

DELHI DEVELOPMENT AUTHORITY

No. EM(18)/93/ 163

Dated: 6.1.88

CIRCULAR No. 220

As per Circular No.65, all CE's were to consolidate expenditure incurred (by Divisions under their control) on various heads & send monthly to E.M.'s office. It is, however seen that neither uniform format is followed, nor data is consolidated at C.E.'s level. Some CE's/SEs are sending it direct to this office.

In partial, modification of above circular, it is therefore decided that, data be consolidated at Zonal level as per format given below. All expenditure cards duly signed by CE/or his F.O. only, must reach EM's Office (E.O.-II to E.M.) latest by 20th of the subsequent month. Direct correspondence from E.F.'s will not be entertained.

V.S. Murti
(V.S. MURTI)
E.M.

Copy to:

All CE's will 16 spare copies for sending to SE's/EE's

Monthly Expenditure Card

Zone

For Month

Zone

	7.	8.	9.	10.	11.
1. <u>Wages-I</u>	2. <u>Wages-II</u>	3. <u>Wages-III</u>	4. <u>Wages-IV</u>	5. <u>Wages-V</u>	6. <u>Wages-VI</u>
This Upto Month date	This Upto Month date	This Upto Month date	This Upto Month date	This Upto Month date	This Upto Month date
7. <u>Deposit</u>	8. <u>Wages-Total</u>	9. <u>Expn regular</u>	10. <u>Expn on D</u>	11. <u>Expn on P</u>	
This Upto Month date	This Upto Month date	This Upto Month date	This Upto Month date	This Upto Month date	