

GOVERNMENT OF JAMMU AND KASHMIR  
FINANCE DEPARTMENT  
DIRECTORATE GENERAL OF JAMMU & KASHMIR FUNDS ORGANIZATION  
OLDSECTT.SINAGAR/ MUTHI JAMMU

[WWW.JKFUNDS.NIC.IN](http://WWW.JKFUNDS.NIC.IN)

Subject: - Settlement of Pending Manual T.E's (Transfer Entries)  
Reference: - Government Order No. 118-F of 2021 dated 31.03.2021.

**C I R C U L A R**

Timely transfer of G.P.Fund Balances of the subscribers has been a priority of J&K Funds Organisation from the day one. Time and again mechanisms were worked out for swift and smooth transfer of GPF balances of the subscribers, in order to ensure hassle free withdrawals/F.R cases. In one of the such latest moves, the District Fund Offices were directed to complete the process of transfer of Manual T.E's upto 31.12.2021. Despite having completed a substantial portion of it, there is certain percentage of Manual T.E's which is yet to be disposed off because of non submission of cases by some DDOs.

Accordingly, in order to dispose off all the leftover manual T.E's, this Organisation prescribes the following mechanism:-

All such pending transferable balances pertaining to the period prior to 01.04.2021 whose information is available in the system of the Fund Offices as to where the subscriber is active at present, shall be transferred in shape of Ledger Cards (proforma enclosed) without waiting for formal reference from the DDO's/subscribers, with the following conditions and the target date for transfer of such balances has been fixed 28.02.2022.

1. The Fund Offices while transferring the balance will ensure that no such balances have been transferred earlier and after transferring the ledger balance the ledger card of the subscriber needs to be closed and the copy of closed ledger card to be submitted to concerned Divisional Fund Office also, for record.
2. The adjustment of the balance will be subject to further verification of withdrawals with the records of concerned DDO's. Before adjusting the balance, the Fund Offices will ensure that no such balance has been transferred earlier or adjusted in the ledger cards of the subscriber.
3. The ledger card showing Minus Balance shall be adjusted instantly.
4. The manual T.E cases which have been received or will be received in future from the Concerned DDO's alongwith requisite documents shall also be transferred as per aforementioned procedure, however unconditionally.
5. The Fund Offices will maintain the records of all such ledger Cards issued as well as received by retaining their hard copies and also preserve their scanned copies. They will also ensure that the balances are transferred strictly as per prescribed format.
6. This practice of transfer of balances shall be strictly applicable to balances pertaining to period prior to 31.03.2021 whose cases have not been received from DDO's concerned and shall cease after 01.03.2022.

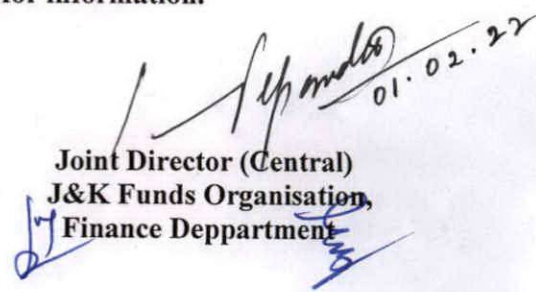
Sd/  
Director General  
J&K Funds Organisation,  
Finance Department

No: DGF/Tech/ 1/2022-07/10096/211

Date. 01.02.2022

Copy to the:-

1. Financial Commissioner (Addl Chief Secretary) Finance Department, Civil Secretariat for information.
2. Director Finance, Divisional Fund Office Jammu for information and immediate necessary action.
3. Joint Director Divisional Fund Office, Srinagar for information and immediate necessary action.
4. Accounts Officer (Tech) Directorate of J&K Funds Organisation for information.
5. All Fund Offices.
6. I/C. I.T Section for information.
7. Circular file/Master file.

