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GOVERNMENT OF JAMMU AND KASHMIR
FINANCE DEPARTMENT
Civil Secretariat, Srinagar/Jammu

Jammu: 0191-2546715, 2520864
Srinagar: 0194-2473690, 2452235

The Director General,
Funds Organization,
J&K Jammu.

No.FD/Cood/81/2017

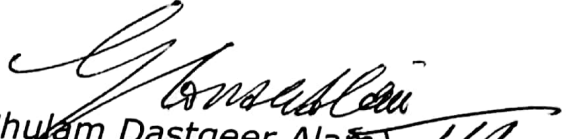
Dated:- 16 -11-2017

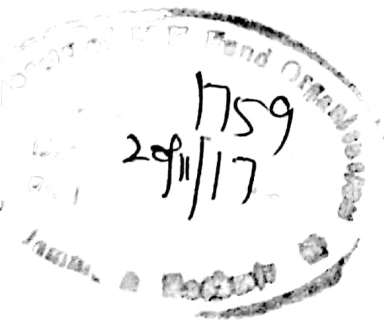
Subject:- Proposed duties and responsibilities for Assistant Funds
Officers of J&K Funds Organization.

Sir,

I am directed to refer your letter No. Df/Adm/2043 dated: 10-10-2017 regarding the subject cited above and to convey concurrence to the proposed duties and responsibilities of Assistant Fund Officers, J&K Funds Organization and request you to take further necessary action in the matter accordingly.

Yours faithfully,

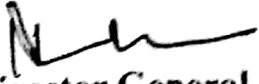

(Ghulam Dastgeer Alam)
Under Secretary to Government,
Finance Department
16/11/17



Duties and Responsibilities of Assistant Fund Officers of J&K Funds Organization

The duties and responsibilities proposed for Asstt. Fund Officers of Fund Offices are proposed here-under:-

- I. Monitoring /control of expenditure /Reconciliation with Accountant General /Joint Directorate .
- II. Verification and authentication of Cash Book on monthly basis.
- III. Scrutiny and authentication of pensionery benefit cases.
- IV. Authentication and filing of the IT returns/deduction at source and ensuring their upload against the official TAN No. on quarterly basis through the TIN facilitation Centres (TFCS).
- V. Preparation and checking of Budget / Revised Estimates and other Budget work.
- VI. Ensuring proper maintenance of Registers required to be maintained in Distt. Fund Office.
- Vii Verification and authentication of the G.P.Fund advance/withdrawal cases to be submitted to the competent authority for sanction.
- VIII Maintenance of Leave Record of the staff working in the establishment and recording specific recommendation on the leave applications of the concerned employee(s).
- ix. To attend the Audit Inspection Reports (AIR) and timely reply of Audit Reports /Paras.
- x. Preparation of QPR and maintaining of O.B.items.
- xi. Verification and authentication of accounts and signing the Annual Account Statements .
- xii. He shall be responsible to formulate the proposals related to various kinds of training programs as well as capacity building of un-funded Debt Personnels .
- xiii. He shall be authorized to issue the T.E.'s under his seal and signature after getting its approval from the Chief Accounts Officer/Head of the Office .


Director General,
J&K Funds Organization,
Finance Department,
Srinagar.