JAMMU & KASHMIR FUNDS ORGANISATION

HAND BOOK OF INFORMATION

UNDER SECTION 4(1)(b) OF THE JAMMU & KASHMIR RIGHT TO INFORMATION ACT, 2009

Finance Complex, Muthi Jammu
Old Secretariat Srinagar

HISTORY AND BACKGROUND

The history of provident fund in J&K traces back to 1924 when the Government of Jammu & Kashmir on 13th April 1924 constituted General Provident Fund open to all Government Servants of the State to encourage prudential savings.

The individual ledger accounts of the subscribers to the GPF were being maintained by the AG J&K for the State as a whole till 31-03-1964 when the ledger accounts of the Class IV Employees were transferred from AG's office and entrusted to the concerned DDO's who were required to maintain the accounts of Class IV Employees working under them in their respective offices. The DDO's however failed to maintain individual ledger accounts in their offices although the accounts continued to remain with them till 31-01-1967 when the Government decided that these accounts be centralized and entrusted the job to the Finance Department from 01-02 -1967 (vide Govt. Order No 172-F of 1966 dated 30-06-1966)

Under Govt. Order No: 528-F of 1980 dated 15-11-1980 the GP Fund Class IV ledger accounts were bifurcated on divisional basis and separate office of Accounts Officer GP Fund Class IV was established at Jammu (for Jammu province) and at Srinagar (for Kashmir province and Ladakh Division). The accounts of the subscribers of Moving offices continued to remain with Accounts Officer General Provident Fund Class IV Srinagar. The bifurcation came into effect from 1-4-1979.

The Association of Employees however stressed the demand of decentralization of the GPF (both superior hitherto fore maintained by AG and Class IV maintained by Accounts Officer of State Finance Department) on District basis to eliminate delay in transmission of accounts from the compiling treasuries and the offices maintaining detailed ledger accounts. As a result Government of J&K vide Govt. Order No 88-F of 1984 dated 5-3-1984 ordered the maintenance of individual ledger accounts of Government Servants including the IAS subscribers belonging to IAS, IPS, IFS cadres

