

JURISDICTION, ROLE AND FUNCTIONS:

The J&K Funds Organisation has been established vide govt. Order No.88-F of 1984 dated: 05-03-1984 for maintenance of the G. P. Fund accounts of the State government employees(Superior) w.e.f. 01-04-86 who's accounts were hither to being maintained by Accountant General J&K, The Organisation is maintaining the individual ledger Accounts in respect of G. P. Fund & S.L.I subscriptions/Premiums deducted monthly from each Government Employee including subscribers belonging to IAS/IPS and IFS cadres.

The Jurisdiction of the state funds organization is extended to the whole of the state of Jammu and Kashmir. The Director Funds Organisation being major Head of the Department exercises overall Administrative and Financial powers conferred under statutory rules/regulations and monitors/supervises the working of the Fund Offices located at District level.

The Direction office is presently housed in Finance Complex (Zonal Accountancy Training School) Muthi, Jammu. The official telephone no's are:

*JAMMU 0191-2598724
SRINAGAR 0194-2474215*

Director Funds is assisted by two Dy. Directors (viz.) Dy. Director Funds Jammu and Dy. Director Funds Kashmir who also discharge their duties as Controlling Officers and monitor and supervise the working of the each District Fund unit. The District Fund units are headed by Chief Accounts Officers/Accounts Officers. The Divisional Fund Offices have to consolidate/compile the Broad sheet figures of the G. P. Fund communicated to them by the District Fund Offices.

POWERS AND DUTIES OF OFFICERS OF FUNDS ORGANISATION:

It is the preliminary duty of the two Divisional Head Offices to see that:

- *The procedure laid down in Manual is strictly adhered to.*
- *The different registers and books of accounts are maintained properly and are in a neat manner and closed periodically as laid down in the Manual.*
- *The returns and Accounts are submitted to Divisional Head office within the scheduled time.*
- *There is no delay in finalization of the Final Refund Case and residual claims.*
- *The Dak letters are attended to promptly and in time.*
- *There is no accumulation of papers on the tables of the officials, the reasons for such accumulation shall be probed into and necessary suggestions given for proper alignment of staff.*
- *A random check shall be conducted to see that ledger accounts are agreed with balance sheet totals and these figures inturn tally with the figures incorporated by the compiler in his consolidated balance sheet head-wise/treasury wise and communicated by him to the Divisional Head Offices.*
- *The officer incharge exercises scrutiny of the accounts to ensure that it is not being done in routine.*
- *The nominations are kept in the safe custody by the officer incharge.*
- *The objections filed by the subscriber with regard to acceptance of balances communicated by them are being attended to properly.*
- *The records of the schedule accounts and ledger have been maintained properly dully bound and an inventory has been prepared.*
- *In addition to Administrative inspection, Physical verification of dead stock items shall also be undertaken and report issued highlighting excesses and shortages if any noticed.*
- *The reconciliation of receipts and payment figures with the treasury figures has been done monthly and there is no amount of debit/credit under compilers objection book of the District Fund Officer.*

DETAILS OF FACILITIES TO CITIZENS/ SUBSCRIBERS:

A citizen or a member of general public can seek information pursuant to J&K Rights to Information rules 2004 from the incharge of the office/unit for which the person seeking information has also to ensure strict adherence of the provisions of prevalent Act.

LAWS, BYE-LAWS, RULES, REGULATIONS ENFORCED IN DISCHARGE OF ITS FUNCTIONS:

The J&K Funds Organisation has the following Rules and Regulations which are fully observed in the discharge of its functions:

- 1/ J&K G. P. Fund Manual.*
- 2/ State insurance Fund Rules.*

DETAILS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION:

Citizens can seek information from the J&K Funds Organisation from incharge of the offices at District units or from the Divisional Head quarters on any working day during office hours. Such information can also be sought by approaching the concerned controlling officer through ordinary post provided the citizen seeking such information has to follow the procedure provided/laid down in the Right to Information Rules.

Finance Department nominated Sh. Yedullah IAS Special Secretary to Govt. Finance Department as "Incharge of the office" in terms of Rule 2 (E) of Right to Information Rules.

The Administrative Secretary Finance Department has been nominated as Controlling Officer/Appellate Authority.

Director
J&K Funds Organisation,
Srinagar / Jammu.