



MEMORANDUM OF UNDERSTANDING (MoU)

BETWEEN

**DIRECTOR GENERAL
J&K FUNDS ORGANISATION**

AND

**PRINCIPAL SECRETARY TO GOVERNMENT
FINANCE DEPARTMENT**

2013-14

**GOVERNMENT OF JAMMU & KASHMIR
FINANCE DEPARTMENT**

MEMORANDUM OF UNDERSTANDING (MoU)
BETWEEN
DIRECTOR GENERAL J&K FUNDS ORGANISATION
AND
PRINCIPAL SECRETARY TO GOVERNMENT FINANCE DEPARTMENT

Whereas it is necessary to maintain and accelerate the momentum gained in the performance in the Finance Department the Ministry of Finance hereby agree to achieve the objectives as set forth below:

This Memorandum is structured in the following sections

- SECTION I : Vision, Mission, Objectives and Functions**
- SECTION II : Inter se priorities among key objectives, success indicators and targets**
- SECTION III : Trend value of success indicators**
- SECTION IV : Description and definition of success indicators and proposed measurements**
- SECTION VII Action plan for implementation and monitoring of MoU**

Results-Framework Document (RFD) for Finance Department (Directorate of J&K Funds Organization)

Section: 1

Vision, Mission, Objectives and Functions

Vision

Creation of responsive and subscriber friendly environment for providing hassle free and time bound services to the subscribers of G P fund and insurants of State Life Insurance.

Mission

- Development of an effective management system for maintenance of GP Fund and SLI accounts of state government employees.
- Infuse regularity and rationality in the settlement of FR Cases and insurance maturity claims of the retiree/deceased subscribers
- Ensure up to date record keeping for expeditious and time bound disposal of related cases.

Objective & Functions

- To compile the fund accounts received from compiling treasuries of the concerned districts.
- To post the accounts, receipt and payment in the individual ledger accounts being maintained for all subscribers individually.
- To transfer the balances of subscribers transferred from one district to another.
- To maintain and arrange the safe custody of the records of nominations made by the subscribers.
- To maintain a classified consolidated District Broad sheet for both Head-wise and Treasury wise receipt and payment accounts of the fund.
- To reconcile the Head-wise and treasury wise figures with the district compiling treasuries/ AG office on monthly and quarterly basis.
- To issue Annual Account Statements to the subscribers

- To reconcile the receipt and payment figures under Major Head 8009-GPF and 8011-SLI, on monthly basis with the respective treasuries and quarterly basis with the Accountant General Officer Jammu / Srinagar and figures under Major Head 2054- Acctts and Trys of reconciled with the Accountant General of Quarter basis.

RESULT FRAME WORK DOCUMENT (RFD) FOR FINANCE DEPARTMENT (2013-14)

SECTION 2

INTER SE PRIORITIES AMONG KEY OBJECTIVES, SUCCESS INDICATORS AND TARGETS.

Objectives	Weight	Action	Success indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
7. Efficient Management and administration of unfunded Debt Accounts	10	7.1 Maintaining GP Fund accounts of Govt. employees	7.1.1 Issuance of GPF Annual Account Statement within four months from end of financial year.							
			i) Current (80%)	%	2	100	95	90	85	80
			ii) Backlog of 1-5 years in 7 out of 22 districts (20%)	%	1	33	30	29	28	27
			7.1.2 Issuance of Transfer Entry (TE) advice for inter district transfer/ adjustment of balance within 30 days from the date of receipt of complete case	Days	1	30	35	40	45	-
		7.2 Maintaining SLI Accounts of	7.2.1 Posting in Individual ledger cards within 20 days from the date of receipt of SLI account	%	1	100	95	90	85	80

		Govt. Employees	7.2.2 Issuance of policy on receipt of applications along with first subscription amount within timeline of 25 days	Days	1	25	27	30	33	34 Onwards
		7.3 Settlement of F.R / Maturity claim cases	7.3.1 Settlement of F.R cases from the date of receipt complete case within time limit of 30 days	Days	2	30	35	40	45	-
			7.3.2 Disposal of maturity claim cases from the date of receipt of complete case within time limit of 15 days	Days	2	15	20	25	30	31 onwards

