

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVERNMENT OF NCT OF DELHI
Punerwas Bhawan, I.P.Estate, New Delhi-110002

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

Dated:-20.07.2017

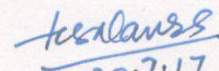
OFFICE ORDER

Consequent upon joining of Ms Meenu Dua, as Dy. Chief Accountant w.e.f 18.07.2017, She is posted as Dy. Chief Accountant – III in Finance and in supersession of all previous order, the competent authority is pleased to assign following work among DCA's with immediate effect in order to streamline work.

| S. No | Name of the officer | Designation | Work Allocated branch wise |
|-------|------------------------|-------------|--|
| 1. | Ms Meenu Dua | DCA-III | Pension, Provident Fund, Medical, Audit and Advice cases of Engineering |
| 2. | Ms Kamini Dutta Vaidya | DCA-II | Housing (JNNURM, HFA, In-Situ Rehabilitation), DUSIB Estate Mgt Fund, Plan Schemes, Plan Fund, DES, Pay Fixation cases and other cases of financial concurrence. |
| 3. | Sh. H.P.Sharma | DCA-I | AO(HQ), HAU, B&C |

All the three officers will ensure monitoring of branches put under their control and ensure that concerned branches reconcile receipts and expenditure with concerned division, reconcile PLA accounts regularly as per the instructions issued from time to time and reconcile with banks regularly.

This issue with the approval of Member (Finance), DUSIB.


20.7.17
(H S Nanra)

Budget and Finance Officer

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

1. PS to CEO
2. PS to Member (Finance/Administration/Engineering)
3. Chief Engineer-I, Chief Engineer-II and Chief Engineer (E),
4. Pr. Director (Admin) / FA
5. All Directors/ All SE's/ All Executive Engineers
6. Shri H.P.Sharma, DCA-I, Ms. Kamini Dutta, DCA-II and Ms. Meenu Dua, DCA-III
7. All Dy. Directors. Dy. Director (System) with the request to place it in website.
8. Dy. Director (Admin) w.r.to office order dated 18.07.2017.
9. AO(HQ)/ AO(Plan)/AO(PF/Pension/IA)/ACA-I, II, III, & IV/ FO-I & II
10. AO (Internal Audit)/AO(DES)/AO(Revenue/HAU)
11. Office order file.