

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

OFFICE OF CHIEF ACCOUNTS OFFICER (HQ)

No.:- DSIIDC/B&I/Receipts/2016-17/

Dated: - 27.06.2016

OFFICE MEMORANDUM

To streamline the system, following instructions are hereby issued for strict compliance by the concerned officers of DSIIDC with immediate effect:-

- 1) Henceforth, all the Associate Finance will transfer all the receipts on whatsoever account to head office on first working day of every week without fail. However, IMFL Division may transfer the spare funds after retaining the amount required to meet the expenses, payment to suppliers and statutory liabilities. IEM division may transfer all the receipts except the amount deposited in Escrow Accounts.
- 2) Since the SOP has already been approved by MD, all units of Works Division are directed to transfer the amount lying in their Bank Accounts to Head office immediately and in future all receipts on whatsoever account may be transferred to Head office on first working day of every week without fail.
- 3) Further, for transfer of funds to HQ, no approval of any kind will be required by the Associate Finance of the division concerned.
- 4) All divisions except Works Division to send the Requirement of fund in case any need arises along with all supporting documents.


Detail of Bank Account of HQ for the purpose of transfer of funds is as follows:-

Name of Bank & Branch : - Canara Bank, Overseas Branch, B-39, Connaught Circus, N. Delhi-110001.

Current Account No. : - 1588214000019

IFSC Code : - CNRB0001588

This issues with the approval of Director (Finance). No separate hard copy shall be sent to the Associate Finance.


27/06/16
(M. C. Jain)
CAO (HQ)

All Associate Finance

Copy for information to:-

- 1) Sr. PA to Director(Finance)
- 2) CAO(Works)
- 3) CAO(IMFL/Relocation)
- ✓ 4) DM(IT) to upload on website.