

Introduction

Finance Department deals with the subjects pertaining to finance of the Azad Government of the State of Jammu & Kashmir and responsible for supervision and control of State finances. Preparation of Annual Budget, formulation of Financial Rules and Civil Services Rules relating to Pay & Pension of Civil Servants, management of public fund and administration of Local Fund Audit Department and the Treasuries are its main responsibilities.

FUNCTIONS OF FINANCE DEPARTMENT ACCORDING TO RULES OF BUSINESS

- Management of Public Funds i.e.
 - a. Supervision and control of Government Finances;
 - b. Preparation of Government Budget;
 - c. Preparation of supplementary estimates and demands for excess grants;
 - d. Appropriation and re-appropriations; and
 - e. Administration of public revenue and examination of all proposals for the increase or reduction of taxation, duties and cesses.
- Public Accounts and Public Accounts Committee.
- Framing of financial rules for guidance of departments.
- Advice on:
 - grants, contributions, other allowances and honoraria, contingencies, recoveries from and payment to Government Department and cases relating to money matters generally such as defalcations, embezzlements and other losses;
- Loans and advances to Government servants.

- Administration of Public loans and Public debt.
- Creation of new posts and up-gradation of posts.
- Examination of Development schemes.
- Audit of receipts and expenditure.
- Treasuries and sub-treasuries.
- Delegation of financial powers.
- Service matters, except those entrusted to S&GAD.

FUNCTIONS OF BUDGET WING

- Preparation of Annual budget.
- Proposal of additional funds.
- Release of salary/non-salary grants.
- Leave encashment, Assistance Package
- Public Accounts Committee
- Departmental Accounts Committees.
- Loan and advances / Write off loans/losses.
- Ways and means clearance.
- Reconciliation of accounts.
- Budget proposals of autonomous bodies.
- Release of funds from Federal Govt./Kashmir Council/WAPDA
- Supervision & control of Govt. finances.

FUNCTIONS OF REGULATIONS WING

- Delegation of financial power rules.
- Up-gradation of posts.
- Change of nomenclature of posts.
- Counting of previous service/condonation of gap/deficiency in service.
- Extraordinary family pension.
- Additional/current charge allowance/duty allowance.
- Examination of proposals for imposition, increase or reduction of taxes.
- Finance bill.
- Legal matters (writ petitions etc.).
- Framing and interpretation of financial rules.
- Banks.
- Issuance of financial sanctions.
- Opinion to other Departments in financial rules / regulations

FUNCTIONS OF EXPENDITURE WING

- Creation of new posts.
- Establishment/Up-gradation of Institutions.
- Re-appropriation of funds.
- Medical treatment charges/advance drawls.

- Creation of supernumerary posts
- Matters related to Cooperative Department.
- Local Funds Audit.

FUNCTIONS OF DEVELOPMENT WING

- Release of funds for development projects/schemes of Nation Building Departments and Autonomous Bodies.
- Creation and renewal of development posts.
- Appropriation and Re-appropriation of development funds.
- Supervision and inspection of development schemes.
- Scrutiny of PC-I, PC-II, PC-III, PC-IV & PC-V.
- Representation in pre-DWP, AK-DWP, AK-CDC, negotiation Committees, SERRA ,DRU and DRAC.
- Representation of Finance Department in other development fora.
- Central Purchase Committee (CPC).

