

I/375212/2024

Government of Jammu & Kashmir
Directorate of Sheep Husbandry Jammu
Rail Head Complex, Jammu-180004

Phone: 0191-2470075 Fax: 0191-2470754 Email ID: directorshdjammu@gmail.com

Subject: Allotment of Funds under Major Head 2403-AH for the year 2024-25 under Detailed Head 011 -Books & Periodicals.

ORDER: 243 -SHDJ OF 2024
DATED 08 -04-2024

Consequent upon the authorization of funds by the Administrative Department vide their endorsement No. 13/JKUT/FDAAHD1/ADM-BE/2023-2024/04/1 Dated 01/04/2024 sanction is hereby accorded to the allotment/withdrawal of funds under various sub head amounting to Rs 0.25 Lac (Rupees Twenty Five Thousand Only) placed at the disposal of the Drawing & Disbursing Officers working under the Administrative control of this Directorate as per annexure enclosed.

The instructions indicated below shall further be observed strictly by the DDO's:-

1. The allotment order annexed indicates the full classification which has to be maintained rigorously while presenting the bills in the Treasury and compiling the expenditure.
2. All financial rules/orders and instructions issued by the Govt. from time to time shall be observed while incurring expenditure against allocated amounts.
3. Administrative Approval/Technical sanction required in respect of works should not only seek but also obtained before the expenditure is incurred.
4. The expenditure should be incurred uniformly to avoid rush of expenditure in any one or more months. The departments are expected to exercise restraint and curtail expenses under OE, TE, POL, Telephone and other service heads.
5. The DDO's will ensure that the expenditure under various budget heads is kept within the budget allocations.
6. The DDO's will ensure that the expenditure is supported by an act of sanction by the authority competent to sanction such expenditure.
7. The expenditure shall be booked in accordance with the classification/schematic break-up indicated in the demands for grants/allotment of orders.
8. Provision, if any, allocated inadvertently in respect of objects of expenditure specifically banned should not be distributed among DDO's unless specific authorization from Finance Department is obtained and approval for relaxing the ban is specifically conveyed by the Finance Department. This will also apply to vacant posts for which specific approval/clearance shall be obtained from competent authority.
9. The expenditure shall be incurred for the purpose the funds has been allotted.
10. All the DDO's shall submit monthly Revenue receipt and expenditure statement to this office invariably by the 2nd of the succeeding month.

-sd/-

Director,

sd -
Director
Sheep Husbandry Department,

Jammu.

Dated: 08-04-2024

No. DSHJ-ACCT/04/2024/ 718-20

Copy to the: -


1. Accountant General A&E J&K Jammu.
2. Director Finance Sheep Husbandry Deptt; J&K Civil Sectt. J&K Jammu.
3. _____
4. Treasury Officer Concerned.


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Accounts Officer,
Sheep Husbandry Department,
Jammu.

1/375212/2024

Annexure to this office order no. 243 SHDJ of 2024 Dated 8/04/2024.

Name of the DDO	Detail Head Description	Funds already allotted	Funds withdrawn	Funds now allotted	Total Funds Released
A.O SHD Jammu	011-Books & Periodicals.	0	0	0.10	0.10
PTC Kartholi	011-Books & Periodicals.	0.00	0.00	0.15	0.15
	Total:-			0.25	0.25


Accounts Officer
Sheep Husbandry Deptt.
Jammu


Accounts Officer,
Sheep Husbandry Department,
Jammu.