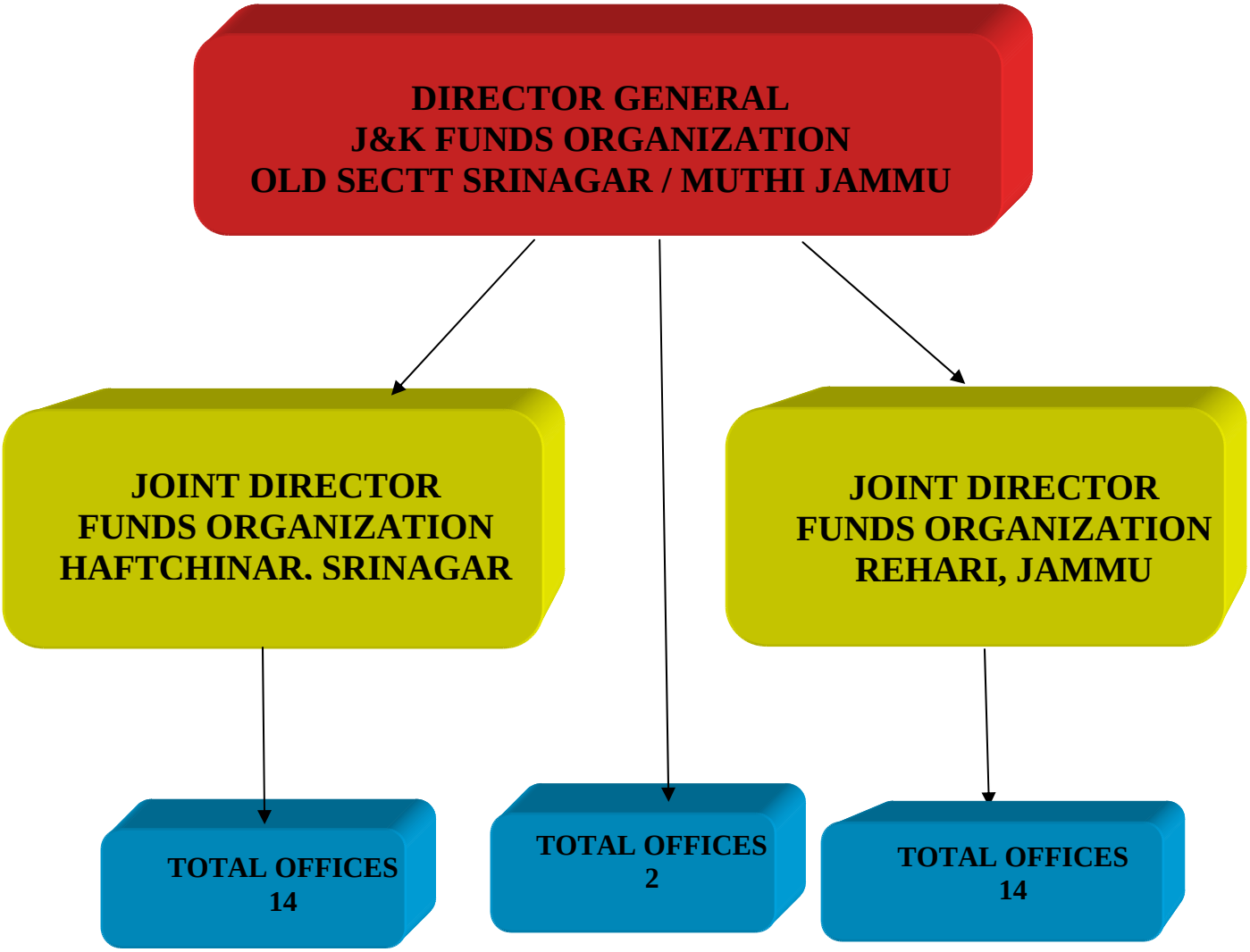
other than the Class IV which were earlier being maintained by AG Srinagar be transferred to State Government for being maintained on district basis wef 1-4-1986 and as a result of this J&K Funds Organization came into existence.

AIMS AND OBJECTIVES

The J&K Funds Organisation has been entrusted with the responsibility of maintenance of the individual ledger accounts of GP Fund subscribers strictly in accordance with the instructions issued by the Govt. from time to time. The aims and objectives of the organization are as under:-

- 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 after the close of the financial year.
- To reconcile the receipt and payment figures under Major Head 8009-GPF and 8011-SLI, on monthly basis with the respective treasuries and quarter 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.

ORGANIZATIONAL STRUCTURE



The Direction office is presently housed in Old Secretariat Srinagar / Finance Complex, Muthi Jammu. The Director General Funds is assisted by two Joint Directors at the provincial level viz. Joint Director Funds Organisation Jammu and Joint Director Funds Organisation Kashmir, who discharge their duties as controlling officers and monitor and supervise the working of the each District fund units of their respective divisions. The District Fund units are headed by Chief Accounts Officers.

Presently, the Joint Director Kashmir is supervising the working of 14 fund units mentioned below:-

1. District Fund Office Srinagar
2. District Fund Office Anantnag
3. District Fund Office Budgam
4. District Fund Office Baramullah
5. District Fund Office Pulwama
6. District Fund Office Kupwara
7. District Fund Office Kargil
8. District Fund Office Leh
9. District Fund Office Ganderbal
10. District Fund Office Shopian
11. District Fund Office Kulgam
12. District Fund Office Bandipora
13. GPF Police cell ZPHQ Srinagar
14. State Life Insurance Srinagar.

Similarly, the Joint Director Funds Organisation Jammu is supervising the working of 14 fund units mentioned below:-

1. District Fund Office Jammu
2. District Fund Office Kathua
3. District Fund Office Samba

4. District Fund office Udhampur
5. District Fund office Ramban
6. District Fund Office Doda
7. District Fund office Kishtwar
8. District Fund Office Rajouri
9. District Fund Office Poonch
10. District Fund office Reasi
11. GPF Migrant cell Jammu
12. GPF Police cell ZPHQ Jammu
13. GPF Class-IV Jammu
14. State Life Insurance Jammu.

