

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

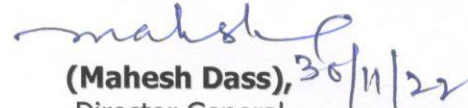
Subject:- Duties and Responsibilities of Accounts Personnel and Instructions toward their regular presence in the Institutions where they are posted.

Circular

In terms of rule 12 of Jammu and Kashmir Subordinate Accounts Service Rules, the officers / officials of Accounts and Treasuries Organization, posted in various Government Institutions / PSUs / Autonomous Bodies are responsible to maintain and check the records pertaining to financial matters of the Institutions where they are posted. Being Financial Advisors to their Head of Department / Office they are bound to implement financial instructions issued by the Government from time to time. Besides, as per Government instructions for streamlining of expenditure all the Government Departments / PSUs / Autonomous Bodies have to ensure booking of 70% of expenditure out of funds allotted to them under various schemes by or before the ending of December and the booking of such expenditure and incurring thereof require the regular presence of Officer / Official of Accounts wing in the institutions concerned.

In past it has been observed that most of the Officers / Officials of Accounts wing in various Departments proceed on leave and that too during the period from the month of December to March when it is peak period for incurring of expenditure. This is construed as deliberate escapism from duties and has been viewed seriously by the authorities.

In order to arrest such unwarranted behavior it is enjoined upon all the Heads of Departments / Offices not to sanction leave in favour of all such officers / officials except the case pertaining to maternity leave or the cases involving urgent medical exigency.


(Mahesh Dass), 30/11/22
Director General,
Accounts & Treasuries,
Finance Department.

No:- DGAT/PS/DR/7075630/356

Dated:- 30.11.2022

Copy for information to the:

1. Principal Secretary to the Hon'ble Lieutenant Governor.
2. Joint Secretary (J&K), Ministry of Home Affairs, Government of India, New Delhi.
3. All Heads of the Department.
4. Director, Archives, Archaeology and Museum, J&K.
5. Director, Information, J&K.
6. All Heads of the Offices.
7. Private Secretary to the Chief Secretary for information.
8. Officer concerned for information.
9. Accounts Officer (Adm), Accounts and Treasuries, J&K.