

DELHI DEVELOPMENT AUTHORITY
[FINANCE & EXPENDITURE]

O.O. No. 37

Dated: 11/08/17

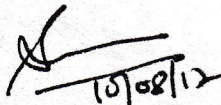
OFFICE ORDER

It has come to notice that officers/officials at the time of transfer from one Section/Office to another or at the time of retirement handover their files/records to other officers/officials and sometimes to officer/official appointed on Contractual Basis.

It has been decided that henceforth, all the Policy Files may be handed over to the regular employee at the time of transfer/retirement. All the officers/officials of Finance/CAO Wing to handover the file to regular employee only at the time of transfer/retirement and bring to the notice of F&E Branch.

All the concerned Branch Officers of Finance/CAO Wing are directed to comply with the above orders scrupulously.

This issues with the direction of Finance Member, DDA.


[Santosh Kumar]
Chief Accounts Officer

No. FE. 98 (37) 2015/DDA/385

Dated:- 11/08/17

Copy to:

1. PS to FM for kind information of the latter;
2. All officers of Finance/CAO Wing;
3. Guard File.


Sr. Accounts Officer (F&E)