

**DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD**

**MINUTES OF MEETING HELD UNDER THE CHAIRMANSHIP OF FINANCIAL ADVISOR ON 20.04.2015**

A meeting was held at 5.00 PM on 20.04.2015 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. It was reiterated that no manual accounting entries would be done from 1<sup>st</sup> of April 2015, Focus should be updated on daily basis, IEM Division will update all the entry into FOCUS software latest by 30.04.2015.
2. Print out of all the vouchers should be taken directly from FOCUS software.
3. All Supervisory staff will suggest the Format of MIS required to be generated from FOCUS Software so as to enable the HQ to discuss with FOCUS developers latest by 30.04.2015.
4. All division supervisory staff (CAO'S) will submit the requirements of computer system / RAM up gradation and Internet connectivity issue including data card requirements if any latest by 30.04.2015.
5. Reply and suggestions on "Notes of Accounts and Qualification" from all respective divisions should reach HQ latest by 30<sup>th</sup> April 2015.
6. All Divisions will submit the details of Write off and Write back of all assets/ liabilities to CAO (HQ) for compilation latest by 27.04.2015 to put up the case before management.
7. All Divisions will reconcile their inter-division balance, Trail balance for the year 2014-15 is to be submitted to Head quarter by 30.04.2015 positively.
8. REM division will prepare the Property register.
9. Next review meeting will be held on 01.05.2015.

The meeting ended with thanks to the chair.

Annexure -1

1. Sh. Ajay Agarwal , (FA)
2. Sh. M.C.Jain CAO (HQ)
3. Sh Gyaneshwar Prakash, CAO ( Works)
4. Sh. Manoj Kr. Aggarwal DAO (HQ)
5. Sh. Ram Avtar DAO ( works)
6. Sh Ashish Yadav, DAO ( IMFL)
7. Ms. Vichitra Verma DAO ( CWC)
8. Sh. K.K. Gupta DAO (HQ )
9. Sh. NK Gupta DAO (IA)
10. Sh PK Gupta DAO ( Works)
11. Sh Bhart Bhusan DAO ( IEM)
12. Sh. Ashok Lal ( DAO) R/L
13. Sh. Rati Ram S.O.
14. Ms. Parul Agarwal, Manager Accounts
15. Sh. R.L.Saxena, AAM
16. Sh. Sunil Bassi , AAM
17. Sh. P.K.Gupta AAM