

**Government of Jammu and Kashmir,
Finance Department (Codes Division),
Civil Secretariat, Jammu/Srinagar.**

Subject:-Verification of Service books of employees of UT of J&K.

C I R C U L A R

Principal Accountant General vide Communication No. PVCJ/HOD's/2022-23/269-302 dated 22.06.2022 has brought to the notice of Finance Department that pursuant to instructions issued by the Finance Department vide Circular No. A/25(2014)-003 dated 24.07.2019 and Circular No. A/Codes/Pension/2020-165 dated 11.02.2021, the service books of the Government employees of the Union Territory of J&K, who are due to retire w.e.f 01/2024 to 06/2024 are being verified in the first phase by the office of Accountant General (J&K).

Principal Accountant General has pointed out that while checking the service books of employees, it has been observed that in significant number of cases fixation and regulation of pay of the employees has not been carried out correctly in accordance with the relevant rules and Government orders, causing loss to the Government exchequer and resulting in avoidable delay in the settlement of pension cases.

A check list for guidance of the Pension Sanctioning Authorities in the Government Departments framed in consultation with the PAG's Office has already been issued vide Circular No. A/Codes/Pension/2020-165 dated 11.02.2021.

All Administrative Secretaries are accordingly requested to direct the Pension Sanctioning Authorities subordinate to them to check the fixation & regulation of pay of the employees who are retiring w.e.f 07/2024 to 12/2024, as per the check list, before submitting the service books to the office of Accountant General (J&K) for verification.

**Sd/-
S. L. Pandita,
Director General (Codes),
Finance Department.**

No:-FD-Code/141/2021-02-1668

Dated:18.10.2022

Copy to the:-

1. Advocate General, J&K High Court Srinagar/Jammu.
2. Principal Accountant General J&K Srinagar/Jammu.

3. All Financial Commissioners (Additional Chief Secretaries).
4. Director General of Police, J&K.
5. Principal Secretary to the Hon'ble Lieutenant Governor.
6. All Principal Secretaries to Government.
7. Jt. 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 Kashmir/ Jammu.
12. Chairperson, J&K Special Tribunal.
13. Principal Secretary to Chief Justice J&K High Court Srinagar/Jammu.
14. Registrar General, J&K High Court Srinagar/Jammu.
15. Director Anti Corruption Bureau, J&K.
16. Director General, Audit and Inspections.
17. Director General, Budget Division J&K.
18. Director General Accounts and Treasuries.
19. Director General Local Fund Audit & Pensions, J&K.
20. Director General Funds Organization.
21. Director Information J&K.
22. All Head of Departments/ Managing Directors/ Chief Executives of State PSU's/ Autonomous Bodies/ Societies.
23. Secretary J&K Public Service Commission.
24. All District Development Commissioners.
25. Secretary, J&K Legislative Assembly.
26. Director Accounts & Treasuries Kashmir/ Jammu.
27. Director/Principal, Northern Zonal Accountancy Training Institute Jammu.
28. All Directors of Finance/Financial Advisors & CAOs.
29. Principal Accountancy Training School Srinagar.
30. Joint Director, J&K Funds Organization Srinagar/Jammu.
31. General Manager, Government Press, Srinagar/ Jammu for publication in Government Gazette.
32. All Treasury Officers.
33. Private Secretary to Hon'ble Advisors (B).
34. Private Secretary to Chief Secretary.
35. Private Secretary to Financial Commissioner, Finance Department.
36. I/C website, FD (www.jakfinance.nic.in).
37. I/C website, GAD (www.jkgad.nic.in).
38. Government Order File (W2 scs).


Deputy Director (Codes)
Finance Department.