



**GOVERNMENT OF JAMMU & KASHMIR,  
FINANCE DEPARTMENT.  
([www.jkdat.nic.in](http://www.jkdat.nic.in))**


Subject:- Computerisation of Treasuries- producing of cheques for payment at the treasuries by the Divisional DDOs in a single head classification thereof.

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

It has been brought to the notice of the Finance Department that most of the Drawing and Disbursing officers of various Divisions/ Cheque drawing units present cheques, showing debits to multiple detailed heads with the result the compilation at the treasuries becomes very difficult as the software prepared for the purpose does not allow the same. Numerous problems are also being faced by the Treasury officers in generation of accounts electronically resulting in delay in rendition of accounts to the concerned quarters within the prescribed time limit.

In order to arrest this tendency , it is enjoined upon all the Drawing and Disbursing officers of the Divisions and other cheque drawing units that while producing the cheques at the treasuries for payment they shall debit the cheques to single object heads of expenditure showing full, correct and complete classification without cuttings and errors so that the compilation of these cheques becomes easier at the treasuries and the objective of the computerisation of treasuries is achieved in full.

The Treasury Officers are also directed to ensure that the directions, as above, are adhered to, in letter and spirit , by the Divisions/ other cheque drawing units. The Treasury Officers shall not entertain any cheque of any Division/ other cheque drawing unit for payment unless and until the full / proper classification is given on the cheques/ instruments presented at the treasuries.

  
(Altaf Hassan Mirza) 16/01/2014

Director General,  
Accounts & Treasuries,  
Finance Department.

DGAT/PS-DR/31.

Dt:- 16-01-2014

Copy to the :-

1. Director, Accounts & Treasuries, Kashmir/ Jammu.
2. All Treasury Officers for information and immediate compliance.