

# DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD

## **MINUTES OF MEETING HELD UNDER THE CHAIRMANSHIP OF FINANCIAL ADVISOR ON 13.07.2015**

A meeting was held at 5.00 PM on 13.07.2015 in Conference Room, Head Quarters, The list of participating officials is at Annexure-I, while reviewing the work of the Accounts Department, the followings issues were deliberated and necessary action needs to be taken by all concerned:

1. The details of Assets (including their whereabouts) need to be prepared by all divisions from the FY 2011 -12 onwards latest by 30.09.2015.
2. Coding system of fixed assets will be evolved with the help of GAD department.
3. Fixed Assets register will be maintained at Head Quarter level.
4. There should be a standing condemnation committee which shall meet once in a quarter to review the obsolete items of the corporation and take / suggest necessary course of action.
5. All divisions head will certify the attendance of their employees latest by 7<sup>th</sup> of the month to accounts department to cross check the payment of employees.
6. Status of Scanning of documents through ICSIL.
7. All important documents need to be scanned and preserved for future reference.

The meeting ended with thanks to the chair.