

**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- 46

Dated:-20.8.2018

**OFFICE ORDER**

Consequent upon the promotion of Ms Meenu Dua, CDC DCA and Shri Phool Chand, Sr. A.O to the post of Dy. Chief Accountant vide Dy. Director (Admin) office order No Ga-41/8/2015-Admin/D-147 dated 10.08.2018 and subsequent their joining to the post of Dy. Chief Accountant in the pay scale of Pay Matrix 11 (Rw.15600-39100 + GP 6600) w.e.f 10.08.2018 (A/N), the work among DCA's and AO's is re-distributed as under:-

S. No	Name of the Officer	Designation	Work Allocated
1	Ms Meenu Dua	D.C. A-I	AO (HQ), High Court cases (Recovery Suit), Double Entry System Branch.
2.	Ms. Raj Rani	D.C. A-II	Housing, JNNURM, HFA, In-situ Rehabilitation, Night Shelter, DUSIB Estate Management Fund, Plan Schemes, Plan Branch. Pay Fixation cases and related cases of financial concurrence.
3.	Shri Phool Chand	D.C. A-III	Audit, B&C, HAU Branch, Medical Branch, The officer will continue to look after the work of Audit team till further order.
4.	Mrs. Kamini Dutta Vaidya	AO	PF and Pension. She will submit file directly to Pr. Director (Admin) for obtaining the approval of Head of Office and in other case for obtaining the approval of M(A) through BFO.
4.	Shri RamaChandran V	FO C-I & CE-II	He will look after the work of ACA-I in addition to his own work as FO and ACA-IV
5.	Shri N.K.Gupta	AO (E&M)/ACA-III	He will be link officer of FO to CE-I&II during the period of leave of Shri Ramachandran V.


All the officers are directed to take over their assignment with immediate effect. All the officers are further directed to monitor the work of respective branches under their control and also ensure that branches under their control maintained proper inventory of records, reconcile receipt and expenditure with divisions and banks, reconcile PLA Accounts, DEMF with concerned divisions and bank, etc etc.

*Asst. Secy*  
*20/8/18*

Contd.....2/-

Since DCA's are co-signatory with concerned Accounts Officer in issuing cheques, then they are equally responsible for proper maintenance of Cash Book and other relevant records. **In the absence of any officer/leave of the officer, Link Officer will look after the work as per the duties of link officer assigned vide office order No BF/2313/96/03/57/Misc(DOP)/AO(HQ)/13 dated 15.04.2014.**

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

  
20.1.18  
(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 (Consultant)
5. All Directors/ All SE's/ All Executive Engineers
6. Ms. Meenu Dua, DCA-I, Ms. Raj Rani, DCA-II, Shri Phool Chand, DCA-III. All the DCA's are further directed to send their signature in Bank as Co-signatories and obtain Digital signature for e-office from DD(System). All the DCAs are further directed to ensure that they must inform their link officer about absence or link.
7. Ms. Kamini Dutta, AO (PF/Pension) is directed to ensure that a monthly report of pension cases received and settled as per 7<sup>th</sup> CPC must be sent to undersigned and Member (Finance) through e-mail.
8. All Dy. Directors. Dy. Director (System) with the request to place it in website. He is also requested to issue e-office key/pass word and provide one computer with printer to DCA's.
9. Dy. Director (Admin) in reference to his office order dated 10.08.2018. He is further requested to place copies of these order in the personal file of officer concerned for record pl. .
10. AO(HQ)/ AO(Plan)/AO(PF/Pension/IA)/ACA-I, II, III, & IV/ FO-I & II
11. AO ( Internal Audit)/AO(DES)/AO(Revenue/HAU)
12. AAO (PF), AAO (Pension).
13. Office order file.