

MANUAL-1
FINANCE DEPARTMENT
Particulars of organization, functions and duties
[Section 4(1)(b)(i)]

Finance Department consists of the following Branches:-

1. Accounts Branch (Head Quarter/Cash)
2. Plan Section
3. Housing Accounts Unit
4. Demand & Collection (Property) Branch
5. Budget & Compilation Branch
6. Internal Audit Branch
7. Double Entry System Branch
8. General Provident Fund and Pension Branch
9. Medical Branch

1. Aims and objectives of the organization:


- | | | | |
|------|--|----|--|
| i) | Accounts Branch (Head Quarter/Cash) | a) | Deals with the payment of Pay & Allowances and personal claims of employees posted in various units and drawing pay from Head Quarter including officers working on deputation with DUSIB. |
| | | b) | Deduction of TDS on salary/non-salary, remittance of taxes and filing of TDS return under Non-Plan. |
| | | c) | Deals with the cases and scrutiny of proposals forwarding from various sections/branches/divisions relating to Non-Plan works and contingencies. |
| | | d) | Release of Non-Plan funds to various units of the department. |
| | | e) | Maintenance of receipt and payment accounts in respect of all the Non-Plan funds of DUSIB. |
| ii) | Plan Section | a) | Accord of financial concurrence to preliminary estimates, tender cases in respect of plan works and JNNURM and regulation/fixation of pay and other related service matters. |
| | | b) | Release of Plan Funds to various Divisions and maintenance of Grant-in-Aid Register. |
| | | c) | Payment to NGOs in respect of Night Shelters and contractual and other staff from contingencies of Plan Scheme. |
| iii) | Housing Accounts Unit | a) | Deals with maintenance of accounts of receipt against various assets of DUSIB allotted on lease hold and licence fee basis. |
| | | b) | Vetting of dues against the plots (commercial, residential and institutional) and flats as per D&C record and policy guidelines for recovery of outstanding dues of DUSIB. |


(H.P. SHARMA)
DY. C.A.-I


(KAMINI VAID DUTTA)
DY.C.A.-II


(RAMESH CHAND)
DY.C.A.-III

- iv) **Demand and Collection (Property)** a) Checking/vetting of proposals submitted by DD (Property) relating to recovery of outstanding dues of licence fee and damages in respect of properties located in Walled City as per policy guidelines and D&C records.
- v) **Budget and Compilation Branch** a) Compilation of RBE & BE of DUSIB for approval by Board.
b) Compilation of monthly accounts and annual accounts and preparation of budget of DUSIB on the basis of single entry system.
- vi) **Internal Audit Branch** a) Conducting of internal audit inspections of various units of DUSIB and coordinating with the units in the matter of observation of external audit i.e. AGCR/CAG Audit Para.
- vii) **Double Entry System Branch** a) Conversion of single entry of accounts into double entry system of accounts.
b) Preparation of Balance Sheet of DUSIB.
- viii) **General Provident Fund and Pension Branch** a) Maintaining GPF ledger of all the employees of DUSIB including work charge employees.
b) Accountal of subscription in respect of all the serving employees of DUSIB and dealing with the cases for sanction of Advance/withdrawal from GPF.
c) Full and Final payment of GPF subscription in respect of all the retiring employees on the age of superannuation / voluntary retirement and cases of deceased employees.
d) Processing and finalization of PPO in respect of the employees retiring on the age of superannuation/voluntary retirement.
e) Grant of family pension and death gratuity to the family of the deceased employees
f) Implementation of New Pension Scheme with NSDL meant for managing of NPS funds.
- ix) **Medical Branch** a) Scrutiny/processing of OPD and Indoor Medical claims in respect of serving and retired employees of DUSIB.
-


(H.P. SHARMA)
DY. C.A.-I


(KAMINI VAID DUTTA)
DY.C.A.-II



(RAMESH CHAND)
DY.C.A.-III

MANUAL-2
FINANCE DEPARTMENT
Powers and duties of officers and employees
[Section 4(1)(b)(ii)]

| S.No. | Designation of Post | Financial | Duties attached |
|-------|-----------------------------|---|--|
| 1 | Member (Finance) | As defined in Circular No. CE(DUSIB)/4101/147(Pt. File)/PS/2011/D-1797 dated 19.01.2011 | Monitoring of the working of Finance Branch as Finance Head. |
| 2. | Financial Advisor | -do- | Overall supervision of Finance Wing |
| 3. | Budget and Finance Officer | -do- | 2 nd authority for overall supervision of Finance |
| 4. | Dy. Chief Accountants | -do- | Controlling Officer of Branches under their control. |
| 5. | Accounts Officers | -do- | Supervision of Branch under his jurisdiction. |
| 6. | Assistant Accounts Officers | None | Branch in-charge. |
| 7. | UDCs/LDCs | None | Maintaining of PBRs, Cash Books, Registers, ledgers, GPF ledgers, Broad Sheets etc. and diary and dispatch Register. |

