

**GOVERNMENT OF JAMMU AND KASHMIR,
FINANCE DEPARTMENT**

(www.jkdat.nic.in)

**Subject: Payment of JK Police salary for the month of September, 2024
from MHA Budget**

Reference: i) *General Administration Department Letter No GAD SERV01AS /108/2023
dated 1.11.2023.*

ii) *OM No. FD/Res/CSS-2023/69 dated 31.05.2024.*

iii) *Ministry of Finance, Department of Economic Affairs (Budget Division)
File No. 13030/111/2023-S (JKL).*

Government Order No. 298-F of 2024

Dated 14.09.2024

To enable transition of budgetary needs of various wings of Home Department to the MHA Budget, the DDOs of Home Department are required to switch-over to the new payment system i.e. Public Financial Management System (PFMS) in a structured manner.

In this regard, necessary training of all DDOs/PDs of Home Department was organized at Jammu and Srinagar in several batches in September 2024. The PFMS training has been imparted by the team of master trainers from PFMS, MHA, GoI to all DDOs/ PDs.

There is a separate domain; viz. Employee Information System (EIS) in the PFMS for generation of Salary Bills. The fetching of data of all the employees of Home Department, J&K in EIS might take some time. As an interim arrangement, all DDOs of Home Department shall switch over to the PFMS for the purpose of payment of Salary w.e.f. September-2024, in the first phase. Submission of Salary bills of Home Department for payment to the Treasuries shall, accordingly, cease with immediate effect. A Standard Operating Procedure (SOP) for formulation of Salary bills is detailed below and shall remain in force till implementation of EIS module on PFMS:

1. The DDO shall make use of the existing payment system (JK PaySys) for generation of Salary bills and Schedules. Afterwards, the DDOs shall create a sanction in the PFMS for gross amount and proceed for preparation of the Bill.
2. The accredited bank of PAO is to be created as a cheque vendor for payment of Net Amount of Salary through cheque. Similarly, the authorities/

establishments where particular deductions are to be remitted shall also be created as cheque vendors.

3. During the creation of bill, the Net Amount and deductions are to be distinguished for distribution among the relevant authorities/banks and the bill is to be generated without deduction. The bill so generated shall be submitted to the PAO alongwith the physical copy.
4. In case of employees under NPS, bill pertaining to government share is to be generated separately on Gross Amount and the Treasury Officer of the concerned Treasury is to be added as the cheque vendor.
5. The PAO shall provide cheques against the Net Amount and deductions payable to all the relevant authorities created as vendors.
6. The cheque pertaining to the Salary shall be supported with the advice both in hard and soft copies and submitted to the Bank to be designated for the purpose, by the PAO.
7. The cheques on account of GP Fund and SLI deductions shall be supported with the Schedule generated from JKPaySys and submitted to the Treasury concerned by the DDO.
8. In case of NPS, two separate cheques (one that of employee contribution and one that of Govtt. contribution) payable to the Treasury Officer supported with prescribed schedule shall be submitted by the DDO to the concerned Treasury officer.
9. The Treasury officer concerned shall realize the cheques under proper TR and submit the accounts to concerned quarters, as per precedence.
10. The deductions on account of Income Tax and Welfare Fund shall be uploaded /credited by the DDOs concerned at their level.
11. The Treasury officers shall keep a proper account of deductions on account of GPF, SLI and NPS month wise, The Directorate General of Accounts and Treasuries J&K shall consolidate the information and submit a consolidated report to the Administrative Department on monthly basis.

A flow chart of the process is detailed at Annexure-A to this order.

By Order of the Government of Jammu and Kashmir.

