

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

No. DSIIDC/Guidelines- Instructions/2014-15/

Dated:- 10.06.2015


OFFICE ORDER

Subject:- Guidelines for Maintenance and Safe Custody of records by Associate Finance .

The guidelines issued vide this office letter No. DSIIDC/Guidelines-Instructions/2014-15 dated 14.05.2015 may be read as under with a view to having proper Maintenance and Safe Custody of records .The Associate Finance has to ensure the following :-

1. To maintain register of Administrative Approval & Expenditure Sanction (AA & ES).
2. To maintain register of Technical Sanction (TS).
3. To maintain register of Sale of NIT/NIQ.
4. To maintain a register of NIT/NIQ of every work.
5. To maintain register of Opening of NIQ.
6. To maintain register of EMD.
7. To maintain register of Security.
8. To maintain a register of Agreement.
9. To maintain a valuables register in respect of Performance Guarantees and Security in the form of Bank Guarantee and FDR.
10. To keep scanned copies of all the agreement pertaining to execution of a project.
11. To maintain register of issue of MB/LB/CMB/CAC/CLB etc.
12. To maintain Bills register.
13. To maintain contractor ledger.

In addition to above, CAO (Works) to ensure that proper handing over/taking over takes place at the time of transfer of officials/officers of Accounts cadre.


(Ajay Agrawal)
Financial Advisor

To:-

1. All Associate Finance of works division
2. DM (IT) for upload on website

Copy for kind information to:

1. Sr. PS to FA
2. Chief Engineer-I
3. Chief Engineer-II
4. Chief Engineer-III
5. All S.E.s
5. CAO(Works)
6. All EEs