

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

Subject: Streamlining of expenditure.

Government Order No: 299—F of 2020

Dated: 11-12-2020

In furtherance to orders issued from time to time to streamline the revenue and capital expenditure, it is hereby ordered that all the Drawing & Disbursing Officers and Treasury Officers shall implement the following guidelines strictly in letter and spirit:-

1. Timely delivery of goods and services is of immense importance. In the event of delays beyond prescribed limits, reasons for delays need to be looked into and if delay is attributable to supplier/contractor penalty as stipulated in contract document should be levied and relaxation of these conditions shall be made only with the approval of next higher authority. Where delays are due to concerned executing agency, these matters shall be brought to the notice of Administrative Department for suitable corrective action against the concerned.
2. The Treasury Officers shall point out cases of exceptional delays by respective DDOs without adequate reasons and submit Monthly Delay Reports as already mandated.
3. Due payments to the contractors should be made from time to time in the interest of the execution of works within the time frame laid down as per contract.
4. Security deposit shall remain withheld for defect liability period and shall be released only after satisfactory completion of work and report by the concerned authority.
5. Wherever advances have been provided to the firms or companies for supply of goods, the goods should be received within the time frame laid in the supply order. In the event of delay of supplies beyond the prescribed limits, penalty as stipulated in the supply order should be levied.
6. Penalties levied in case of delay beyond prescribed limit attributed to contractor/Supplier shall be remitted into Government account as miscellaneous receipt under M. H : 0070—Other Administrative Services.
7. Treasury Officers shall ensure that all the works related bills are supported by Measurement Book duly signed by the concerned

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- executing agency while preferring invoices to the treasury which should be consistent with the bill and all other related documents.
8. No bills beyond the allotted cost or any revision thereof by Competent Authority as per procedure laid down and relevant provisions of GFR shall be entertained in the treasuries.
 9. There shall be no deviation in the scope of work after the work has been tendered and allotted in line with CVC guidelines and procedures prescribed under GFR.
 10. No bills on account of rent shall be entertained in the treasury without Rent Assessment Order issued by the competent authority. The rent payable should not exceed the rent assessment.
 11. Power Development Department shall furnish online electricity bills on monthly basis to each DDO. The DDOs in-turn shall contra-credit the monthly billed amount to M. H: 0801 through JKPAYSYS. Under no circumstances electricity bills shall be drawn in cash.
 12. The funds earmarked under the beneficiary oriented schemes shall be disbursed strictly in DBT mode through PFMS. No beneficiary related bills shall be entertained by the treasury officer unless schemes are registered on the PFMS portal w.e.f 1st February 2021.
 13. Treasury officers shall not entertain cases of parking of funds under civil deposits unless sanctioned by the Finance Department. Strict action shall follow where any DDO or Treasury Officer violates these norms.

By order of the Government of Jammu & Kashmir.

Sd/-
(Dr. Arun Kumar Mehta), IAS,
Financial Commissioner,
Finance Department

No. FD-VII-8 (111)2004-05

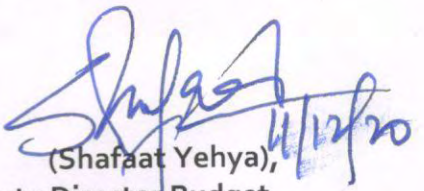
Dated: 11 - 12-2020

Copy to the:

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

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11. Divisional Commissioner Kashmir/Jammu.
12. Chairperson J&K Special Tribunal.
13. Registrar General, J&K High Court, Srinagar/Jammu.
14. Director Anti-Corruption Bureau, J&K.
15. Director General, Audit and Inspection/Budget/Accounts and Treasuries/Funds Organization/Codes/Local Fund Audit and Pensions.
16. Director General Development Expenditure Division II.
17. Director Information, J&K.
18. All District Development Commissioners.
19. All Head of Departments/Managing Directors/CEO of State PSUs/Autonomous Bodies/Societies.
20. Secretary, J&K Public Service Commission.
21. Secretary, J&K Legislative Assembly.
22. Director Estates J&K.
23. Director Development Expenditure Division I.
24. Director Archives, Archaeology and Museums.
25. Director/Principal, Northern Zonal Accountancy Training Institute, Jammu.
26. Director, Accounts & Treasuries Kashmir/Jammu.
27. All Directors of Finance/Financial Advisors & CAOs.
28. All Director (s) Planning/Joint Directors Planning.
29. SIO, NIC, Civil Secretariat, J&K for information and necessary action.
30. Principal Accountancy Training School Srinagar.
31. Joint Director, J&K Funds Organization, Srinagar/Jammu.
32. All District Statistical and Evaluation Officers.
33. All Treasury Officers.
34. General Manager, Government Press Srinagar/Jammu.
35. Private Secretary to Hon'ble Advisors (F)/(B)/&(BK) to the Lieutenant Governor.
36. Private Secretary to the Chief Secretary.
37. Private Secretary to Financial Commissioner, Finance Department.
38. Incharge website, Finance Department (www.jakfinance.nic.in).
39. Incharge website, GAD (www.jkgad.nic.in).
40. Government Order file/Stock file.


(Shafaat Yehya), 4/12/20
Deputy Director Budget,
Finance Department.