of Pay & Accounts office System in respect of Public payments has been ordered in departments of PHE, Irrigation & Flood Control and Public Works (R&B) except in Leh & Kargil Districts with effect from 15th Feb. 2018 and in respect of Agriculture Production, Forest, Ecology & Environment, Industries & Commerce and Power Development departments from latest by 31st March, 2018, sanction is accorded to the procedure outlined hereunder :-

- a) The Treasury Officers shall close the accounts of all the DDOs of the above departments and furnish the statement of balances duly authenticated to the respective Pay & Accounts Office with a copy to the concerned DDO.
- b) The Chief Pay & Accounts officers shall therefore entertain the bills of the DDOs against said balances.
- c) In case DDOs find some discrepancies in the statement furnished by the Treasury Officers the same need to be reconciled with the concerned Treasury officer.
- d) The DDOs of aforementioned departments of Kashmir province will submit the bills electronically to the Saddar Treasury Officer Srinagar and DDOs of Jammu province to the Saddar Treasury officer, Jammu.
- e) Saddar Treasury Officers shall function as Chief Pay and Accounts Officers (Pre-check) and transfer the bills electronically to Treasury Officer, Civil Secretariat Treasury, who will function as CPAO (Payments).
- f) Treasury Officers (Civil Secretariat Treasury) after receiving the bills duly verified from Chief Pay and Accounts officer (pre-check) will make the payment by affording the credit to the Account of beneficiary directly.

- g) The hard copies of vouchers / bills shall be submitted by the DDOs to concerned CPAOs by 22nd of the month for the payments made upto 18th of the month.
- h) Similarly the hard copies of vouchers / bills in respect of payments made from 19th of month upto end of month shall be submitted by 5th of the following month.
- i) The concerned Chief Pay Accounts Officers will then submit these vouchers in the shape of an account to the office of AG (A&E) for face audit and compilation.
- j) Detailed guidelines regarding NPS, GPF, SLI of employees of these departments shall be issued separately.

By order of the Government of Jammu and Kashmir.

Sd/-

(Navin K. Choudhary), IAS
Principal Secretary to Government,
Finance Department.

NO: DGAT/PS/DR/91

Dated : 06.03.2018.

Copy to the :-

1. Accountant General (A&E), J&K, Jammu.
2. Commissioner/ Secretary to Government, Public Works (R&B) Department/ PHE, Irrigation & Flood Control Department.
3. Director, Accounts & Treasuries, Kashmir/ Jammu.
4. Chief Engineer, Public Works (R&B) Department, Jammu/ Kashmir/ PHE, Irrigation & Flood Control Department, Jammu/ Kashmir for information and necessary action.
5. All Treasury Officers for information and immediate compliance.
6. Private Secretary to Hon'ble Minister for Finance, Labour & Employment for kind information of the Hon'ble Minister.
7. Government order file (W 2scs).


(Dr. Mohmad Ishaq Wani) 6/03/18
Director General,
Accounts & Treasuries,
Finance Department.