

**DELHI STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT
CORPORATION LTD.
O/O Financial controller**

No: DSIIDC/WORKS/FC/office order/2017/50

Date:- 31.08.2017

OFFICE ORDER

Competent authority has decided to merge the 'Environment & Energy' accounting unit of works division with the 'Engineering head quarter'. All the members of accounting staffs presently working in the 'Environment & Engineering,' unit are therefore transferred to the newly merged accounting unit i.e. Engineering head quarter". sh Naveen Jain, AAM, who is working as divisional accountant of the "Environment & Energy' unit, will now report to A. O., Engineering HQ and shall ensure that all books of accounts, including relevant records, are transferred to the merged accounting unit. Balance lying in the bank accounts operating in the name of 'Environment and Energy' division will be transferred to the HQ accounts after its reconciliations with the Bank book. This working exercise, for closure of bank accounts, may be completed within 15 days, from issue of this order, for which A.O. Engg. HQ, will put up the required proposal to Chief Accounts Officer(HQ) for approval of the competent authority. Till order of closure of bank accounts are issued by the competent authority, bank books of both the divisions may be merged together in a columnar form displaying transaction of both division's banks. Bank books, journals, general ledgers, contractor ledgers, vouchers, tax returns, etc. and all subsidiary books of both the division shall be in the custody of A. O. Engineering head quarter. A list of all such documents may be prepared by the Environment and Energy division, a copy of the same along with the compliance report must be sent to this office for record within 15 days. Proposal for addition in the authorised signatories if any, for the bank account of the merged division may be put up immediately. All files requiring financial concurrence and audit pertaining to electrical works, except own works, will be dealt by the respective project-wise division, where the files of civil works are examined.


(GYANESHWAR PRAKASH)

FC


To:-

- 1) A.O.(ENGG. HQ)
- 2) AAM, ENV & ENERGY

COPY:-

- 1) PS TO DIR(F) for favour of information of Dir(f)
- 2) ALL CHIEF ENGINEERS
- 3) SE (ENV & ENERGY)
- 4) CAO (HQ)
- 5) EE(ELECT)
- 6) ALL ASSOCIATE FINANCE OF WORKS DIVISION
- ~~7) DAO (CAS)- for necessary changes in the pay bills register and issue of debit advices.~~
- 8) Sr. Manager (ACCOUNTS)
- 9) DM(IT)- for uploading on WEB site

11/9/17
12/9/17
01/9/17


(GYANESHWAR PRAKASH)
FC