



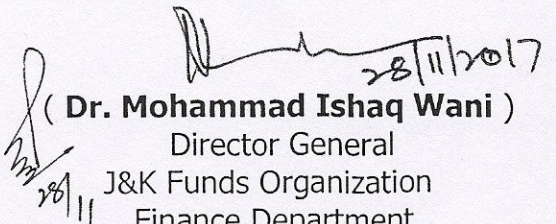
Government of Jammu and Kashmir
Director General Jammu & Kashmir Funds Organization, Finance Department,
Old Secretariat Srinagar/ Muthi Jammu –

Subject:- Timely disposal of Final Refund / Transfer Entry cases.

C I R C U L A R

It has come to the notice that Final refund cases as well as Transfer Entry cases are not being settled within the stipulated time frame as per Public Service Guarantee Act. i.e, Final refund cases within 28 days and T.E cases within 21 days. As such, it is impressed upon all the Chief Accounts Officers as well as Accounts Officers of all the Fund Offices that FR/TE cases should be settled within the time period prescribed in the aforementioned Act. Infact efforts should be made to settle the cases within 10 days of the receipt. Further withdrawal certificates recorded by DDO's on credit / debit statement could be also entertained if they are without cuttings and over writings. In that event there is no need for obtaining a separate categorical withdrawal certificate to facilitate speedy disposal of FR/TE cases.

It is also impressed upon all the Fund Offices that cuttings / over writings both in respect of amount as well as period of involvement need to be avoided and the period / amount along with details of other T.E's received from other Fund Offices be mentioned in the foot note of the T.E clearly. In no case subscribers / ex-subscribers need to be asked to get cuttings / over writings on T.E's verified. It is the duty of Fund Officers to get the same verified on fax / telephone etc. Further, it has come to the notice that consolidation of accounts of subscribers in Fund Offices / ZPHQ is for no reasons delayed which has been viewed with concern. It is hereby clarified that the consolidation of accounts shall be fully entrusted to Examiner of the sections who shall be responsible for the same. Inventions of new procedure by District Fund Offices need to be discouraged. Fund Offices need to be sensitive to the difficulties faced by the ex-subscribers on account of re-verification of accounts from different offices they have served earlier.


 (Dr. Mohammad Ishaq Wani)
 Director General
 J&K Funds Organization
 Finance Department

No. DF/Tech/2302-32

Dated. 28-11-2017

Copy to the;

- 1- Principal Secretary to Govt. Finance Department for information.
- 2-3 Joint Director Funds Organization Kashmir / Jammu for information and necessary action. They are advised to see that the circular instructions are followed fully in letter and spirit in Fund Offices.
- 4- Chief Accounts Officer District Fund Office _____ for information and strict compliance.
- 5- Accounts Officer G.P. _____ for information and strict compliance.