



**Government of Jammu & Kashmir  
Civil Secretariat, Finance Department.**

\*\*\*

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

**Subject:-Procurement/Purchase of Stationery items.**

Attention of all Administrative Departments is invited to Rule 7.58 (III) of J&K Financial Code Volume-I which necessitates that:

"A Competent Authority may permit local purchase of such articles of stationery as are not either available in the depot or are not usually stocked by it. In the former case a certificate from the stationery depot will be necessary before local purchase is made."

2. Further in terms of Rule 7.51 of Chapter VII, Contingencies, of J&K Financial Code Vol-I;

"No Government printing work should be entrusted to private presses unless the Government Presses express their inability to undertake the work concerned."

It has come into the notice of the Finance Department that despite clear cut rule position, various Government departments are not adhering to the instructions laid down in rules. The Government departments/offices are instead purchasing office supplies from local market and are printing office letter pads/visiting cards etc., from private presses at exorbitant rates in gross violation of the rules.

In case of non-availability of stationery items with the stationery depot, the departments /offices may go for purchase of such items /office supplies from Cooperative fair price shops/Government e-market place. However, printing of office letter pads /visiting cards etc., shall be got done exclusively from the Government presses.

Accordingly, all the Administrative Secretaries are requested to direct their subordinate offices to follow the provisions of extant rules regarding procurement of stationery items and printing works in letter and spirit.

**Sd/-  
(Navin K. Choudhary), IAS,  
Principal Secretary to Government  
Finance Department.**

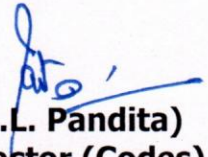
A/13(2007)-159.

Dated:21.02.2019

**Copy to the:-**

1. Advocate General, J&K High Court Srinagar/Jammu.
2. All Financial Commissioners.

3. Principal Accountant General, J&K Srinagar/Jammu.
4. All Principal Secretaries to Government.
5. Principal Secretary to Hon'ble Governor.
6. Principal Resident Commissioner, 5-Prithvi Raj Road New, Delhi.
7. Chief Electoral Officer, J&K Jammu.
8. All Commissioner / Secretaries to Government.
9. Divisional Commissioner Kashmir/ Jammu.
10. Chief Vigilance Commissioner, J&K Jammu.
11. Principal Secretary to Chief Justice J&K High Courts Srinagar /Jammu.
12. Registrar General, J&K High Court Srinagar/ Jammu.
13. Director General, J & K Funds Organization.
14. Director General Accounts and Treasuries., J&K.
15. Director General, Local Fund Audit and Pension, J&K.
16. Director General, Budget Division, J&K.
17. Director General Audit & Inspection J&K.
18. Director, Information J&K.
19. All Head of Departments / Managing Directors/ Chief Executive of State PSU's / Autonomous Bodies.
20. Secretary J&K Public Service Commission.
21. All District Development Commissioners.
22. Secretary, J&K Legislative Assembly/Legislative Council.
23. Principal Northern Zonal Accountancy Training Institute Jammu.
24. Director Accounts & Treasuries Srinagar/ Jammu.
25. All Directors of Finance/Financial Advisors & CAOs.
26. Principal Accountancy Training School Srinagar.
27. Joint Director J&K funds Organization Srinagar/Jammu.
28. General Manager. Government press for publication in government Gazette.
29. Private Secretary to Hon'ble Advisor (K)/(G)/(S)/(SK) for information of the Hon'ble Advisor.
30. Private Secretary to Chief Secretary.
31. All Treasury Officers.
32. GAD website ([www.jkgad.nic.in](http://www.jkgad.nic.in))
33. FD's website ([www.jakfinance.nic.in](http://www.jakfinance.nic.in)).
34. Government Order File (W2scs).

  
**(S.L. Pandita)**  
**Director (Codes)**  
**Finance Department**