



GOVERNMENT OF JAMMU AND KASHMIR
FINANCE DEPARTMENT
Civil Secretariat, Srinagar/Jammu

Subject: Duties and Responsibilities of Accounts Officers in the offices of Deputy Commissioners/ District Development Commissioners.
Ref: Government order No. 558- F of 2018, Dated: 28.12.2018.

Government Order No. 166 -F of 2019
Dated: 27- 02-2019.

Consequent upon the posting of Accounts officers in the offices of Deputy Commissioners/ District Development Commissioners vide above referred Government Order, sanction is hereby accorded to the delegation of duties and responsibilities to the Accounts Officers posted to the offices of the Deputy Commissioners/ District / District Development Commissioners, as shown below:

- i) The Accounts Officers posted in the Deputy Commissioner's offices shall act as the Drawing and Disbursing officers in terms of **Government order NO : 118 -F of 2015 dated 10-07-2015** issued by the Finance Department and shall operate upon all the funds administered by the Deputy Commissioners/ District Development Commissioners in the Districts.
- ii) The Accounts Officer shall act as custodian of all records related to accounts or any other record having financial implications implicitly or explicitly. The Service books of all the employees shall also remain in the custody of Accounts Officer, as prescribed in the J&K,CSRs.
- iii) All the service related matters including leave settlement/admissibility cases shall be routed through Accounts officer to the Deputy Commissioner/ District Development Commissioner.
- iv) The Accounts Officer shall Compile Budget Estimates under Revenue Component and shall release all funds under both Capital and Revenue components in terms of **Government Order No. 470-F of 2018**, with the approval of the Deputy Commissioner/ District Development Commissioner concerned.
- v) All the matters wherein financial implication is involved shall be routed through Accounts Officer to Deputy Commissioner / District Development Commissioner and sanction to all financial

matters shall be consented by the Accounts officer prior to approval from Deputy Commissioner/ District Development Commissioner.

- vi) The Accounts officer shall be the Member Secretary of all Purchase/ Contract Committees headed by Deputy Commissioner/ District Development Commissioner.
- vii) All the funds like SDRF, Land Compensation, Relief, Election, Community Development, Land acquisition, Miscellaneous Funds etc placed at the Disposal of Deputy Commissioner/ District Development Commissioner apart from normal budget shall be operated upon by Accounts Officer.
- viii) The Accounts Officers posted in the Deputy Commissioner/ District Development Commissioner offices shall act as Financial Adviser to Deputy Commissioner/ District Development Commissioner and provide technical guidance in all cases having financial implications..
- ix) The Accounts Officer posted in the Deputy Commissioner/ District Development Commissioner's office shall be the Nodal Officer for BEAMS/PFMS/DBT in terms of the prevailing orders issued by the Finance Department and all the funds shall be released through these IT enabled applications by the Accounts Officers as mandated in the Appropriation Act, 2018 and the Appropriation Act, 2019. He shall also monitor the expenditure against releases.
- x) The Accounts officer shall be responsible for reconciliation of receipt/ expenditure figures and clearance of Audit Inspection Reports etc.

By order of the Government of Jammu and Kashmir.

Sd/-

(Navin.K. Choudhary), IAS

**Principal Secretary to Government,
Finance Department.**


No: DGAT/PS/DR/79

Dated: 27-02-2019.

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. Chief Electoral Officer, J&K, Jammu.

7. All Commissioner/Secretaries to Government.
8. Principal Resident Commissioner, 5 Prithvi Raj Road, New Delhi.
9. Principal Secretary to Chief Justice J&K High Court Srinagar/Jammu.
10. Divisional Commissioner, Kashmir/ Jammu.
11. Registrar General, J&K High Court Srinagar/Jammu.
12. Director General Funds Organization J&K.
13. Director General Accounts & Treasuries, J&K.
14. Director General Local Fund, Audit & Pensions/Codes, J&K.
15. Director Audit & Inspections, J&K.
16. All Deputy Commissioners.
17. Director Information J&K.
18. Director Budget J&K.
19. Director Archives, Archaeology and Museums, J&K.
20. All Head of Departments /Managing Directors/Chief Executive Officers of State PSU's/Autonomous Bodies.
21. Secretary J&K Public Service Commission J&K.
22. Secretary J&K Legislative Assembly/Legislative Council.
23. OSD to Advisor (V)/Advisory (G)/Advisor (K)
24. Pvt. Secretary to Chief Secretary.
25. I/c Website, FD. (www.jakfinance.nic.in).
26. I/c Website, GAD (www.jkgad.nic.in).
27. Government orders file (w2scs).


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