

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD

MINUTES OF MEETING HELD UNDER THE CHAIRMANSHIP OF FINANCIAL ADVISOR ON 25.03.2015

A meeting was held at 5.00 PM on 25.03.2015 in Conference Room, Head Quarters, The list of participating officials is at Annexure-I, While reviewing the work of the Accounts Department, the followings issue were deliberated and necessary action needs to be taken by all concerned:

1. No manual accounting entries will be done from 1st of April 2015, hence it is directed that all entries has to be passed into FOCUS software and print out from FOCUS software should be taken wherever required.
2. All Supervisory staff (CAO's and DAO's) should monitor the FOCUS entry on daily basis and keep the records of the same.
3. All Supervisory staff will suggest the Format of MIS required to be generated from FOCUS Software to discuss with FOCUS developers.
4. Training on FOCUS Software will be arranged soon, once the HQ receives all the information from all respective divisions (USER/ Operator details and SOP) as sought by earlier order.
5. Supervisory staff will be responsible for all the work done through the FOCUS software in their respective divisions
6. All Schedules extracted from FOCUS should be exhaustive; hence efforts should be made to update all possible information into FOCUS software.
7. All Divisions will submit the details of Write off and Write back of all assets/liabilities to CAO (HQ) for compilation latest by 10.04.2015 to take up with the Management.
8. Reply and suggestions on "Notes of Accounts and Qualification" from all respective divisions should reach to HQ latest by 10th April 2015.
9. Review, observations and replies on Audit report by respective divisions should reach to HQ latest by 10th April 2015.
10. Keeping in view the capabilities of FOCUS Software, work on MIS formats needs to be taken up urgently.
11. Inter division balances are to be reconciled immediately and a status report to be submitted to CAO (HQ) by 10.04.2015.
12. A meeting is to be held by CAO (R/L) with Managers, SBI to resolve the all pending issues and the MIS format will be given to them so as to enable them to provide requisite information.
13. Possibility of entering the data directly from shop to FOCUS software needs to be explored so the duplication work may be avoided.
14. Importing the data from other software to FOUCS software may also be carried out to minimise the duplication of work

The meeting ended with thanks to the chair.

Annexure -I

1. Sh. Ajay Agarwal , (FA)
2. Sh. M.C.Jain CAO (HQ)
3. Sh Gyaneshwar Prakash, CAO (Works)
4. Sh D.K. Rastogi, CAO (R/L)
5. Sh. Prabhakar Dubay CAO (IMFL)
6. Sh. Manoj Kr. Aggarwal DAO (HQ)
7. Sh. Vikas Chhabra DAO (IMFL)
8. Sh. Ram Avtar DAO (works)
9. Sh Ashish Yadav, DAO (IMFL)
10. Ms. Vichitra Verma DAO (CWC)
11. Sh. K.K. Gupta DAO (HQ)
12. Sh. NK Gupta DAO (IA)
13. Sh PK Gupta DAO (Works)
14. Sh Bhart Bhusan DAO (IEM)
15. Sh. Mohamad Danish ACA
16. Sh. Ritesh Kumar ACA
17. Sh. Kuleep Kumar DEO