

**SERVICE INCLUDED IN PUBLIC SERVICE GUARANTEE ACT**

| <b><u>S.No</u></b> | <b><u>Service to be provided</u></b>  | <b><u>Time limit</u></b>   | <b><u>Designated Officer</u></b>   | <b><u>1<sup>st</sup> Appellate Authority</u></b> | <b><u>2<sup>nd</sup> Appellate Authority</u></b> |
|--------------------|---|--|--|--|--|
| 1                  | Issuance of Annual Account Statement to the employees after every Financial year          | Upto 31 <sup>st</sup> July each year   | Concerned Chief Accounts Officer of the Distt Fund Office<br><br>Concerned Accounts Officer Move cell Sectt / Police Move cell (PHQ) | Joint Director of the Concerned Province         | Head of Department of J&K Funds Organisation     |
| 2                  | Settlement of Final Refund cases of GPF at the time of retirement / death of the employee | Within 20 days* from the date of receipt of case (Provided that the case is complete in all respect) | Concerned Chief Accounts Officer of the Distt Fund Office<br><br>Concerned Accounts Officer Move cell Sectt / Police Move cell (PHQ) | Joint Director of the Concerned Province         | Head of Department of J&K Funds Organisation     |
| 3                  | Settlement of SLI Maturity claim at the time of retirement death of the employee          | Within 20 days* from the date of receipt of case (Provided that the case is complete in all respect) | Concerned Accounts Officer SLI Jammu/ Srinagar<br><br>Concerned Accounts Officer Move cell Civil Sectt                               | Joint Director of the Concerned Province         | Head of Department of J&K Funds Organisation     |
| 4                  | Issuance of Transfer Entry (TE) Advice  | Within 20 days* from the date of receipt of case (Provided that the case is complete in all respect) | Concerned Chief Accounts Officer of the Distt Fund Office<br><br>Concerned Accounts Officer Move cell Sectt / Police Move cell (PHQ) | Joint Director of the Concerned Province         | Head of Department of J&K Funds Organisation     |

- Days means the working days.