

DELHI STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT
CORPORATION LTD.

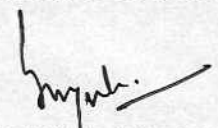
O/O FINANCIAL CONTROLLER

Dated 21/09/2017

CIRCULAR

It has been observed that files, for requirement of funds, are received in accounts at a later stage when the payment order is affixed by the accounts. In some cases, even the bill where payment order is affixed, is not paid because of non availability of funds in the division. This is so, because in most of the cases the sub-division, which is primarily responsible for processing of the bills, slows down the action on processing of fund file. Though the prime responsibility of transfer of funds rests with the associate finance, but due to non availability of project related information, required under the standard format, the files are moved by the sub divisional officer. A co-ordination is required in payment of bills with team spirit within division, sub-division and finance.

In order to reduce the time gap between receipts and payments, of contractor's/supplier's bills, all associate finance, who are associated with the projects, are directed, to process the bills and files for requirement of funds simultaneously on receipt of the bill. For this all divisional officers are also advice to instruct the subordinate divisions to ensure that each bill while sending to the finance shall accompany the paper relating to requirement of funds.



(GYANESHWAR PRAKASH)

FC

F. C. DSIIDC
Dy. 59
Date 21-9-17

TO:-

All associate finance in works division.
& Concerned Engineering staff.

Copy;

- 1) PS to ED for information of ED
- 2) All Chief Engineers

✓ 3) DM (IT) — *Pr. uploading on Web. site*

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22/9/17