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**Government of Jammu & Kashmir**  
**Food, Civil Supplies & Consumer Affairs Department**  
**Civil Secretariat, Jammu/Kashmir**

**Subject:-Constitution of State Level Committee for Management of Revolving Fund.**

**Reference:-**Minutes of the meeting held under the Chairmanship of HM for FCS&CA issued vide No.DFCSCAJ/P&S/2016-17/HM-Rev/2679-2728 dated:17-10-2016 read with No.DCAPDJ/P&S/2016-17/HM-Rev/2820-31 dated:19-10-2016.

**Government Order No :- 08 -FCS&CA of 2017**  
**D a t e d :- 19 -01-2017**

In supersession of all the previous orders, sanction is hereby accorded to the constitution of State Level Committee to ensure effective monitoring and implementation of the guidelines of Revolving Fund for its comprehensive management. The Committee shall comprise of the following officers of the Department of Food, Civil Supplies & Consumer Affairs:

- |   |                  |
|---|------------------|
| 1. Financial Advisor, FCS&CA Department                                     | Chairman         |
| 2. Chief Accounts Officer, Directorate of FCS&CA Jammu/Kashmir              | Member           |
| 3. Deputy Director (P&S), Directorate of FCS&CA Jammu/Kashmir               | Member           |
| 4. Assistant Directors, FCS&CA of the respective Districts of Jammu/Kashmir | Member Secretary |

The terms of reference of Committee shall be as under:

- i. To strictly examine the outflow/inflow of cash for the month as per following proforma for monthly allocation /requisition by Assistant Directors :

Allocations of foodgrains (Category-wise received)	Foodgrains (Category-wise issued)	Monthly stock-foodgrains Category-wise (in hand)	Sale values of foodgrains Category-wise sold/issued	Funds remittance into Revolving fund (Category-wise)	Shortages (Category-wise)	Cogent reasons for shortage

- ii. The Assistant Directors (Member Secretary) of the concerned districts shall submit the details viz Fair Price Shop wise/Tehsil Supply Officer-wise, foodgrains wise allocation/remittances (category-wise) for the month by or before 15th of succeeding month to the CAO's of the Directorate and to the Administrative Department for monthly review by the committee.
- iii. The progress of the revolving fund shall be reviewed at the level of Administrative secretary on quarterly basis.

- iv. The committee shall ensure that the guidelines of the revolving fund are strictly adhered by Assistant Directors and will also recommend the necessary additional guidelines for better management (wherever required) to the government from time to time.
- v. In case of deficit/shortage of sale/remittances, the deficit at the end of each month shall be carried forward against the concerned Assistant Director for subsequent month for the quarterly review by the Administrative Secretary.
- vi. In case of any deviation from laid down procedure, the committee shall submit the report to the Government without delay.

**By order of the Government of Jammu and Kashmir.**

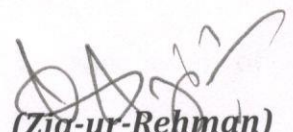
Sd/-  
**(Shafiq Ahmed Raina) IAS**  
**Secretary to Government**  
**FCS&CA Department**

No.CAPD/Acctts/MMSFES/90/2016-Part 2

Dated: - 19 -01-2017

Copy to the:-

1. Accountant General, J&K, Jammu.
2. Director, FCS&CA Department Jammu/Kashmir.
3. Director, Archives, Archaeology & Museums, J&K, Jammu.
4. Private Secretary to Hon'ble Minister FCS&CA Department for information of Hon'ble Minister FCS&CA Department.
5. Chief Accounts Officer, FCS&CA Department Jammu/Kashmir.
6. Dy. Director (P&S), FCS&CA Department Jammu/Kashmir.
7. Pvt. Secretary to Commissioner/Secretary to Govt. Finance Department for information of Commissioner/Secretary.
8. Private Secretary to Secretary to Govt. FCS&CA Department for information of Secretary.
9. All Assistant Directors, FCS&CA Department Jammu/Kashmir.
10. Incharge Website, FCS&CA Department.
11. Govt., Order file (w3scs).

  
**(Zia-ur-Rehman)**  
**Financial Advisor**  
**FCS&CA Department**