

**DELHI URBAN SHELFHER IMPROVEMENT BOARD
GOVERNMENT OF NCT OF DELHI
Punercas Bhawan, I.P. Estate, New Delhi-110002**

No:-BF/2313/96/03/57Misc(DOP)/AO(HQ)/13/

Dated:-15.04.2014

OFFICE ORDER

In supersession of all previous order, the work relating to signing cheques as first signatory and co-signatory and their link officer among AO and DCA's is re-allocated as under:-

First Signatory	Link Officer	Remarks
AO(HQ)	ACA-IV	In the absence of AO(HQ), ACA-IV will be his link officer and if both the officers are absent or on leave the AO(Plan) will look after the work of AO(HQ)
Second Signatory	Link Officer	Remarks
DCA-I	DCA-III	1. DCA-III will be the link officer of, DCA-I during his leave period. 2. DCA-I will be the link officer of DCA-II during her leave, and 3. DCA-II will be the link officer of DCA-III during his leave.

Apart from the above officers, B&FO (DUSIB) will continue to be Co-signatory with AO (HQ) in the absence of all the three DCA's till the date of superannuation of B&FO.

The re-distribution of work among Accounts Officer and also specify their link officer is hereby order as per detail given below:-

S. No	Name of the officer	Present Allocation Work	Proposed Allocation Work	Name of the link officer
1.	Sh. Ramesh Thakur	AO(HQ) and AO (JJR)	AO(HQ) and AO (JJR)	Shri R.S. Sharma ACA-IV.
2.	Sh. Phool Chand	AO (DES) /Medical & custodian	AO (DES) /Medical & custodian	Sh. Shiv Kumar, AO (HAU) /D&C(Prop) / B&C /CDF
3.	Sh. Shiv Kumar	AO (HAU) /D&C(Prop) / B&C /CDF	AO(HAU)/D&C(Prop) / B&C /CDF	Sh. Phool Chand AO (DES) /Medical & custodian
4.	Sh. Ravi Indal	AO(Plan) & FO CE-2	AO(Plan) & FO CE-2	Sh. N.K. Gupta ACA-III
5.	Sh. Madan Gopal	AO(PF/Pension), (IA), E&M, SE(Coord) and ACA-II	E&M work withdrawn. Rest of work allocation will continue.	Sh. Ramesh Thakur, AO(HQ) and AO (JJR)
6.	Sh. R.S. Sharma	ACA-IV	ACA-IV	Ms Meenu Dua FO CE-1
7.	Sh. Rama Chandran	ACA-I	ACA-I plus Additional work of Internal Audit (party-II)	Sh. N.K. Gupta ACA-III
8.	Sh. N.K. Gupta	ACA-III	ACA-III plus Additional work of E&M assigned.	Sh. Rama Chandran V ACA-I
9.	Ms Meenu Dua	FO CE-1	FO CE-I	Shri R.S. Sharma ACA-IV.

A-02/DCA-III/104
16/4/14

R-1612/AC(KB)
17-4-14
IP

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Copy forwarded to the following for information and necessary action pl:-

1. PS to CEO
2. PS to Member (Finance/Administration)
3. Chief Engineer-I and Chief Engineer-II
4. All Directors/ All SE's
5. BFO, DCA-I, DCA-II and DCA-III
6. All Dy. Directors, Dy. Director (System) with the request to place it on DUSIB website.
7. All Executive Engineers
8. AO(HQ)/ AO(Plan)/AO(PF/Pension/IA)/ACA-I, II, III, & IV/ FO-I & II
9. AO (Internal Audit)/AO(DES)/AO(HAU,B&C,CDF,D&C(prop)

[Signature]
Member (Finance)

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