



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

(www.jkdat.nic.in)

Subject:- Issuance of Executive order for filling up of the posts of Panchayat Accounts Assistants.

**Government Order No. 391- F of 2019**  
**Dated : 11.07.2019.**

Whereas, 2000 posts of Panchayat Accounts Assistant were created for the Department of Rural Development and Panchayat Raj in pursuance of State Administrative Council Decision No. 51/7/2019 dated 28.02.2019 read with Government Order No. 373-F of 2019 dated 27.06.2019.

Whereas the Panchayat Accounts Assistant shall be a Separate Cadre for Rural Development and Panchayati Raj with one Panchayat Accounts Assistant catering to 2 to 3 Panchayats, each depending upon the population, geographical distances etc.

Whereas, the recruitment of the Panchayat Accounts Assistants shall be carried out under SRO 202 dated 30.06.2015.

Whereas, these posts shall be District Cadre posts, with the District wise break-up/ Division of posts enclosed as Annexure-A to this Government Order.

Whereas, the provision of reservation, as applicable, shall apply for appointment to the post of Panchayat Accounts Assistants.

Whereas, the recruitment of the Panchayat Accounts Assistants has to be done on fast track, interview within the recruitment process shall be dispensed with and selection made by Service Selection Board within 45 days based on merit determined through written test.

Whereas, the Recruitment rules for selection of Panchayat Accounts Assistants are under process of finalisation.

Now, therefore, it is ordered that pending finalisation of recruitment rules for selection of Panchayat Accounts Assistants, the method of

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recruitment to these posts shall be governed by the draft Recruitment rules annexed to this Government order as Schedule I & II.

By order of the Government of Jammu and Kashmir.

Sd/-

**(Dr. Arun Kumar Mehta), IAS**  
Financial Commissioner,  
Finance Department.

Dated :11.07.2019.

NO: DGAT/PS/DR/185

Copy to the :-

1. Advocate General J&K, High Court Srinagar/Jammu.
2. All Financial Commissioners.
3. Accountant General, J&K Srinagar/Jammu.
4. All Principal Secretaries to Government.
5. Chief Electoral Officer, J&K, Jammu.
6. All Commissioner/Secretaries to Government.
7. Principal Resident Commissioner, 5-Prithvi Raj Road, New Delhi.
8. Divisional Commissioner, Kashmir/Jammu.
9. Commissioner of Vigilance, J&K Srinagar/Jammu.
10. Principal Secretary to Chief Justice J&K High Court Srinagar/Jammu.
11. Registrar General, J&K High Court Srinagar/Jammu.
12. Director General, (Principal) Northern Zonal Accountancy Training Institute, Jammu, J&K Funds Organization/Local Fund Audit & Pensions/Audit & Inspections, J&K /Budget, Finance Department.
13. Director, Information J&K/Accounts & Treasuries, Kashmir/Jammu/Archives, Archaeology & Museums, J&K.
14. State Informatics Officer, NIC, State Unit, J&K.
15. All Heads of Departments/Managing Directors/Chief Executive Officers of State PSU's/Autonomous Bodies.
16. Secretary, J&K Public Service Commission/Service Selection Board, J&K.
17. Principal, Accountancy Training Institute, Srinagar.
18. All Director Finance/Financial Advisors & CAOs.
19. OSD to Advisor (S) Hon'ble Governor for information of Hon'ble Advisor (S).
20. All Treasury Officers.
21. Private Secretary to Chief Secretary.
22. Private Secretary to Financial Commissioner, Finance Department.
23. Government order ( W 2 scs).

*M.Y. Pandith*  
**(M.Y. Pandith),**  
Director General,  
Accounts & Treasuries,  
Finance Department.