Following two offices are under the administrative control of Deputy Director (C)

1 GPF Move cell Civil Sectt

2 GPF Police Move cell, PHQ

DUTIES OF DISTRICT OFFICERS OF FUNDS ORGANIZATION

It is the preliminary duty of the district officers of the Funds Organization to see that;

- The procedure laid down in Manual is strictly, adhered to;

- The different registers and books of accounts are maintained properly and are in neat manner and closed periodically as laid down in the Manual.
- The returns and accounts are submitted to Divisional Fund Offices within the scheduled time.
- That there is no delay in finalization of the Final Refund case and residual claims.
- That random check is conducted to see that ledger accounts do agree with balance sheet total and these figures in turn tally with figure incorporated by the compiler in his consolidated balance sheet Head-wise / treasury wise and communication of the same to the Divisional Fund Office for consolidation at the Divisional Level.
- That nominations are kept in safe custody by the concerned incharge.
- That the reconciliation of receipt and payment figures with the treasury figure has been done monthly and there is no amount of debit/ credit under compiler objection book of District Fund office.

Computerization

1- In order to provide good facilities to the subscribers of J&K State all the District fund units of J&K Funds Organisation at present are maintaining the GP Fund subscriptions of all subscribers of J&K Govt through computers except GPF Migrant cell Jammu.

2- In addition to computerization of fund accounts, Funds Organisation have official dynamic website in J&K Govt which flows the data of all subscribers year wise, month wise and shows their opening balances, deposits, interest, withdrawals and closing balance by using their username and passwords.

FACILITIES TO CITIZENS / SUSBSCRIBERS

A citizen or a member of general public can seek information pursuant to J&K Right to Information Act, 2009 from the incharge of the office / unit for which the person seeking the information has also to ensure adherence to the provisions of the prevalent Act. The detail of Public Information Officer has been kept available at the website of the J&K Funds Organization (www.jkfunds.nic.in)

LAWS, BYE-LAWS, RULES, REGULATIONS ENFORCED IN DISCHARGE OF ITS FUNCTIONS

The J&K Funds Organisation has the following rules and regulations as its guiding instruments and the provisions contained therein are fully observed in the due discharge of its functions:-

01- J&K GP Funds Manual.

02- Rules Regulating the General Provident Fund.

03- State Life Insurance Fund Rules.

GRIEVANCES REDRESSAL

Chief Accounts Officer of the District Fund Offices are always available for interaction with the subscribers during the working hours to know their problems and try to settle them. Senior officer of the province viz Joint Director Jammu and Joint Director Kashmir also listen to the grievances of the subscribers so as to redress them. To make liaison among the District Fund Office and to monitor the progress of each and every

District fund office monthly meetings are held at provincial / head of the department level. To settle the complaints of the subscribers at the apex level the Head of the Department and officers in the Direction office also hear grievances of subscribers for their immediate solution.

Monthly Remuneration received by Officers/Officials

S No	Name Of The Post	Sanctioned Strength	Monthly Emoluments	
			Pay Band	Grade Pay
1	Director General	1	34800-67000	10000
2	Joint Directors	2	15600-39100	7600
3	DD(C)/Chief Accounts Officers		15600-39100	6600
4	Accounts Officers		9300-34800	4800
5	Asstt Accounts Officer		9300-34800	4600
6	PA		9300-34800	4600
7	Asstt Fund Officer		9300-34800	4600
8	Examiner		9300-34800	4280
9	Legal Asstt		9300-34800	4280
10	Head Asstt		9300-34800	4210
11	JR Steno		9300-34800	4200
12	Sr Compilor		9300-34800	4200
13	Account Asstt		5200-20200	2800
14	Compilor		5200-20200	2400
15	Driver		5200-20200	2400
16	Asstt Compilor		5200-20200	1900
17	Jr Asstt		5200-20200	1900
18	L-Man/DEO		4440-7440	1400
19	Orderly		4440-7440	1300
20	Chowkidar		4440-7440	1300