

Government of Jammu & Kashmir
Directorate of J&K Funds Organization, Finance Department
Old Secretariat Srinagar/ Muthi Jammu

CIRCULAR

Subject: Implementation of **Secondary Check System** in GenProfit Application with regards to Miscellaneous Adjustments from the month of 04/2021.

All Fund Units of J & k Funds Organization are hereby informed that a **Secondary Check System** has been incorporated in GenProfit Application, in consultation with NIC J&K with respect to **Miscellaneous Adjustments**, in the first instance, from the month of 04/2021, so as to ensure checks by the supervisory staff while making adjustments and making the supervisory staff fully responsible in this regard.

As such, following necessary steps must be taken for the smooth implementation of Secondary Check system

1. All Fund officers shall direct their Unit Lab Admins to create a user ID's in favour of his supervisory staff only as "**Auditor**". For this purpose: -
 - a. He will go to "Masters" and click on to "Create user" and enter there the full name of user "**Auditor**" in capital words. eg **ABCD**.
 - b. Enter his User Name = Name + Sign of Designation. e.g **abcdexm** (in case of Examiner) or **abcdaf** (in case of AFO) or **abcdscmp** (in case of Sr. Compilor)
 - c. Under the Detail, Name of Section/ Tables under his supervision should be mentioned for record and reference.
2. Before APPROVING the miscellaneous adjustment entries, through online application, **auditor/ supervisory staff** shall :
 - a. Verify that adjustment Month indicated in case of every miscellaneous adjustment made, is the same month in which the adjustment has actually been proposed by poster and not the earlier / later month (s).
 - b. Verify the amount of adjustment with record and references.
 - c. Verify the interest Month of Adjustment with record and references.
 - d. Verify the entry of miscellaneous adjustments with register maintained for this purpose.
 - e. Verify that summary details has been fully inserted by Poster eg if the miscellaneous adjustment is PB, then ledger volume / Page Year etc should be verified before approving the adjustment entry.
 - f. In case secondary Checker (auditor) finds any discrepancy in any entry, he shall direct the concerned poster to correct the same before giving his approval. "**Once approved by the auditor/ secondary Checker, there will be no option of editing the entry**".
3. From 01-04-2021, no miscellaneous adjustment entry will be reflected in ledger accounts of subscriber unless same has been approved by "**auditor/ supervisory staff**"

22/06/2021
[Signature]

concerned of that Section/ table, in whose favour ID has been created for this purpose under the proper orders of concerned Fund Officer.

4. In case of any difficulty please contact the Divisional IT Cells.

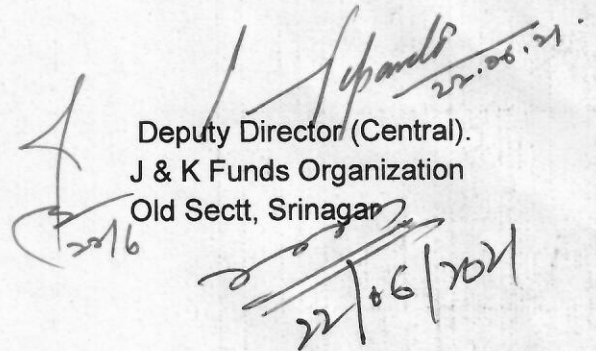
It is as such directed that above procedure shall be implemented in letter and spirit and **shall not be allowed to be cause of any delay in the posting of accounts**, which shall continue to be completed on the day of posting under all circumstances. Both the divisional head shall ensure the smooth implementation and monitoring of the Secondary Check System.

No: DGF/COMP/460/105257
Dated: 22/06/2021

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Director General.
J & K Funds Organization
Old Sectt, Srinagar.

Copy to:

1. Director Finance, J&K Funds Organization Muthi Jammu, for information and necessary action please.
2. Joint Director J&K Funds Organization Srinagar, for information and necessary action please.
3. Shri Baiju Ubbott, I/C project GenProfit Scientist (D), NIC J&K Civil secretariat for information with the request to incorporate the said secondary check in GenProfit of the data entries regarding In-ward/ Out-ward also immediately.
4. Accounts Officer G.P. Fund Move Cell civil secretariat Srinagar/Jammu for information and necessary action.
5. Accounts Officer G.P. Fund PHQ Move Cell J and K Srinagar/ Jammu for information and necessary action.
6. Private Secretary to Financial Commissioner Finance for information to Financial Commissioner Finance J&K, please.


Deputy Director (Central).
J & K Funds Organization
Old Sectt, Srinagar
22/06/2021