MANUAL-3
FINANCE DEPARTMENT
Procedure followed in decision-making process
[Section 4(1)(b)(iii)]

| S.No. | Activity | Level of Action |
|-------|---|-----------------------------|
| 1. | Receive dak and put a diary number | Dak Clerk/LDC |
| 2. | To mark the dak to the A.A.O. or concerned clerks/UDCs/LDCs received in the branch. | Accounts Officer |
| 3. | To take necessary action of the paper/files etc. | LDCs/UDCs |
| 4. | To put up the files/papers etc. after taking necessary action. | Assistant Account Officer |
| 5. | Put up for approval of the case. | Accounts Officer / Dy. C.A. |


(H.P. SHARMA)
 DY. C.A.-I


(KAMINI VAID DUTTA)
 DY.C.A.-II


(RAMESH.CHAND)
 DY.C.A.-III

MANUAL-4
FINANCE DEPARTMENT
Norms set for the discharge of functions
[Section 4(1)(b)(iv)]


All the functions are discharged as per guidelines prevalent and on the basis of instructions/orders of Govt. of India/Delhi issued from time to time.

MANUAL-5
FINANCE DEPARTMENT
Rules, regulations, instructions, manuals and records for discharging functions
[Section 4(1)(b)(v)]

All the functions are discharged as per guidelines prevalent and on the basis of instructions/orders of Govt. of India/Delhi issued from time to time.

MANUAL-6
FINANCE DEPARTMENT
A statement of the categories of documents that are held under its control
[Section 4(1)(b)(vi)]

| S.No. | Nature of Record | Details of information available | Unit/section where available |
|-------|--|---|--------------------------------|
| 1 | Cash Books | Maintenance of receipts and payments. | Accounts (HQ)/Plan/GPF Branch. |
| 2 | PBRs, LTC, Contingent Register, Telephone Register, Income Tax Register, Medical reimbursement Register. | Account of P&A, account of various contingencies payments, computation of income tax, etc. | Accounts (HQ) Branch. |
| 3 | Ledgers | Maintaining of receipts of all assets | Housing Accounts Unit |
| 4 | CAG Reply file | Replies given to CAG from time to time. | Internal Audit Section. |
| 5 | Internal Audit File | Constitution of various Internal Audit Parties for conducting inspections of DUSIB offices. | Internal Audit Section. |
| 6 | Investment File | Information for amounts invested in the Banks in the shape of FDRs. | Accounts (HQ)/Plan/GPF Branch. |
| 7 | FDRs Register | Entries of FDR. | Accounts (HQ)/Plan/GPF Branch. |
| 8 | Budget Estimates | Annual account and approved Budget | Budget and Compilation Branch |
| 9 | GPF Ledgers | Maintenance of GPF account | GPF and Pension Branch |


(H.P. SHARMA)
DY. C.A.-I


(KAMINI VAID BUTTA)
DY.C.A.-II


(RAMESH CHAND)
DY.C.A.-III

| | | | |
|-----|--------------------------------|---|-------------------------|
| | | in respect of work-charge and regular employees. | |
| 10. | PPOs | Maintenance of pension record of the retired employees. | GPF and Pension Branch |
| 11. | Cash Book | All transactions related with receipts and payments. | GPF and Pension Branch |
| 12. | New Pension Scheme | Co-ordinate with and remittance to NSDL in respect of the employees of NPS. | GPF and Pension Branch. |
| 13. | Medical Reimbursement Register | Record of medical claim reimbursed to the serving/retired employees of DUSIB. | Medical Cell. |
| 14. | Plan Grant Register and Files | The detail of Plan Grant receipts from Delhi govt. | Plan Section |
| 15. | PE/Tender concurrence register | The detail of PE and tender cases are recorded. | Plan Section |
| 16. | NGO Payment Register | Record of payment made to NGO. | Plan Section |
| 17. | Pay Order Register | All the payments are recorded in the register | Plan Section |

MANUAL-7

FINANCE DEPARTMENT

Particular if any arrangement that exists for consultation with or representations of the members of the public in relation to the formulation of its policy of implementation

[Section 4(1)(b)(vii)]

NOT APPLICABLE

MANUAL-8

FINANCE DEPARTMENT

A statement of boards, council, committees and other bodies constituted

[Section 4(1)(b)(viii)]

The details of statement of boards, council, committees and other bodies constituted is available in the DUSIB Act which is available on the department's website www.delhishelter.nic.in.


