

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

Subject: Implementation of Administrative Management System (AMS) for Government employees in the Union Territory of Jammu & Kashmir.

Reference: O.M. No. GAD-SERV0GENL/165/2022-09 dated 10.08.2022.

CIRCULAR

Pursuant to the Circular instructions issued by the General Administration Department vide Circular No. 27-JK(GAD) of 2022 dated 04.08.2022, for implementation of Administrative Management System (AMS) for all Government Employees in the Union Territory of Jammu and Kashmir where in all the Drawing and Disbursing Officers (DDOs) have been enjoined to initiate the process of authentication of initial appointment orders of all Government employees, and thereafter, the authenticated scanned service books (*pdf form*) shall be uploaded on the Administrative Management System (*AMS*) as and when notified. The process is required to be completed within 30 days from the date of issuance of circular instructions.

Accordingly, it is impressed upon all the concerned Drawing & Disbursing Officers (DDOs) to follow the circular instructions issued vide Circular No. 27-JK(GAD) of 2022 dated 04.08.2022, in letter and spirit.

Sd/-
(Vivek Bharadwaj), IAS,
Financial Commissioner,
(Additional Chief Secretary),
Finance Department.

No. DGAT/PS/DR/33/(CC 245287)/258

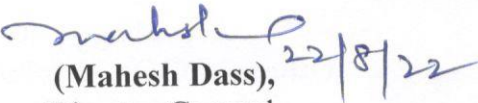
Dated 22.08.2022

Copy for information to the:-

1. Advocate General, J&K High Court, Jammu/Srinagar.
2. All Financial Commissioners (Addl.Chief Secretaries).
3. Principal Accountant General, J&K, Jammu/Srinagar.
4. Director General of Police J&K.
5. All Principal Secretaries to Government.
6. Principal Secretary to the Hon'ble Lieutenant Governor.
7. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
8. Principal Resident Commissioner, 5-Prithvi Raj Road, New Delhi.
9. Chief Electoral Officer, J&K.
10. All Commissioner/ Secretaries to Government.
11. Divisional Commissioner, Jammu /Kashmir.

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22/8/22

12. Chairperson, J&K Special Tribunal.
13. Principal Secretary to Chief Justice, J&K High Court Jammu/Srinagar.
14. Registrar General, J&K High Court, Jammu/Srinagar.
15. Director, Anti Corruption Bureau, J&K.
16. Director General, Audit and Inspections.
17. Director General, Budget Division.
18. Director General, Local Fund Audit & Pensions, J&K.
19. Director General, Funds Organization.
20. Director Information, J&K.
21. Director Archives, Archeology and Museums J&K.
22. All Head of Departments/ Managing Directors.
23. Secretary J&K Public Service Commission.
24. All District Development Commissioners.
25. Secretary, J&K Legislative Assembly.
26. Director, Accounts & Treasuries, Jammu/Kashmir.
27. All Directors of Finance / Financial Advisors & CAOs.
28. Director / Principal Northern Zonal Accountancy Training Institute, Jammu/ ATI Srinagar.
29. General Manager Government Press, Jammu/Srinagar.
30. Private Secretary to the Hon'ble Advisor (B).
31. Private Secretary to Chief Secretary.
32. Private Secretary to Financial Commissioner (Additional Chief Secretary), Finance Department.
33. All Drawing and Disbursing Officers.
34. All Treasury Officers.
35. 1/C website, General Administration Department / Finance Department.


(Mahesh Dass), 22/8/22
Director General,
Accounts & Treasuries,
Finance Department.