RESULTS FRAME WORK DOCUMENT (RFD) FOR FINANCE DEPARTMENT (2013-14)

SECTION: 3

TRENDS VALUES OF THE SUCCESS INDICATORS

Objective	Action	Success Indicator	Unit	Actual Value	Actual Value	Target Value	Projected Value for	Projected Value for
				F.Y 11-12	F.Y 12-13	F.Y 13-14	F.Y 14-15	F.Y 15-16
7. Efficient Management and administration of unfunded Debt Accounts	7.1 Maintaining GP Fund accounts of Govt. employees	7.1.1 Issuance of GPF Annual Account Statement within four months from end of financial year.						
		i) Current (80%)	Date	-	-	31.07.2013	15.07.2014	10.07.2015
		ii) Backlog of 1-5 years in 7 out of 22 districts (20%)	Date	-	-	31.07.2013	15.07.2014	10.07.2015
		7.1.2 Pendency in issuance of T.E advice for inter district transfer/ adjustment of balance within timeline						
		i) Current (80%)	%	-	-	20	18	16
		ii) Backlog of 1-5 years in 7 out of 22 districts (20%)	%	-	-	40	25	16
	7.2 Maintaining SLI Accounts of Govt. Employees	7.2.1 Posting in Individual ledger cards from the due date of receipt of fund account	Days	-	-	20	15	15
		7.2.2 Pendency in issuance of insurance policy on receipt of application within timeline	%	-	-	20	18	16

	7.3 Settlement of F.R / Maturity claim cases	7.3.1 Pendency in settlement of FR cases within timeline from the date of receipt.	%	-	-	20	18	16
		7.3.2 Pendency in the settlement of Maturity claim cases within the time line	%	-	-	20	18	16

RESULTS FRAME WORK DOCUMENT (RFD) FOR FINANCE DEPARTMENT (2013-14)

SECTION 4

DESCRIPTION AND DEFINITIONS OF SUCCESS INDICATORS AND PROPOSED MEASUREMENT.

S. No	Success Indicator	Description	Definition	Measurement	General Comments
13	71.1. Issuance of GPF Annual Accounts Statement	Subscribers account statements are issued annually.	Timeline	Time bound completion	Important for maintenance of updated subscribers accounts. There is backlog in the range of 1-5 years in 7 district of Bandipora, Baramullah, Kargil, Leh, Rajouri, Ramban and Reasi where subscribers strength constitutes 86306 employees i.e, about 20% of the total subscribers base of 418966 employees. It is proposed to clear 33% of the backlog in each of the Financial year 2013-14, 2014-15 and 2015-16 to bring it up to date from the financial year 2016-17.
14	7.1.2 Issuance of TE advise for inter District transfer / adjustment of balance	GP Fund balances are transferred from one district to other at the time of transfer involving change of district.	Timeline	Days	Indicative of correct/up to date balance at the credit of the subscriber
15	7.2.1 Posting in the Individual ledger cards	Timely posting of SLI Premium paid in individual ledger cards	Timeline	Days	Indicative correct maintenance of SLI account of insurant
16	7.2.2 Issuance of policy on receipt of applications	Provide insurance cover to new entrants promptly, within 25 days from the receipt of application	Timeline	Days	Indicative of vibrant insurance scheme.
17	7.3.1 Settlement of complete FR case from the date of receipt of complete case	Fast track settlement of final refund cases soon after retirement / death of the subscriber, within 15 days from the receipt of complete case.	Timeline	Days	Indicative of expeditions disposal of the Final refund case

18	7.3.2 Settlement of SLI Maturity case from the date of receipt of complete case	Payment of maturity value amicably after the date of maturity / death of insurant, within 15 days from the receipt of complete case.	Timeline	Days	Indicative of expeditions disposal of maturity claim cases
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Section 7

Action plan for implementation and monitoring of MoU

(i)	Director General J&K Funds Organisation will ensure internal monitoring of performance against MoU targets
(ii)	Monthly review meetings at the provincial level and half yearly review meetings at the Directorate level will be held if needed targets will be revised in due consultation with all the stake holders
(iii)	Within Q1 of the next financial year the targets and achievements in respect of financial parameters will be evaluated and scores awarded.

