

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

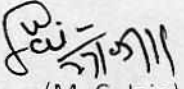
B & I DIVISION

No.: -DSIIDC/B&I/TOF/2015

Dated: 27.05.2019

CIRCULAR

It has been decided by the Competent Authority to make some changes in the Check-List to be submitted along with Requirements of funds henceforth so as to make the same more informative. A Performa of the modified check-list is enclosed herewith for strict compliance by all concerned. All the details required in the modified Check-List must be duly filled in before sending the files of transfer of funds to HQ. Files of transfer of funds containing incomplete Check-Lists shall not at all be entertained at HQ and shall be sent back to the division.


(M. C. Jain)
CAO (HQ)

Encl:-Modified Performa of Check-List accompanying the Fund Requirements.

- 1) CE-I
- 2) CE (Electrical)
- 3) All SEs (Through website)
- 4) ALL EEs (Through website)
- 5) CAO(Works)
- 6) All Associate Finance (Through website)
- ✓ 7) DM (IT) for circulation through website.

Copy for kind information to:

- 1) Sr. PA to MD.
- 2) PS to Director(Finance)
- 3) Sr. PA to ED.

Check-List For Requirement of Funds

1	Name of Work	
2	Client Deptt./Own Work	
3	Approval of MD, DSIIDC for execution of work & concurrence of Dir.(F) for Departmental Charges	
4	Amount of A/A & E/S	
5	Funds received from Client Deptt.	
6	Funds Available as per record of division Out of funds received as per serial no. 5	
7	Estimated Cost(Total) Civil Work Electrical Work	
8	Tendered Amount(Total) Civil Work Electrical Work	
9	Date of Start of work	
10	Date of Completion A. Stipulated B. Actual	
11	Work Executed	
12	Funds Transferred Earlier	
13	Withheld Amount, if any, to be deducted	
14	Security Deposit	
15	Funds required	
16	Provisional Ext. Of Time Granted	
17	Status of Work	
18	Extra Items/Substitute Items/Deviations with the approval of Competent Authority , if any	
19	Whether Fund Requirement Statement signed by EE & Associate Finance	

EE

Associate Finance