

**Government of Jammu and Kashmir
Finance Department, (Codes Division)
Civil Secretariat, Jammu/Srinagar**

CIRCULAR

Subject: Standard operating procedure for incurring of expenditure out of contingencies provided in DPRs of Projects.

Finance Department vide Circular No. A/51/(2016)-B-927/3 Dated: 08-01-2021 has issued SOPs for incurring expenditure out of contingency provided in the Administratively approved DPR of the projects subject to maximum of 3% of the project cost. Expenditure on following items out of Contingent charges was advised to be incurred as per the circular instructions:

1. Expenditure on account of Laying of foundation stone /inauguration subject to maximum of Rs 20,000 in each case as per PMGSY, GoI guidelines.
2. Signages.
3. Quality control, i.e. expenditure incurred on account of engagement of quality monitors.
4. Hiring charges of vehicles associated with the project for supervision of the projects including POL.
5. Miscellaneous expenditure such as GIS tagging, videography, stationery, Hardware/software printing charges, hot & Cold weather charges etc.
6. Hiring of consultancy, architectural, structural and interior designing of the projects.
7. Preparation of e-Books.
8. Clearance of road blockades of urgent nature.
9. Third party inspections.

It has been further advised that the expenditure on the above items shall be subject to following conditions:

1. The provision of contingency exists in the administratively approved DPR of the project.
2. The expenditure shall be incurred only after fulfilment of all codal formalities.
3. The contingency Charges claimed should be incidental and related to work only.
4. The contingency charges shall not be used for hiring of casual laboures skilled/un-skilled. The payment of wages to need based or work charged is categorically disallowed.
5. The contingency Expenditure shall be commensurate with Physical Progress of each project.
6. Accounts shall be prepared and made available during Administrative Inspection.
7. Consumables shall be entered into the Stock register of the office.

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8. The reasonability of expenditure shall be ensured with reference to outcome.

Now, PW(R&B) department has sought inclusion of forest compensation/structure compensation and Utilities shifting in the SOPs issued by the FD through circular instructions vide No. A/51/(2016)-B-927/3 Dated: 08-01-2021 for incurring of the expenditure out of DPR contingencies subject to maximum of 3% of the total Administratively approved cost of the projects.

As per department, out of 304 projects, 234 projects can be made functional by permitting payment of forest compensation, utility shifting charges, and structure compensation **out of contingency charges**, as per admissibility.

The issue has been examined in the finance department, and it has been felt appropriate to issue instruction in continuation to the circular already issued in this regard.

Accordingly, all Administrative Secretaries of Works/Engineering departments are hereby directed to impart instructions to all the subordinate offices to incur expenditure out of DPR contingencies subject to maximum of 3% of the total Administratively approved cost of the projects for the following items as well:

1. Forest compensation/structure compensation,
2. Utilities shifting.

Sd/
(Shailendra Kumar), IAS
Financial Commissioner, (ACS)
Finance Department.

No. FD-Code/31/2026-12-1309

Dated: 13 -03-2026

Copy to the: -

1. Ld. Advocate General, The High Court of Jammu & Kashmir and Ladakh.
2. All Financial Commissioners (Additional Chief Secretaries).
3. Additional Chief Secretary to the Hon'ble Chief Minister.
4. Director General of Police, Jammu & Kashmir.
5. Principal Accountant General, (A&E), J&K.
6. All Principal Secretaries to Government.
7. Principal Secretary to Hon'ble Lieutenant Governor.
8. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
9. Chief Electoral Officer, Jammu & Kashmir.
10. All Commissioner/Secretaries to Government.
11. Principal Resident Commissioner, 5-Prithvi Raj, New Delhi.

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12. Divisional Commissioner Jammu/Kashmir.
13. Chairperson, Jammu & Kashmir Special Tribunal.
14. Principal Secretary to Chief Justice, The High Court of Jammu & Kashmir and Ladakh.
15. Registrar General, The High Court of Jammu & Kashmir and Ladakh.
16. Director, Anti-Corruption Bureau, J&K.
17. Director General, Accounts and Treasuries.
18. Director General, Funds Organization.
19. Director General, Audit and Inspections.
20. Director General, Local Fund Audit & Pensions, J&K.
21. Director General, Budget Division.
22. Director Information, J&K.
23. All District Development Commissioners.
24. All Head of Departments/ Managing Directors/ Chief Executives Officers of State PSUs/ Autonomous Bodies/ Societies.
25. Secretary, J&K Public Service Commission.
26. Secretary, J&K Legislative Assembly.
27. Director, Accounts & Treasuries, Jammu/Kashmir.
28. Principal/Director Finance, Accountancy Training Institute, Srinagar/Northern Zonal Accountancy Training Institute, Jammu.
29. All Director(s) Finance/Financial Advisors & CAOs.
30. OSD/Private Secretary to the Hon'ble Chief Minister, J&K.
31. All Treasury Officers.
32. General Manager, Government Press, Jammu/Srinagar for publication in Government Gazette.
33. Private Secretary to the Chief Secretary.
34. Private Secretary to all the Hon'ble Ministers.
35. Private Secretary to Advisor to the Hon'ble Chief Minister, J&K.
36. Private Secretary to Deputy Chief Minister, J&K.
37. Private Secretary to the Principal Secretary to Government, Finance Department.
38. I/C website, Finance Department (www.jakfinance.jk.gov.in).
39. I/C website, GAD (www.jkgad.nic.in).
40. Government Order File (W2scs).


(Mahesh Dass) 13/3/26
Director General (Codes),
Finance Department.