  
Joint Director (Central)  
J&K Funds Organisation,  
Finance Department



Unique Code No. \_\_\_\_\_

Dated \_\_\_\_\_

Transfer of G.P.Fund Balances (Manually) in shape of ledger cards in respect of those subscribers whose cases have not been received from their concerned DDO's w.r.t Government Order No.118-F of 2021 dated. 31.03.2021 followed by Circular issued by Finance Department under endorsement No.FD-Code/383/2021-03-948 dated. 08.10.2021

Name of the subscriber \_\_\_\_\_

C.C No. \_\_\_\_\_

Name of the DDO \_\_\_\_\_

A/C No. \_\_\_\_\_

Year	O.B	Deposits	Interest	Withdrawals with T.V. No. and date	Closing Balance
<b>Total</b>					

Note:-

1. The Adjustment of the balance is Subject to further Verification of withdrawals with the records of the concerned DDO. Before adjusting the balance the Fund Offices will ensure that no such balance has been transferred earlier or adjusted in the ledger card of the subscriber.
2. The period of involvement of the balance is from \_\_\_\_\_ to \_\_\_\_\_
3. The balance also includes the T.E from DFO/ \_\_\_\_\_ for the period \_\_\_\_\_ to \_\_\_\_\_.
4. The Balance also includes A.G balance for Rs. \_\_\_\_\_
5. The balance also includes inward from table/DDO for Rs. \_\_\_\_\_ ending \_\_\_\_\_ and the details of withdrawals during this period is as under:-

Asstt. Com/ Comp.    Sr. Comp.    Examiner    AFO

Chief Accounts Officer,  
District Fund Office,

Note: - Example. 71-MTE/00001, The first two digits of Unique Code shall indicate District Code, Srinagar in this case, then MTE standing for Manual T.e and 00001 for S.No.

### UNIQUE CODES FOR KASHMIR DIVISION

S.NO	NAME OF OFFICE	UNIQUE CODE	
		FROM	TO
1	D F O SRINAGER	71MTE0001	71MTE0100
2	POLICE G P FUND PROVENCIAL CELL SGR.	53MTE0001	53MTE0100
3	D F O ANANTNAG	72MTE0001	72MTE0100
4	D F O BARAMULLA	75MTE0001	75MTE0100
5	D F O BANDIPORA	79MTE0001	79MTE0100
6	D F O BUDGAM	73MTE0001	73MTE0100
7	D F O GANDERBAL	70MTE0001	70MTE0100
8	D F O KUPWARA	74MTE0001	74MTE0100
9	D F O KULGAM	77MTE0001	77MTE0100
10	D F O PULWAMA	76MTE0001	76MTE0100
11	D F O SHOPIAN	78MTE0001	78MTE0100

### UNIQUE CODES FOR JAMMU DIVISION

S.NO	NAME OF OFFICE	UNIQUE CODE	
		FROM	TO
1	D F O JAMMU	81MTE0001	81MTE0100
2	POLICE G P FUND PROVENCIAL CELL JMU.	52MTE0001	52MTE0100
3	D F O CLASS IV JAMMU	61MTE0001	61MTE0100
4	D F O DODA	83MTE0001	83MTE0100
5	D F O KATHUA	82MTE0001	82MTE0100
6	D F O KISHTWAR	89MTE0001	89MTE0100
7	D F O POONCH	85MTE0001	85MTE0100
8	D F O RAJAURI	86MTE0001	86MTE0100
9	D F O RAMBAN	88MTE0001	88MTE0100
10	D F O REASI	87MTE0001	87MTE0100
11	D F O SAMBA	80MTE0001	80MTE0100
12	D F O UDHAMPUR	84MTE0001	84MTE0100
13	MIGRANT CELL JAMMU	92MTE0001	92MTE0100

### UNIQUE CODES FOR MOVE OFFICES

S.NO	NAME OF OFFICE	UNIQUE CODE	
		FROM	TO
1	G P FUND MOVE CELL CEVIL SECTT.	91MTE0001	91MTE0100
2	POLICE PHQ G P FUND PROVENCIAL CELL .	51MTE0001	51MTE0100

*[Handwritten Signature]*