

**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 002-Travel Expenses.**

**ORDER NO: 258-SHDJ OF 2024**  
**DATED: 29 -04-2024**

Consequent upon the authorization of funds by the Administrative Department vide their endorsement No. 13/JKUT/FDAAHD1/ADM-BE/2023-2024/4/1 Dated 01/04/2024 sanction is hereby accorded to the allotment/withdrawal of funds under various sub head amounting to Rs. 10.00 Lac (Rupees Ten Lakh 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 2<sup>nd</sup> of the succeeding month.

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**Director,**

**Sheep Husbandry Department,**

**Jammu.**

Dated: 29.04.2024

No. DSHJ-ACCT/04/2024/ 1399-402

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.


**Accounts Officer,**  
**Sheep Husbandry Department,**  
**Jammu.**

DSHJ-ACCT/4/2023-ACCOUNTS- DIRECTOR SHEEP HUSBANDRY,JAMMU (OUTSIDE SECTT)

1/382218/2024

29 Annexure to this office order no 258 SHDJ of 2024 dated /04/2024.

Name of the DDO	Detail Head Description	Funds already allotted	Funds withdrawn	Funds now allotted	Total funds Released
A.O SHD Jammu	002-T.E.	0.00	0.00	2.50	2.50
Jt. Director (Farms)	002-T.E.	0.00	0.00	0.10	0.10
Jt. Director (Ext)	002-T.E.	0.00	0.00	0.30	0.30
Dy.Dir.SBF Reasi	002-T.E.	0.00	0.00	0.80	0.80
Dy.Dir.SBF Billawar	002-T.E.	0.00	0.00	0.40	0.40
APO ISD Jammu	002-T.E.	0.00	0.00	0.25	0.25
APO ISD Bhaderwah	002-T.E.	0.00	0.00	0.25	0.25
Asstt.Director DGF Rajbagh	002-T.E.	0.00	0.00	0.20	0.20
Asstt.Director SBF Balnoi	002-T.E.	0.00	0.00	0.40	0.40
Asstt.Director SBF Panthal	002-T.E.	0.00	0.00	0.40	0.40
Asstt.Director SBF Thathri	002-T.E.	0.00	0.00	0.40	0.40
R.O DIL Kartholi	002-T.E.	0.00	0.00	0.25	0.25
FTO Kartholi	002-T.E.	0.00	0.00	0.10	0.10
PTC Kartholi	002-T.E.	0.00	0.00	0.10	0.10
DSHO Jammu	002-T.E.	0.00	0.00	0.30	0.30
DSHO Poonch	002-T.E.	0.00	0.00	0.25	0.25
DSHO Rajouri	002-T.E.	0.00	0.00	0.25	0.25
DSHO Kathua	002-T.E.	0.00	0.00	0.25	0.25
DSHO Samba	002-T.E.	0.00	0.00	0.25	0.25
DSHO Kishtwar	002-T.E.	0.00	0.00	0.25	0.25
DSHO Doda	002-T.E.	0.00	0.00	0.25	0.25
DSHO Udhampur	002-T.E.	0.00	0.00	0.25	0.25
DSHO Reasi	002-T.E.	0.00	0.00	0.25	0.25
DSHO Ramban	002-T.E.	0.00	0.00	0.35	0.35
SDO Bani	002-T.E.	0.00	0.00	0.10	0.10
SDO Ramnagar	002-T.E.	0.00	0.00	0.10	0.10
SDO Marwah	002-T.E.	0.00	0.00	0.10	0.10
SDO Paddar	002-T.E.	0.00	0.00	0.10	0.10
SDO Banihal	002-T.E.	0.00	0.00	0.10	0.10
SDO Mahore	002-T.E.	0.00	0.00	0.20	0.20
SDO Kalakote	002-T.E.	0.00		0.20	0.20
	<b>Total:-</b>			<b>10.00</b>	<b>10.00</b>

  
**Accounts Officer,**  
**Sheep Husbandry Department,**  
**Jammu.**