

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.  
N-36, BOMBAY LIFE BUILDING, CONNAUGHT PLACE, NEW DELHI-110001.  
CENTRAL ACCOUNTS SECTION (HQ)

Subject :- Regarding Salary Bills.

Dated: 31.12.2021

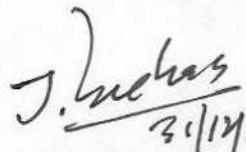
It has been observed that Monthly Pay Bills are not being collected from Central Accounts Section by some Divisions. The pay bills after signing by the staff and verification of attendance by the Division Heads are not being submitted on time with the Central Accounts Section.

In this regard it is requested to all the Divisional Heads that necessary instructions may be issued to concerned staff to collect pay bills upto 7<sup>th</sup> of each month from Central Accounts Section and submit the signed bills by staff and verified by the Divisional Heads latest by 10<sup>th</sup> of each month.

In addition to above, on account of creation of New Divisions, the name of the regular employee posted at IMFL vends have been shifted to various Divisions pay bills on the basis of available information. Name of some employees may have not taken correctly according to their posting. The same may be please be seen by the Divisional Heads.

If the name of any employee included in the Pay Bills of a Divisions but actually he is not posted is that Division, the same may be intimated with their name and file number to Central Accounts Section and on other hand if any employee actually posted in a Division, but his name is not included in Pay bill of that Division, the same may also be intimated to Central Accounts Section with their name and file number. Accordingly the necessary corrections will be made in the Pay bills. Central Accounts Section will not be responsible for delay in Salary in want of timely submission of verified Pay Bills by Concerned Division.

This may be treated urgent.

  
31/12/21  
(Jatinder Trehan)  
SO/CAS

All Concerned

DM (IT) with request to upload on website