

DELHI DEVELOPMENT AUTHORITY
[FINANCE & EXPENDITURE]

O.O. No. 69

Dated: 5-8-15

OFFICE ORDER

For streamlining the process of checking the pay fixation of retiring staff and to avoid delay in finalizing the retirement benefits, following instructions were issued vide this Office Order NO. 36 dated 06.05.2015 :-

- a. All DDOs may ensure transfer of Service Book of such officers/officials to concerned Work Audit Cell for checking of pay fixation atleast 03 months prior to their date of retirement.
 - b. It may also be ensured by DDOs that all orders/clarifications/prescribed proforma on a/c of pay fixation under various Pay Commission Reports and ACPS/MACPS etc. are referenced/ pasted in the Service Book under proper attestation.
 - c. After checking the fixation of pay, Service Books will be returned to the DDO concerned within a month by the concerned Accounts Officer(Works).
 - d. Welfare Inspector concerned shall coordinate and ensure timely transfer of service book to the concerned Audit Cell and its return to DDO concerned after checking of pay fixation.
2. Commissioner(P), DDA has again requested vide DO No. F.11(05)/2013/DDA/470 dated 23.07.2015 that the pay of the retiring staff be checked by deputing some convergent officers to find out the errors committed by the concerned staff and suggest measures for guiding the staff because there is lack of clarity in the matters of pay fixation. The cases of retiring persons are still being delayed despite issue of directions vide F&E circular No. 36 dated 06.05.2015 and Circular No. F.11(08)/2012/Welfare/1287 dated 08.11.2013 issued by Personnel Deptt.

Contd... 2/-

3. Since, it is not possible to deploy officers in each office for checking the pay fixation and all the officers at the level of AAO & above of the Finance & Accounts Cadre are well qualified and well conversent with the Rules & Regulations pertaining to pay fixation issued from time to time, it is stressed upon to all the concerned officers to comply with the above instructions in variably to avoid delay in finaliazing the retirement benefits of the employees of DDA.



[Santosh Kumar]
Chief Accounts Officer

No. FE.98 (16)/2012/DDA/ Pt./ 422

Dated: 5-8-15

Copy to:

1. PS to FM/EM, DDA for kind information of the later;
2. PS to Commisioner(P), DDA for kind information of the later;
3. Chief Engineer(HQ);
4. Director(Personnel)-I & II/IR&SW;
5. Director(Medical & Pension);
6. Dy.Dir.(Welfare) with the request to ensure that the Asstt. Protocol Officers, Sr.Welfare Officers & Welfare Inspectors coordinate in timely transfer of service books to concerned Works Audit Cell and vice-versa.
7. All Zonal Dy.CAOs/Dy.CAO(Estt.)/Dy.FA(H)-I & II /Dy.CAO(Works) with the request that this Office Order may also be circulated to the DDOs in their respective zones and to ensure that the instructions are complied with by them.
8. PAO(EW)/AO(PE)/AO(Sports);
9. Guard File.



Sr.Accounts Officer [F&E]