

**DELHI URBAN SHELTER IMPROVEMENT BOARD**  
**(Internal Audit Branch)**

NO: BF/2404/317/AO (IA)/2022/D- 36

Dated: 07/10/2022

**Sub: Providing record / information to Audit Party conducting Performance and Compliance Audit of DUSIB for the period 2010 to 2021-22.**

The Audit Party from the Office of the Directorate of Audit, GNCTD has commenced the Performance and Compliance Audit of Delhi Urban Shelter Improvement Board for the period 2010 to 2021-22. In this connection the audit party has issued audit memo (Copy enclosed) to provide information and record to them, as the desired information/record pertains to your office therefore it is requested that the same may be provided directly to audit party within prescribed time limit . The audit party is functioning in Room No. 44, Punarwas Bhawan, I.T.O, New Delhi.

**Note: - All concerned officers are requested to forward the audit memo to the offices under their control for taking necessary action as desired by the audit party.**

*07/10/22*  
Accounts Officer(IA)

Distribution:

S.No	Memo No. & date	Concerned Branch
1.	Record memo no.1 dated:06.10.2022	1. Chief Engineer (DUSIB) 2. Director(Rehab/SUR) 3. Director(Admn/Vigilance/Freehold Property Vendor/SCP/ Board) 4. Director(JJR/Land/Law/P&M/IAL) 5. Director(Housing/L&L/BVK/CS) 6. Director(RP Cell/Property/JSC) 7. Director(Recovery/Allotment/OCM/CDF/Night Shelter-II) 8. Director(Night Shelter-I) 9. Ex.Eng. (C-1,2,3,4,5,6,7,8,9,10,11,12)(E-1,2,3,4) 10. Dy.Director (System) 11. Dy. Director(Horticulture) 12. AO(Plan) 13. AO(Medical/ B&C / DES / HAU) 14. AO(HQ / Cash/ PF & Pension) 15. Asstt. Director(Care taker)

**Copy to:**

1. B&FO (DUSIB) for information please.
2. Inspecting Audit Officer, Audit Party No.1 for information please.

R/ISS/AD/1A/2022  
07/10/2022

~~CEO~~ *osluolm*  
B&FO

Directorate of Audit  
LOCAL FUND ACCOUNT  
Government of NCT of Delhi  
4<sup>th</sup> level, 'C' Wing, Delhi Secretariat,  
New Delhi

(2P)  
G-2292

6/10/2022

72  
U/O Dy. Comptroller No. 1908  
Dt. 7/10/22

Record Memo No 01

Dated: 06.10.2022

Please provide the following records/documents to Audit for the period 2010-11 (since inception) to 2021-22.

1. The copy of the act of Delhi Urban Shelter Improvement Board, 2010
2. Aims & Objectives of the Board
3. Copy of the pattern of assistance.
4. Copy of memorandum of understanding with different department.
5. Utilization certificate from 2010-11 ( since inception) to 2021-22.
6. Detail of license fees, ground rents received from all slam properties
7. Organization chart
8. Detail of division/ subordinated offices.
9. The Slum Areas (Improvement and Clearance) Act, 1956,
10. objectives, goals, guidelines, and targets for plan schemes, and
11. orders and instructions issued by the competent authority from time to time.
12. Certified copy of financial statements till date 2021-22.
13. Detail of various scheme (Plan & Non Plan).
14. Record pertaining to night shelter, JSC, swachh bharat mission, rehabilitation of JJ Dwellers.
15. The Powers delegated to HOD
16. Copy of delegation of financial power
17. Copy of bank reconciliation
18. Detail of vacancy position ( Group wise i.e. A,B,C)
19. Record/file pertaining to write off of any losses.
20. Service books/PBR/Bills register
21. Detail of GPF of employees
22. Detail of loan received from Govt. of NCT of Delhi.
23. Detail of budget estimate and actual expenditure from 2010-11 to 2021-22.
24. Detail of revenue scheme wise from 2010-11 to 2021-22.
25. Expenditure incurred on each foreign tour along with name of programme & officer visited abroad.
26. File/record pertaining to appointment on contract/daily wages along with extension granted from time to time.
27. File/record pertaining to appointment of part time/officer/officials.
28. Detail of drivers and vehicle attached with them along with detail of all hired vehicles and name of the officer with whom hired vehicle attached.
29. Details of all purchases above Rs. 2.50 Lacs where the tender not uploaded on the Delhi Govt procurement site with reasons thereof.

