GOVERNMENT OF JAMMU & KASHMIR 
DIRECTORATE OF SCHOOL EDUCATION JAMMU
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CIRCULAR

Subject: Drawl and Disbursement of Salaries.


The Finance Department has taken exception to the projection and disbursement of the salaries of the staff under “OVERALL CADRE STRENGTH” and has vide above referred Circular stated that “Salary have to be prepared and disbursed by each Department (Institution/School) in respect of the staff strength which stands sanctioned”.

It has also been instructed that the transfer and posting of a Government Employee from rural areas against the NON-EXISTENT (Overall Cadre Strength/ Surplus/ Deployed/ Deputed) in Urban areas is not only loaded with the risk of payment of higher emoluments but also prone to extra appointments against the post left vacant due to such transfers.

As such, it is enjoined upon all concerned to ensure strict compliance of the Circular directions in letter and spirit.

a. That the Salary of employees shall be drawn against the SANCTIONED POSTS ONLY.

b. That the Government employees engaged against NON-EXISTENT POSTS (Overall Cadre/ Surplus/ Deployed/ Deputed/ Engaged/ Posted/ Ask to report, etc.) should NOT be paid at city rates at all.

c. That the Chief Education Officers will immediately identify and allocate the posts in respect of Government employees working/ deployed/ deputed/ rationalization/ engaged against NON-EXISTENT POSTS.
d. That the Chief Education Officers will further direct Head of the Office/Institution to furnish attendance in respect of the Government employees working/deployed/deputed/rationalization/engaged against NON-EXISTENT POSTS to the concerned DDO under whose charge the post(s) exist for the purpose of drawl of the salary and budget formulation.

e. That the attendance in respect of these officials shall be furnished by Head of the Office/Institution by 20th of every month to the concerned DDO under whose charge the sanctioned post(s) exist for uninterrupted disbursement of their salary.

f. That DDO must ensure that no expenditure is booked on ‘Salaries’ unless the same has been budgeted for and the entry relating to the posts figures in the Form-B4 and the number of posts in B-4 should confirm to its sanctioned strength.

g. That if on account of implementation of Hon’ble Court Order(s), the DDO will be constrained to release arrears, if any the same must be specifically shown in the Revised Estimates.

h. That the posts belonging to an office should not arbitrarily be transferred from one office to another. Even if there is requirement to re-deploy an employee the salary should continue to be drawn from parent office only.

(Rakesh Kumar Srangal) KAS

Director School Education
Jammu


Copy to the:-
1) Secretary to the Govt. School Education Department, Civil Secretariat, Jammu for information.
2) Joint Director (Adm), DSEJ for information.
3) Personnel Officer, DSEJ for information.
4) Principal State Institute of Education, Jammu for information & compliance.
5) Chief Education Officer (all) for information & compliance.
6) Principal DIET (all) for information & compliance.
7) Principal GHSS/HSS (all) for information & compliance.
8) Headmaster GHS/HS (all) for information & compliance.
9) Section Heads (Gazetted/Non-gazetted), DSEJ for strict compliance.
10) Office record.