

Delhi Development Authority
PM-UDAY Cell, Vikas Sadan, INA,
New Delhi-110023

F.No. LM/PM-UDAY/0007/2020/UDAY/POL/295

Dated: 05/10/2020

To,

The Dy. Director,
Processing Centre-101, 102, 103, 104, 105, 106, 107, & 108
Delhi Development Authority.

Sub: **Regarding refund of excess payment in PM-UDAY cases.**

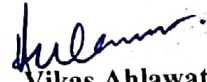
Sir/Madam,


This is to inform that a procedure was under formation in cases of excess payment in PM-UDAY applications. Accordingly, it has been decided by the competent authority that refund file shall be initiated at the Processing Center and shall be forwarded to Manager (LMA). Thereafter, Manager (LMA) shall send the bill to Cash Main alongwith the following:

- a. Detail of UTR/Challan no. vide which the amount has been deposited by applicant.
 - b. E- payment advice mentioning the bank details of the payee and amount to be refunded.
2. Accordingly, the file should be routed as follows: ASO (Processing Center) for checking > AD (Processing Center) for verifying > DD/ Director (Processing Center) for approval > Manager(LMA) for issue of pay order > ASO (Cash Main) for checking > AAO (Cash Main) for verifying > AO (Cash Main) for issuing bank advice.
3. A voucher shall be prepared by the officers/ officials working in the concerned processing center in the prescribed format. The same is enclosed herewith.
4. This issues with the approval of the competent authority.

Copy to:

1. PS to PC(LM), DDA.
2. PS to CAO, DDA.
3. PS to CLM, DDA.
4. PS to Director(PM-UDAY)-I, DDA.
5. Accounts Officer (Cash/Main).
6. Manager (LMA), DDA.


Vikas Ahlawat
Director-II (PM-UDAY)


Director-II (PM-UDAY)