



**DIRECTORATE OF ACCOUNTS & TREASURIES  
FINANCE DEPARTMENT, JAMMU**

Tele/Fax:- 0191-2598752, 2598753

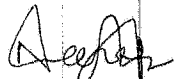
Email :- jdatjmu@gmail.com

**CIRCULAR**

\*\*\*

The current financial year 2020-21 is culminating and every DDO ought to present the bills/claims of their respective offices in the Treasuries for their drawal and timely disbursement. Since, the Treasuries are the face of the Finance Department and for smooth and efficient functioning of the Treasuries viz-a-viz for a successful closing of financial year, it is, enjoined upon all the City/district/Sub-Treasury Officers that:-

- i. The liabilities/bills/claims presented in the Treasury for payment must be treated on **First In-First Out basis** and no deviation on this score shall be tolerated.
- ii. All the Treasury Officers/Treasury Staff must ensure strict vigil on the bills/claims presented in the Treasury and avoid passing of bills over and above the sanctioned strength. Wrong/incomplete bills must be returned to the DDO concerned with proper memo. The memo so raised is required to be recorded in the Memo Register maintained in the Treasuries.
- iii. All codal provisions/rules/orders/circulars/SROs issued by the Finance Department must be adhered to in letter and spirit.
- iv. Treasury Officers must provide a congenial ambience to the visiting Cashiers/Pensioners in the Treasury so as to ensure public confidence and trust in the system.

  
**DIRECTOR**  
ACCOUNTS & TREASURIES  
JAMMU

No: DATJ/Adm/2020-21/ 8224 - 38

Dated: 27.03.2021

**Copy to the:-**

1. Accountant General (A&E), Jammu for favour of information please.
2. Director General Accounts & Treasuries for favour of Information please.
3. All the City/district/Sub-Treasury Officers for immediate compliance.
4. Office Circular file w2scs.