(H.P. SHARMA)
DY. C.A.-I


(KAMINI VAID DUTTA)
DY.C.A.-II


(RAMESH CHAND)
DY.C.A.-III

MANUAL-9
FINANCE DEPARTMENT
Directory of officers and employees
[Section 4(1)(b)(ix)]

Directory of officers is available on the department's website www.delhishelter.nic.in

MANUAL-10
FINANCE DEPARTMENT
The monthly remuneration received by each of the officers and employees,
including the system of compensation as provided in the regulations
[Section 4(1)(b)(x)]

The monthly remuneration received by each of the officers and employees is available on the department's website [www.delhishelter.nic.in-department-Member\(Finance\)-Financial-Advisor-Budget and Compilation-Budget](http://www.delhishelter.nic.in-department-Member(Finance)-Financial-Advisor-Budget-and-Compilation-Budget)

MANUAL-11
FINANCE DEPARTMENT
The budget allocated to each agency
[Section 4(1)(b)(xi)]

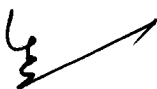
NOT APPLICABLE

MANUAL-12
FINANCE DEPARTMENT
The manner of execution of subsidy programme
[Section 4(1)(b)(xii)]

NOT APPLICABLE

MANUAL-13
FINANCE DEPARTMENT
Particulars of recipients of concessions, permits or authorizations granted
[Section 4(1)(b)(xiii)]

NOT APPLICABLE


(H.P. SHARMA)
DY.C.A.-I


(KAMINI VAID DUTTA)
DY.C.A.-II


(RAMESH CHAND)
DY.C.A.-III

MANUAL-14
FINANCE DEPARTMENT
Information available in an electronic form
[Section 4(1)(b)(xiv)]

NOT APPLICABLE

MANUAL-15
FINANCE DEPARTMENT
Particulars of facilities available to citizens for obtaining information
[Section 4(1)(b)(xv)]

The citizens can obtain the information pertaining to Finance Branch under RT Act, 2005 by submitting application to Public Information Officer (Finance) after making payment prescribed under RTI Rules, 2005.

MANUAL-16
FINANCE DEPARTMENT
Name, designation and other particulars of Public Information Officers
[Section 4(1)(b)(xvi)]

LIST OF PUBLIC INFORMATION OFFICERS

| S.No. | Designation of the officer designated as PIO | Postal Address | Telephone NO. | E-mail address | Demarcation of Area/Activities, if more than one PO is there |
|-------|--|---|---------------|--|--|
| 1. | Sh. H.P. Sharma, Dy. Chief Accountant-I | Room No. 24, DUSIB Head Quarters, Punarvas Bhawan, I P Estate, New Delhi-02 | 23378419 | dca1.dusib@gmail.com | Reg. establishment matter, Non-Plan Payments. |
| 2. | Smt. Kamini Vaid Dutta, Dy. Chief Accountant-II | Room No. 32, DUSIB Head Quarter, Punarvas Bhawan, I P Estate, New Delhi-02 | 23370524 | dca2.dusib@gmail.com | Reg. Plan Funds, GPF, NPS, Pension, Gratuity, Medical facility to DUSIB employees. |
| 3. | Sh. Ramesh Chand, Dy. Chief Accountant-III | Room NO. E-13 DUSIB Head Quarters, Vikas Kuteer, I P Estate, New Delhi-02 | 23378374 | dca.3dusib@gmail.com | Reg. Double Entry Accounts. |

LIST OF FIRST APPELLATE AUTHORITY

| S.No. | Designation of the officer designated as PIO | Postal Address | Telephone NO. | E-mail address |
|-------|---|---|---------------|--|
| 1. | Sh. H.S. Nanra, Budget & Finance Officer (DUSIB) | Room No. 45, DUSIB Head Quarters, Punarvas Bhawan, I P Estate, New Delhi-02 | 23370455 | bfo.dusib@gmail.com |


(H.P. SHARMA)
DY. C.A.-I



(KAMINI VAID DUTTA)
DY.C.A.-II


(RAMESH CHAND)
DY.C.A.-III

MANUAL-17

FINANCE DEPARTMENT
Other Information as may be prescribed
[Section 4(1)(b)(xvii)]

NOT APPLICABLE


(H.P. SHARMA)
DY. C.A.-I


(KAMINI VAID DUTTA)
DY.C.A.-II


(RAMESH CHAND)
DY.C.A.-III