

Government of Jammu & Kashmir  
Directorate of J&K Funds Organization Finance Complex, Muthi Jammu/Old Sectt Srinagar  
Email id: - funds-jk@nic.in phone/Fax 0194-2474215, 0191-2598724

## C I R C U L A R

**Subject: - Procedure of "Recovery E-Challan" for Deposition of Recoverable Amounts by subscriber towards G.P Fund Accounts on account of excess withdrawn/Payments thereof.**

No. DGF/Comp/2021/460/237-67

Dated: 02/02/2021

J&K Funds Organization switched over **Real Time Ledger Card Posting Procedure for maintenance of G.P. Fund accounts** for prompt and quick updation of monthly G.P. Fund subscriptions /Advances/Withdrawals from month of 08/2020. During the course of implementation of **Real Time Ledger Card Posting Procedure** it has been observed that the provision for deposition of recoverable amount (on account of minus balances, excess drawal made by DDO, excess payment by funds office) needs to be created in the real time posting procedure.

In order to address the said issue, a special window has been developed in Genprofit Application namely, "**Recovery E-Challan**" for enabling all Fund Offices of J&K Funds Organization to upload the Details of such Recovery Deposits through said window, for seeking online approval from their respective Divisional Heads by uploading: -

1. Request on prescribed Format Annexure "A" to this circular.
2. Copy of cheque received from subscriber.
3. Letter of recovery amount of concerned Fund Officer etc in PDF Format only.

After the necessary online approval by the divisional heads, the Fund Office concerned will be able to down load the report of said Recovery E-Challan, having Unique challan Number and Unique bar code for deposition through Try Net (Application) that too only into the Functional / Operating Treasury of Concerned Fund Office which has been already tagged in software for each and every Fund Office for this purpose.

The Access of this special Window in Genprofit Application namely "**Recovery E-Callahan**" for usage of all Fund Offices has been made available in the **User ID of Lab Admin** already and the below mentioned special User ID's has been created for two Divisional Heads for this purpose, with option either to approve or to reject the online request after proper verification of uploaded required documents.

1. jdkammu for Divisional Head Jammu.
2. jdkashmir for Divisional Head Kashmir.



Sd/-  
Director General,  
J&K Funds Organization,  
Finance Department

Copy to:-

1. Director General Accounts & Treasuries J&K Civil Sectt Jammu for kind information and necessary action.
2. Director (Finance) J&K Funds Organization, Divisional Funds Office, Jammu.
3. Joint Director, Divisional Funds Office, Kashmir.
4. Sh. Rajesh Kumar Scientist "E" NIC J&K Civil Sectt Jammu I/C project TryNet/ Paysys.
5. Sh. Baiju Ubbott scientist "D" NIC J&K Civil Sectt Jammu I/C Project Genprofit.
6. All Fund Offices of J&K Funds Organization.
7. Private Secretary to Financial Commissioner J&K Finance Department.
8. Mr. Ali Mohammad Bangroo I/C IT Cell of this Directorate with the Direction to provide the Passwords of above newly developed window in proper manner to two Divisional Heads and also elaborate through online application the usage of said window for timely and proper disposal of such type of Online requested to them.
9. I/C Website J&K Funds Organisation for uploading on site.
10. Master file.

*[Handwritten Signature]*  
2.2.2020  
Deputy Director (Central),  
J&K Funds Organization,  
Finance Department

*[Handwritten Signature]*  
02/02/20

Anexture A to Circular No 1-DEF/Comp/2021/460-2037-67  
FORMAT FOR "RECOVERY E-CHALLAN" FOR PURPOSE OF DEPOSITION OF EXCESS DRAWL ONLY. <sup>date 15-02/24</sup>

Government of Jammu and Kashmir,  
Office of the Chief Accounts Officer, District Fund Office, \_\_\_\_\_

Divisional Fund Office,  
Jammu/Kashmir.

NO:

Dated:

**Subject:** Seeking On line excess for generating **RECOVERY E-CHALLAN** for deposition of G.P. Fund related recoveries **only.**

Madam/Sir,

Details of the case are uploaded for the purpose of granting in order to secure the interest of exchequer, excess of generation of "**Recovery e-challan**" on account of excess drawl .

The details of subscriber and the remittance are as below.

S.No	Description	Particulars.
1	Name of Subscriber/ Depositor	
2	Parentage	
3	G.P. Fund Computer Code	
4	Designation.	
5	Whether retire /in service	
6	Drawing and Disbursing Officer.	
7	Amount to be recovered	
8	Received Cheque Number.	
9	Cheque Date	
10	Amount of Cheque	

Reason (in brief) for recovery.

Seal & Signature of  
Chief Accounts Officer

Copy to Head Of Department for information (through mail ID :funds-Jk@nic.in