**DIRECTOR GENERAL
J&K FUNDS ORGANISATION**

**PRINCIPAL SECRETARY TO GOVERNMENT
FINANCE DEPARTMENT**

Responsibility Centers for monitoring progress under RFD

There will be a three tier responsibility center to watch the progress under RFD for J&K Funds Organization

1ST Tier: - At District Level

S. No.	Name Of the Office	Concerned Officer	Contact No
01.	DISTRICT FUND OFFICE,JAMMU	Chief Accounts Officer	0191-2530598
02.	DISTRICT FUND OFFICE ,KATHUA	Chief Accounts Officer	01922-234713
03.	DISTRICT FUND OFFICE, RAJOURI	Chief Accounts Officer	01962-262464
04.	DISTRICT FUND OFFICE, POONCH	Chief Accounts Officer	01965-220008
05.	DISTRICT FUND OFFICE, DODA	Chief Accounts Officer	01996-233411
06.	DISTRICT FUND OFFICE, UDHAMPUR	Chief Accounts Officer	01992-270683
07.	DISTRICT FUND OFFICE, SAMBA	Chief Accounts Officer	01923-243654
08.	DISTRICT FUND OFFICE, REASI	Chief Accounts Officer	01991-245613
09.	DISTRICT FUND OFFICE, RAMBAN	Chief Accounts Officer	01998-266905
10.	DISTRICT FUND OFFICE, KISHTWAR	Chief Accounts Officer	01995-261268
11.	ZPHQ, POLICE CELL JAMMU	Chief Accounts Officer	-
12.	GPF MIGRANT CELL JAMMU	Chief Accounts Officer	0191-2520980
13.	GPF CLASS-IV JAMMU	Chief Accounts Officer	0191-2530269
14.	DISTRICT FUND OFFICE, SRINAGAR	Chief Accounts Officer	0194-2312114
15.	DISTRICT FUND OFFICE, BUDGAM	Chief Accounts Officer	01951-255219
16.	DISTRICT FUND OFFICE, PULWAMA	Chief Accounts Officer	01933-241973
17.	DISTRICT FUND OFFICE, ANANTNAG	Chief Accounts Officer	01932-222722

18.	DISTRICT FUND OFFICE, BARAMULLA	Chief Accounts Officer	01952-234578
19.	DISTRICT FUND OFFICE, KUPWARA	Chief Accounts Officer	01955-252318
20.	DISTRICT FUND OFFICE, BANDIPORA	Chief Accounts Officer	01957-226510
21.	DISTRICT FUND OFFICE, GANDERBAL	Chief Accounts Officer	0194-2416288
22.	DISTRICT FUND OFFICE, SHOPIAN	Chief Accounts Officer	01933-260041
23.	DISTRICT FUND OFFICE, KULGAM	Chief Accounts Officer	01931-260113
24.	DISTRICT FUND OFFICE, LEH	Chief Accounts Officer	01982-252351
25.	DISTRICT FUND OFFICE, KARGIL	Chief Accounts Officer	01985-232361
26.	ZPHQ, SRINAGAR.	Chief Accounts Officer	0194-2470883
27.	GP FUND POLICE,MOVE CELL	Accounts Officer	-
28.	GPF MOVE CELL, CIVIL SECRETARIAT	Accounts Officer	0191-2566508/0194- 2450513
29.	STATE LIFE INSURANCE SGR.	Accounts Officer	0194-2310372
30.	STATE LIFE INSURANCE JAMMU	Accounts Officer	0191-2537704

2ND TIER: - AT PROVINCIAL LEVEL

S. No.	Name Of the Office	Concerned Officer	Contact No
01.	DIVISIONAL FUND OFFICE JAMMU	JOINT DIRECTOR JAMMU	0191-2575977
02.	DIVISIONAL FUND OFFICE KASHMIR	JOINT DIRECTOR KASHMIR	0194-2313548

3RD TIER: - AT STATE LEVEL

S.No.	Name Of the Office	Concerned Officer	Contact No
01.	DIRECTORATE OF J&K FUNDS ORGANIZATION	DIRECTOR GENERAL	0191- 2598724/0194- 2474215

