

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

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

Dated:- 12.05.2015

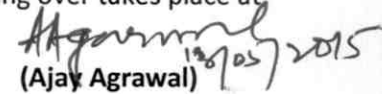
OFFICE ORDER

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

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 award files of every work.
9. To maintain a register of Agreement.
10. To maintain a valuables register in respect of Performance Guarantees and Security in the form of Bank Guarantee and FDR.
11. To keep scanned copies of all the agreement pertaining to execution of a project.
12. To maintain register of issue of MB/LB/CMB/CAC/CLB etc.
13. To maintain Bills register.
14. To maintain contractor ledger.
15. To maintain files of correspondence of client and contractors.
16. After completion of work and payment of its final bill, all the record related to that work may be shifted to record room at Wazirpur/Lajapt Nagar.

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) 12/05/2015

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)