

**DELHI DEVELOPMENT AUTHORITY**  
**[FINANCE & EXPENDITURE]**

O.O. No. 95

Dated: 8.10.2015

**OFFICE ORDER**

In the Senior Officers meeting held on 29.09.2015, Vice Chairman, DDA deliberated on various issues including Levels of submitting files, Maintenance of Weekly Diary and Computerization of all the activities of DDA. As per instructions of VC, DDA, following directions are issued to all the Officers of the Finance and Account Department, DDA:-

1. There should not be more than four levels for the files to be submitted to Vice Chairman. (This implies that there should be three tier for files upto Finance Member level).
2. All the Officers upto the Rank of Dy. CAO shall maintain a Register depicting therein the weekly writes up of routine works performed, duties discharged, projections, planning etc. The Register so maintained by the Officers shall be called for inspection by CAO and FM as and when desired.
3. The inputs regarding computerization of Accounting System in DDA, particularly development of Software for Receipt and Payment Accounts in all Accounting Units including site offices are to be brought to the notice of CVO and FM on monthly basis. This matter will be discussed in the next monthly meeting.

All the Officers of the Finance and Account Department of DDA are directed to comply with the above instructions as the Vice Chairman is to be apprised of these developments in the next Senior Officers meeting.



[Santosh Kumar]  
Chief Accounts Officer

No. FE.7 (10)2015/DDA/ 556

Dated:- 8/10/2015

Copy to:-

1. P.S. to FM for kind information of the latter;
2. FA(H)/Director (LC)/Audit/ Finance/Medical;
3. Dy.CAO,Estt./HQ-I/Works/Audit/Budget/A/cs/Medical/Pension;
4. All Zonal Dy. CAOs/Dy. FA(H)-I & II;
5. PAO (EW)/AO (PE)/Sports;
6. Guard File.



Sr. Accounts Officer (F&E)