

Government of Jammu and Kashmir
Office of the Financial Commissioner, (Revenue) J&K

J&K- Rail Head Complex Jammu, 180001[Nov-April] /Amar Niwas, Tankipora Srinagar, 190008[May-Oct]
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Subject: Maintenance of Departmental Circulars and Orders.

OFFICE CIRCULAR

In the interest of government work and for smooth functioning of this office, the following instructions are hereby issued for maintenance of Departmental Circulars and Orders:-

Departmental Circulars:

1. The Circular file and Circular Register shall be maintained by the Coordination Section.
2. Every Sectional head, shall ensure that whenever any circular is to be issued that should contain the words Circular No. and date as under:-
 "Circular No. _____ of FC Revenue
 Dated : - - 20 ____."
3. After proper approval by the competent authority, it would be responsibility of the concerned Sectional head to refer the file to the Section Officer, Coordination Section to:-
 - a) Make an entry in the Circular Register.
 - b) Record the Circular No. and date on the approved Circular, and
 - c) Make an entry in the Note side of the approved file as well.
 - d) Ensure the file No. of the concerned section is recorded in the endorsement properly.
4. The copy of Circular shall also be sent to Incharge Website for uploading the said circular, and to maintain the Circular folder in soft copy.
5. The above instructions shall not be required for the purpose of Office Circular instructions for FC office staff, which shall be issued by the concerned sections in routine manner.

Departmental Orders:

1. The Order file and Order Register shall be maintained by the Administrative (NG) Section.
2. Every Sectional head, shall ensure that whenever any order is to be issued that should contain the words Order No. and date as under:-

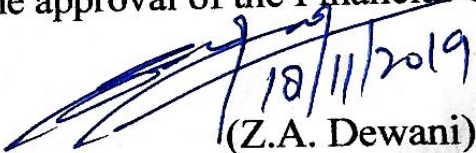
"Order No. _____ of FC Revenue
 Dated : - - 20 ____."

[Signature]
 18/11/2019.

3. After proper approval by the competent authority, it would be responsibility of the concerned Sectional head to refer the file to the Section Officer, Administrative (NG) Section to:-
 - a) Make an entry in the Order Register.
 - b) Record the Order No. and date on the approved Order, and
 - c) Make an entry in the Note side of the approved file as well.
 - d) Ensure the file No. of the concerned section is recorded in the endorsement properly.
4. The copy of Order shall also be sent to Incharge Website for uploading the said order, and to maintain the Order folder in soft copy.
5. The above instructions shall not be required for the purpose of Office Order instructions for FC office staff, which shall be issued by the concerned sections in routine manner.

The above instructions shall be complied in letter and spirit.

This is issued with the approval of the Financial Commissioner, Revenue, J&K.


 (Z.A. Dewani)
 Administrative Officer (R),
 with Financial Commissioner (Revenue)

18/11

No.FCR/Coord-Misc/355/2019.

Dated: 18 -11-2019

Copy to the:

1. Joint Financial Commissioner, Revenue, J&K.
2. Additional Commissioner with FCR.
3. Director, (Planning & Statistics) with FCR.
4. Administrative Officer (N), with FCR.
5. Pvt. Secretary to FCR.
6. All Section Officers / Assistant Accounts Officer /Saddar Mohasib, for compliance.
7. Incharge Website, for compliance.
8. Master file.
9. Concerned file.