

DELHI DEVELOPMENT AUTHORITY
(FINANCE AND EXPENDITURE)

REMINDER-II

O.O. No. 12

Dated: 11.01.2016

OFFICE ORDER

In order to streamline 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 followed by O.O. No. 69 dated 05.08.2015:-

- 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.

Since, the above instructions are not being followed, it is, therefore, again stressed upon all the concerned officers to comply with the above instructions invariably to avoid delay in finalizing the retirement benefits of employees of DDA.


(Santosh Kumar)
Chief Accounts Officer

No:- FE.98(16)2012/DDA/41

Dated: 21-1-16

Copy to:

1. PS to FM/EM, DDA for information of the latter;
2. PS to Commissioner(P), DDA for kind information of the latter;
3. Chief Engineer(HQ);
4. Director(P)-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. DAO(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 compiled with by them.
8. PAO(EW)/AO(PE)/AO(Sports);
9. Guard file.