

DELHI URBAN SHLER IMPROVEMENT BOARD
OFFICE OF THE BUDGET & FINANCE OFFICER

NO:BF/2313/96/03/57/Misc/(DOP)/AO(Hq)/D-74

Dt: 19.05.2020

OFFICE ORDER

Whereas, Chief Secretary, Delhi/ Chairperson, State Executive Committee, DDMA, Govt. of NCT of Delhi vide Order dt. No.F./02/07/2020/S.I/Part file /176 dt. 18.05.2020 issued new guidelines for lockdown measures as per Annexure-A, in subsequent to the Ministry of Home Affairs, Govt. of India order No.40-3/2020-DM-I(A) dt. 17/05/2020 dated 18.05.200 vide which the lockdown period has been extended for a further period upto 31.05.2020 alongwith guidelines for lockdown measures.

Chief Secretary, Delhi/ Chairperson, DDMA has further directed that all Govt. Offices of NCT of Delhi/ Autonomous Bodies/ PSUs/ Corporation/ Local Bodies shall function with full strength. In pursuance to above order, Director (Admin), DUSIB vide office order dated 19.05.2020 has ordered that all the the offices of DUSIB will remain functional with full strength with immediate effect.

In view of these orders, following directions are hereby issued:

1. **All DCAs/ AOs/ ACAs/AAOs/ Consultants and other subordinate staff must attend office on regular / daily basis immediately and follow all the guidelines during lockdown period.**
2. Maintain a manual record of daily attendance of all the staff working under them as Bio-Matrix attendance system is already under suspension due to Covid 19.
3. Further explanation is writing may also be sought from officers/officials who do not attend the office for two consecutive working days or more. The DCA's at HQ level and branch incharge in subordinate offices are also required to submit a weekly record of attendance on every Friday to Administration and undersigned for the perusal of higher authorities.
4. **All the files received in the Finance/ Division/ Circle should be examined in Accounts by AOs/ AOs on daily basis onwards as per SOP already issued.** All pending files in each branch be examined immediately and put up through proper channel without fail.
5. As already directed vide office order dated 14.05.2020, for preparing and submitting monthly account of March 2020 & April 2020 after making all transfer entries within four days and reconcile and submit Utilization Certificate (UC) in respect of Plan Schemes & Non Plan fund alongwith PLA Statement to concerned AO/ AAO at HQ. All AOs/ACAs/AAOs are directed to submit status report within three days to DCA- and DCA-II positively. The concerned DCAs will apprise higher authorities and take all steps for completing all records within 07 days.
6. Any disobedience of this order as well as orders of Admin Branch shall invite action.
7. This issues with the prior approval of Competent Authority.

Encl : As above

Copy to :-


20/5/20
Budget & Finance Officer

1. P.S to CEO, DUSIB for information please.
2. PS to Member(Admn.), DUSIB
3. CE-I, CE-II, CE(Elect.)
4. FA, DUSIB, All Directors
5. All SEs/ All Executive Engineers, DUSIB
6. All DCAs/ ACAs/ AOs/ AAOs/ACAs/FOs/Consultants
7. DD(I.T)-I ; with the directions to put this order on DUSIB Web-site.
8. Office Copy

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
 DELHI URBAN SHELTER IMPROVEMENT BOARD
 PUNARVAS BHAWAN, LP ESTATE, NEW DELHI-110002
 (Administration Branch)

No. GA/1076-08/Admn./2020/D- 87

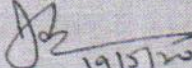
Date: 19.05.2020

OFFICE ORDER

Chief Secretary (Delhi) GNCTD vide Order No. F.2/07/2020/S.1/part file/176 dated 18.05.2020 has directed that lockdown period in the territory of NCT of Delhi is extended up to 31.05.2020. The permissible and prohibited activities in NCT of Delhi w.e.f 18.05.2020 has been specified in Annexure - A. As per Para 3(vi) of Annexure - A of the said Order, it has been permitted that all Government offices shall function in full strength.

In pursuance of said order, all the offices of Delhi Urban Shelter Improvement Board will remain function in full strength with immediate effect.

Encl: Order dated 18/05/2020


 19/5/20
 Director (Admn.)

Distribution :

1. PS to CEO (DUSIB)
2. PS to Member (Admn.)
3. All Chief Engineer's
3. FA(DUSIB)
4. All SE's
5. All Director's
6. All EE's
7. All Dy. Director's
8. Office copy