

Government of Jammu and Kashmir,
Directorate of Urban Local Bodies, Jammu

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SOPs for mobilization of revenue and expenditure thereof

The ULBs have to perform activities covered under various flagship programmes of Government from time to time besides its mandated services especially the sanitation and civic amenities to local masses. While course of execution various types of services / material are required. The procurement of such items and services should be made as far as possible after following codal formalities. But, in exigency, whole case for carrying out such procurement shall be followed as per provision envisaged in GFR-2017, Manual for Procurement of Services & Consultancy, Manual for procurement of goods, Manual for procurement of works etc. So, every Executive Officer has to spent money prudently after fulfilment of codal formalities for which they have to take pre-emptive measures to avoid any observation from Audit Entities. Therefore, in order to avoid any observation from Audit and otherwise, all the field functionaries are hereby insisted to follow the following SOPs for smooth functioning of day to day work of ULBs.

- e-Auctioning of Assets and Services like Shops/Halls/Khokas/ Lorry Adda/Hoarding Points etc. covered under Muncipal Act 2000 amended from time to time on JK e - Tender Portal. Proper execution of Annual Contract/Agreement as per prevailing rules (Standardised by Senior Law Officer) Directorate of Urban Local Bodies, Jammu.
- Annual Rate Contract shall be executed through e-Tenders for procurement of services and goods which

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are severally required by ULBs like; Hiring of Tent House, Machinery, Printing of flexes and hoardings etc. and all items & services which are not available on GeM portal. The requirement of manpower/labour should also be procured from GeM or empanelled agencies for Door to Door and other services.

- No Procurement of Article/Service should be made by inviting dasti Quotations.
- The Exercise of Rate Contracts, Auctions etc. should be completed well before start of financial year in the month of January itself.
- The casual/seasonal labourers engaged after 17/03/2015, the date of imposition of ban on engagement of Casual/Seasonal Labourers in Govt. Departments/State owned PSUs issued by Finance Department vide circular no. A/Misc/2015/364 dated: 17-03-2015 should be debarred and if labour is direly required for sanitation work, the same should be acquired through GeM or empanelled agencies for the purpose.
- Budget control Register should be maintained and verified by CEO/EO and presented to P&AO for authentication.
- Pay & Accounts Officer shall pass only those bills which are duly verified by CEO/EO and recorded on Budget Control register.
- Office Record viz; Cash Book, Petty Cash Books, Stock Register, Budget Control Register, Contingent register, Rent Register, Birth & Death Register, Lorry Adda/Hoardings Register, Lease register etc. should be maintained properly.
- Collection of Revenue through Digital mode - User Charges, Penalties, Rent, Auction of Assets, NOCs

fee, Misc. Charges etc. should be collected through digital mode. Manual collection of revenue is not permitted anyway w.e.f. 01-04-2024.

Finally, each Government Servant should follow the rules and regulations. The violation/deviation of Rules in vogue is un-accepted and found if any, shall be dealt with heavy hands.

NO: DULBJ/2023-24/ 6037-38

Dated: 16.1.2024


15/01/24

Director

**Urban Local Bodies
Jammu.**

Copy to the:

1-45. (Chief) Executive Officers/Pay & Accounts Officers (All)
for information and strict compliance.