## **SCHEDULE – I**

### **DRAFT PANCHAYAT ACCOUNTS ASSISTANTS SERVICE RULES**

#### **1. Selection of Panchayat Accounts Assistants and conditions governing them :**

- (i) Selection of Accounts Assistants (Panchayat) shall be made by Service Selection Board on District level basis from among the applicants having their basic qualification as Graduation or above with minimum of 50% marks for open merit and 45% marks for reserve categories in Commerce, Business Administration, Science, Computer Applications, IT, any other discipline with Mathematics, Statistics or Economics as one of the subjects.
- (ii) Selection of Panchayat Accounts Assistant shall be made 100% by Direct Recruitment and a person so selected shall be on probation for a period of two years which shall include their one year training as well.
- (iii) Selection in the Panchayat Accounts Assistants shall be appointed under SRO 202 whereunder they will draw contractual salary for the five years and regular salary thereafter. Drawal of regular salary on completion of 05 years shall also be subject to the successful qualification of Panchayat Accounts Assistant Examination.

**2. Training :-** The selected candidates shall be imparted 02 months induction training and thereafter there will 04 months on job training (OJT). However, before sending them to the on job training, they are required to pass examination of 05 papers (JKCSR, Financial Code, Drafting, Book Keeping and Computer Applications). After the 04 months OJT, the candidates shall have to undergo three more capsules of 02 months theoretical training each on rotational basis.

**3. Cadre :**The cadre shall consist of such posts and such number may be fixed from time to time.

**4. Territorial limit of the Service :-** The Panchyat Accounts Assistant shall be District Cadre posts and only in extreme circumstances can be transferred out of the district with prior concurrence of Finance Department.

5. **Competent Authority** : The appointment of eligible candidates shall be made by the Competent Authority.
6. **Postings and Transfers** : Their transfer shall be affected within the Block by the BDO and within the District by DDC, on a proposal moved by ACD.
7. **Seniority** : The seniority of the members of the cadre shall be regulated under the J&K Civil Services (Classification, Control and Appeal) Rules 1956.


The seniority of the members of Panchayat Accounts Assistants shall be fixed in accordance with the merit obtained by them in the Panchayat Accounts Assistants examination on the date of their passing it.

8. **Duties and Functions** :- The members of the Cadre shall assist the Panchayats in discharge of their duties and responsibilities for maintenance of accounts of all the money transactions taking place in the Panchayats. They will be responsible for operating the Panchayat Enterprise Suite (PES) which is a combination of 11 software prescribed by Government of India.
9. **Service Records** : The service books of the Panchayat Accounts Assistant shall be maintained by the BDO under whom the Panchayat where the member is working falls.
10. **Maintenance of Annual Performance Records** :- The performance appraisal will be done by the Block Development officer (BDO) concerned, reviewed by the Assistant Commissioner Development (ACD) and accepted by District Development Commissioner (DDC) concerned.

  
Director General, 19.  
Accounts & Treasuries,  
Finance Department.

**Annexure 'A to Government Order No. <sup>391</sup>-F of 2019 dated 11.07.2019.**

<b>S.No.</b>	<b>Name of the District</b>	<b>No. of Panchayats</b>	<b>Posts of Accounts Assistant required</b>
1.	Kupwara	385	153
2.	Baramulla	402	158
3.	Bandipora	151	74
4.	Ganderbal	126	66
5.	Srinagar	21	07
6.	Budgam	296	123
7.	Pulwama	190	86
8.	Shopian	98	55
9.	Kulgam	178	83
10.	Anantnag	335	146
11.	Kargil	98	56
12.	Leh	95	55
13.	Kishtwar	136	69
14.	Doda	237	103
15.	Ramban	142	71
16.	Udhampur	236	103
17.	Reasi	153	75
18.	Kathua	257	109
19.	Samba	101	56
20.	Jammu.	305	124
21.	Rajouri	312	128
22.	Poonch.	229	100
	<b>Total</b>	<b>4483</b>	<b>2000</b>

  
Director General, 11.7.19  
Accounts & Treasuries,  
Finance Department.