Sd/-
(Santosh D Vaidya),IAS,
Principal Secretary to Government,
Finance Department.
Dated 14.09.2024

No. DGAT/PS/DR/E-7574771/291

Copy for information to the:

1. Advocate General J&K High Court Srinagar/Jammu.
2. Principal Accountant General, J&K Srinagar/Jammu.

3. Director General of Police J&K.
4. Principal Secretary to Government, Home Department J&K.
5. Principal Secretary to Hon'ble Lieutenant Governor.
6. Joint Secretary (J&K) Ministry of Home Affairs, Gol, New Delhi.
7. Chief Electoral Officer, J&K, Jammu.
8. Director General Prisons J&K.
9. Director General Prosecution J&K.
10. Commandant General Home Guards/Civil Defence/SDRF, J&K.
11. Director General Fire & Emergency J&K.
12. Divisional Commissioner Kashmir/Jammu.
13. Director Forensic Science Laboratory.
14. Director Sanik Welfare J&K.
15. Registrar General, J&K High Court Srinagar/Jammu.
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17. All HODs /Managing Directors /Chief Executives of PSUs /Autonomous Bodies.
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21. All Directors Finance/Financial Advisors & CAO s.
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23. Pvt. Secretary to Chairman Advisory Board J&K.
24. Pvt. Secretary to Advisor to Hon'ble Lieutenant Governor.
25. Pvt. Secretary to Chief Secretary J&K.
26. Pvt. Secretary to Principal Secretary, Finance Department.
27. Government Order file (W2scs).
28. Relevant File

Copy also to:

1. Principal Chief Controller of Accounts, Ministry of Home Affairs, GoI, New Delhi.
2. Controller General of Accounts (CGA).



Director General,
Accounts & Treasuries,
Finance Department.

Annexure-A

1. Role of NIC/DDO in JK PaySys for processing salary bills:

- 1.1** NIC JK will delink the Salary from BEAMS.
- 1.2** NIC JK will stop pushing of the bills to the Treasury.
- 1.3** Salary bills will be prepared as usual being prepared earlier.
- 1.4** DDO to take the printout of the salary bill and schedules of recovery as usual as being printed earlier including payment details of employees.
- 1.5** DDO will also prepare the bill for Govt. Contribution for NPS.

2. Manual Work by DDO:

2.1 Consolidate the pay and allowance as under:

- | | |
|---------------|----------------|
| A. Salary | Object Head-01 |
| B. Allowances | Object Head-07 |

2.2 Consolidate the details of recoveries pertaining to GPF etc. to be passed to the GPF Office through PAO cheque.

2.3 Consolidate the details of recoveries pertaining to Treasury to be passed to the Treasury through PAO cheque.

2.4 Consolidate the details of other recoveries to be passed to the DDO through PAO cheque.

2.5 Details of Net payable amount to the Employees to be passed to SBI Bank through PAO Cheques in the Format given below:

- a.** Name of employee
 - b.** IFS Code
 - c.** Bank account number
 - d.** Net amount payable
- 1. Employee 1
 - 2. Employee 2
 - 3. Employee 3
 - 4. Employee 4

3. Role of PFMS:

3.1 Sanction of the salary using the data of para 2.1 will be created on PFMS using PD user ID.

3.2 Sanction of the Govt. contribution for NPS using the data of para 1.5 will be created on PFMS using PD user ID.

3.3 PD user approve the Sanction on PFMS and push it to DDO user in PFMS.

3.4 DDO user will receive the bill in PFMS.

3.5 DDO user will push the bill to PAO in PFMS.

3.6 DDO will submit hard copies of bills and recovery schedules along with payment details as prepared at 2.5 above

4. Role of PAO (DDO at S.No. 4.6)

4.1 PAO office receive the salary bills including bill for Govt contribution

for NPS from DDO user in PFMS as well as in physical mode.

4.2 After passing the bills PAO will issue the cheques as proposed by the DDO (Para 1.5 and 2.2 to 2.5)

4.3 PAO will hand over all the cheques to DDO including the recovery schedules except the cheque payable to the SBI (Para 2.5)

4.4 PAO will authorize the SBI to make salary payment to the employees and also enclose the Cheque and payment details of employees (Para 2.5)

4.5 Salary will be disbursed by the bank to the employees.

4.6 DDO will also collect the cheques pertaining to recoveries/ Govt. contribution for NPS from PAO and send the Cheque to the authority concerned along with recovery schedules (Para 1.5 and 2.2 to 2.4)



Director General,
Accounts & Treasuries,
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