

Jammu and Kashmir
Institute of Management, Public Administration & Rural
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C I R C U L A R

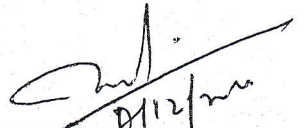
The following Circular instructions are hereby notified for information and action by all the concerned.

01. The Deputy Directors shall route all the files through Joint Director, and where the cases have any financial implications/pertain to release of any kind of funds/payments, the same shall be routed through Financial Advisor & Chief Accounts Officer, invariably.
02. All the orders to be issued in pursuance of the approval of Director General and the communications being sent to the Government of India, Government of Jammu & Kashmir or to outside Institutions shall be issued only after the draft has been seen by the Director General and where-ever such orders and communications have financial implications, draft of the same shall be vetted by the Financial Advisor & Chief Accounts Officer.
03. Cases for procurements, payments and release of funds shall be processed in Accounts Section only, as per norms. All other Sections may forward such requirements/cases, if any, to the Accounts Section through respective Deputy Directors which shall process the same and take appropriate action as per norms.
04. Proper file movement shall be maintained at all levels and all the files shall be returned by the Officers to the respective Sections for safe custody after the decisions have been taken and necessary official action(s) executed. However, in case any Officer retains any file for secrecy reasons, the details of all such files shall be shared with the concerned section, so that data about files in the section remain flawless and updated.
05. All file(s) retained by the officers in the personal custody shall be returned forthwith and action taken as per para 4 above, if, those qualify in terms of the said para.
06. The safe custody of files, pertaining to advertisements, recruitments, selections, promotions, DPC meetings, policy matters and other important issues shall be ensured by the concerned record keepers along-with Section heads and their immediate Officers and misplacement of any such official record shall be the sole responsibility of the above Officers/officials.



07. The record keeper in each section shall maintain a computerised inventory of all the files and shall keep a track of all the files in his/her section in consultation with respective Section heads.

These instructions shall be complied strictly.


Joint Director,
J&K IMPARD.

No:IMPARD/Adm/C-16/2010/III/1409-12

Dated: 17-12-2020

16/12/2020
A.O.

Copy to:-

1. Director Trainings, IMPRD Srinagar/Jammu.
2. Financial Advisor & Chief Accounts Officer, J&K IMPARD.
3. Deputy Director, IMPARD. Srinagar/R.C.Jammu.
4. All Officers/Officials, IMPARD, Srinagar/Jammu.
5. Pvt. Secretary to DG for kind inf of DG.
6. Concerned file.