



Government of Jammu & Kashmir
Forest Department Civil Secretariat.

Pr. chief Conservator
of Forest J&K Jammu.

No : FST/Acctt./Cheque System/48/2011-12 Dated: 1.1.2013.

Sub: Dispensing with the 'Cheque System' and extension of the 'Civil Accounting System' to the Public Works, PHE, Irrigation & Flood Control, Power Development and Forest Divisions / other cheque drawing units in J&K State.

Sir,

I am directed to enclose Government Order No.264-F of 2012 dated 21.12.2012 issued by Finance Department on the above subject for information and necessary action at your end.

Encl :(Govt. Order)

Yours faithfully


Financial Advisor & CAO
Forest Department





**GOVERNMENT OF JAMMU & KASHMIR,
FINANCE DEPARTMENT.**

Subject: Dispensing with the 'Cheque System' and extension of the 'Civil Accounting System' to the Public Works, PHE, Irrigation & Flood Control, Power Development and Forest Divisions / other cheque drawing units in J&K State.

Reference: Cabinet Decision No. 222/34/2012 dated 06.12.2012.

Government Order No. 264 -F of 2012

Dated : 21 .12.2012.

Sanction is accorded to dispensing with the 'Cheque System' and switching over to the 'Civil Accounting System' in the Public Works, PHE, Irrigation & Flood Control, Power Development, Forest Divisions and other cheque drawing units in J&K State w.e.f. **01.04.2013**, for which the following procedure shall be adopted:-

- i) The switching over shall start with the maintenance of a civil cash book. The civil cash book shall, initially, have opening balances as per the PWD cash book and the details of temporary advances etc, outstanding, shall be posted therein for record and future adjustment. A copy of these details shall be made available to the Accountant General (A&E), J&K and the concerned Treasury Officer;
- ii) The cheque drawing authorities shall close and surrender the unused treasury cheque books to the concerned Treasury Officers, who, in turn, would return them back to the issuing authority, i.e. Accountant General (A&E), J&K for disposal under rules;
- iii) Drawing and Disbursing powers shall have to be delegated to various cheque drawing authorities, enabling them to operate upon various Major Heads of Account, as required under rules, after the approval of the Administrative Department concerned with the concurrence of the Director (Finance)/ FA&CAO of the Department ;
- iv) Salaries, Contingent, T.E. , OE and other administrative charges shall be drawn on the prescribed forms i.e. FC-

Rani Map

FA&CAO

