

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

OFFICE OF THE CHIEF ACCOUNTS OFFICER (HQ)

No.: -DSI IDC/CAO (HQ)/Misc./2020-21/867

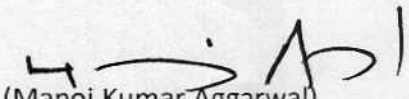
Dated: 24/02/2021

OFFICE ORDER

All the Associate Finance posted in various divisions of DSI IDC are directed to send the detail of Balances of all the Bank Accounts under their control as on last working day of every month by the 5th day of following month on email id [caohq.dsiidc@gmail.com](mailto:caohq.dsiidc@gmail.com) in the format attached herewith. It is also directed to transfer the surplus funds lying with the divisions on weekly basis with details. IA division also receives Road restoration charges, environment compensation etc. against which AA & ES are accorded by competent authority. Such receipts should also invariably be transferred by IA division to HQ on weekly basis along with details so that no problem arises at the time of release of funds against the AA & ES so accorded.

Besides, at the close of every month, minimum possible Balances should be kept in the Bank accounts so as to avoid any kind of audit objections.

This issues with the approval of Competent Authority.

  
(Manoj Kumar Aggarwal)  
CAO (HQ)  
24/02/2021

All Associate Finance through website.

Copy to:

- 1) PS to Director (Finance) for information please.
- 2) CAO (Works-I/IMFL)
- 3) CAO (Works-II)
- 4) CAO (Relocation)
- 5) CM (IT) <sup>SM(IT)</sup> for uploading on DSI IDC website.

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**Format for sending the Bank Balances to HQ on last Working day every month**

Name of Division:

S. No.	Name of Bank & Branch	Current/ Saving Bank Account No.	Account Being operated for	Balance in Current/Saving A/C As on ..... (Amt. In Lakhs of Rupees)	Flexi FDRs attached with the Account As on ..... (Amt. In Lakhs of Rupees)	Total balance As on ..... (Amt. In Lakhs of Rupees)
1						
2						
3						
4						
5						
6						
7						
8						
<b>Total</b>						