

**DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD**  
**OFFICE OF THE CHIEF ACCOUNTS OFFICER (HQ)**

DSI IDC/CAO (HQ)/B&I /2024-25/1685

Dated: 31.01.2025

**OFFICE ORDER**

**Subject: Deposit of Unutilized Funds Back to HQ for Proper Monitoring of funds.**


It has come to the notice that a portion of the funds previously transferred to various divisions remains unutilized. To ensure effective financial management and proper utilization of available resources, all divisions are hereby advised to deposit back the unutilized balance of funds to HQ. Further it has been observed that the files for requirement of fund cases are forwarded to HQ from works division often on the higher side than the actual required amount. It may be ensured that the funds are to be utilized within 10 working days.

Therefore, it is advised that all DAO's must immediately reconcile their accounts with their respective divisions to determine the exact amount of unutilized funds which are lying idle for more than 15 days and transfer back to the designated HQ Bank Account by 10.02.2025. Details of the HQ Bank account is as under:

1. Account Name: DSI IDC
2. Account Number: 1588214000019
3. Bank Name: Canara Bank
4. Branch: M-11, Connaught Circus, New Delhi
5. IFSC Code: CNRB0001588

Details of the funds returned shall be forwarded to CAO (HQ) in the format enclosed herewith.

This is with the approval of Director (Finance).

  
(Sunil Kumar)  
CAO (HQ)

To,

1. CE (Civil)
2. CE (Elect)
3. All CAOs
4. All Divisional Heads
5. All DAOs/SOs/AAMs (working as Associate finance)
6. ✓ CM (IT) for circulation through Website.

**Copy for information to: -**

1. PS to MD, DSI IDC
2. PS to ED, DSI IDC
3. Dir. Finance, DSI IDC
4. E-in-C, DSI IDC

**DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD**  
Statement of Funds deposited back to HQ

Name of the Division:

Sl No.	Name of work	AA & ES	Funds transferred from HQ	Date of Funds transferred from HQ.	Funds Utilized as on date	Balance available as on date	Date of Deposit of Balance funds to HQ	Reason for non-utilization of funds till date	Remarks
1.									
2.									
3.									
4.									
	<b>Total</b>							XXXXXX	

Certified that funds of Rs.....deposited back in Bank Account No. 1588 2140 00019 with Canara

Bank , Connaught Circus, New Delhi on..... vide UTR No.....

DAO/SO/AAM

EE (CD-.....)