at 5:30 PM  
B & FO (CUSIB)  
By, No. 830  
Date: 6/10/22


*Immediately provide the information and documents to the audit Team.*

*Copy to  
1. By CA-I  
2. By CA-II*

*AO (HOD) to coordinate and review future memo & reply.*

*Copy for information to  
① Sr. Accts Officer / IAO.*


*AO (Audit)  
AAO (IA) 2/7/10/22*

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30. Detail of delay in supplying goods/books/furniture/equipment/furniture etc. along with penalty imposed by DUSIB for that delay.
  31. Detail of GIA received and the detail of expenditure incurred out of it.
  32. Detail/record pertaining to grant of Honorarium to staff along with approval of competent authority.
  33. Copy of the agreements of Security & sanitation, AMC of networking facility management, computer server, desktop, UPS etc.
  34. List of unserviceable items
  35. Record/information regarding Licence Fee, Water Charges & Electricity charges paid by the Kiosks working in the premises of IGDTUW
  36. File/record pertaining to condemned items during the year to 2010-11(since inception)



(SHYAM SUNDER DHINGRA)  
Inspecting Audit Officer  
Audit Party No. 01

To,



The B&FO/ H.O.D.  
DUSIB, Punarvas Bhawan  
I.P Estate  
New Delhi-110002

**Copy to Accounts Officer (I.A.)**

CEO  
B&FO

Directorate of Audit  
LOCAL FUND ACCOUNT  
Government of NCT of Delhi  
4<sup>th</sup> level, 'C' Wing, Delhi Secretariat,  
New Delhi

(1P)

Order No. G-2291  
Date 6/10/2022  
BY: (DUSIB)  
SECRETARY

Dated: 06.10.2022

In Pursuance of Office Order No. F.2/Audit/LFA/2022-23/5388-5396 dated 04.10.2022 issued by Directorate of Audit Govt. NCT of Delhi 4<sup>th</sup> level, C-wing, Delhi Sachivalaya I.P. estate, New Delhi, Performance Audit and Compliance Audit of the Delhi Urban Shelter Improvement Board ( DUSIB) Punarvas Bhawan, I.P. Estate Delhi for the period 2010-11 (since inception) to 2021-22 has been taken up w.e.f. 06.10.2022. Necessary directions may please be given to all concerned officers/officials for making available the record to audit party.

Also, a person who is well conversant with the record may be nominated as liaison officer for this purpose. A list of auditable record may please be furnished to the audit party.

Necessary seating arrangement for audit party may please be made. Also, the stationary to be used during the audit, secretarial help, Internet and a telephone connection may be provided to audit party.

During the course of audit. Preliminary Memos will be issued on the items checked by the audit party. Replies of the same may be given on the same day, if possible, or on the next day positively to enable the audit party to complete the audit as per programme. Concerned officers/officials of your staff may be instructed to extend full cooperation to the audit party by way of providing (i) records (ii) information (iii) Computer for typing (iv) Photostate /Telephone facilities etc. required for the purpose of audit.

B & FO (DUSIB)  
By No. 829  
Date 06/10/22

Your co-operation in this regard is requested.

Director (Finance)  
Pl issue one order to all the officers for upgradation.

(SHYAM SUNDER DHINGRA)  
Inspecting Audit Officer  
Audit Party No. 01

To,  
The B&FO/ H.O.D.  
DUSIB, Punarvas Bhawan  
I.P Estate  
New Delhi-110002

Issue direction to all the Branch officers for compliance  
06/10/22

Copy to Accounts Officer (I.A.)

- Copy to
- 1. Dy CA-I
  - 2. Dy CA-II
  - 3. AO (TA) NS

AO (IA)  
To coordinate with Audit Party.  
27/10/22

- for Informa
- 1. SA.O/IAO (Audit Party)