



**GOVERNMENT OF JAMMU AND KASHMIR
FINANCE DEPARTMENT.**

Subject: Withdrawal of money from Treasuries through self cheques by Works/Forest Divisions-Advisory thereof.

Reference: General Administration Department's letter No.GAD (Vig) 03-Comp/2017 dated 27.01.2017.

C I R C U L A R

The State Vigilance Organisation through General Administration Department (Vigilance) has brought to the notice of Finance Department that some Cheque Drawing authorities (Divisional Officers) are withdrawing money from treasuries through self cheques for items other than those provided in rules in violation of provisions of PWD Accounts Code. This kind of adopted practice has been viewed in total disagreement with codal provisions and desired to be stopped/curbed forthwith.

2. The matter/issue has been examined in Finance Department with reference to relevant provisions of PWD Accounts Code and it has been observed that the Divisional Officers (DDO's) of Works/Forest Divisions are permitted the drawal of self cheques against passed vouchers on account of following items only:-

- a) Petty Establishment Charges/vouchers including O.E, POL, Postage Stamps etc.
- b) Imprest Money and Temporary Advance to Sub-divisional Officers for making payments of petty nature.

3. Accordingly, the Administrative Secretaries concerned are requested to direct their Subordinate/Divisional Officers (under their Administrative Control) to stop the unhealthy practice and strictly adhere to the codal provisions with regard to the drawal of Self Cheques (Cheques in favour of Self) so as to check pilferage of public money and to have a transparent payment system on board.

Director General,
Accounts & Treasuries,
Finance Department.

No:-DGAT/T-Adm/Misc/ET/101/283

Dated:- 09 - 03 - 2017.

Copy for information and necessary action to the:-

- 1) Commissioner/Secretary to Government General Administration Department for information.
- 2) Commissioner/Secretary to Government _____ for information & necessary action.
- 3) Office file/ relevant file.