

DEVELOPMENT AUTHORITY
Office of the Chief Accounts Officer
Vikas Sadan, New Delhi

No. F6(CI)16-17/HM/15-16/482.

Dated: - 16.08.2016
19/8/16.

CIRCULAR No. 15

Sub: Settlement/adjustment of advances

The audit while conducting the certification audit of Annual Account of the Authority for the year 2015-16, has pointed out that advances against which material already received has not been shown adjusted in the Annual Accounts. It has been noticed that information for adjustment of the advance was not conveyed by the DDO concerned to Accounts (Main) Branch. The issue has been examined and it has been decided that the advances given should be adjusted within a reasonable period and not later than 30 days time after receipt of the material. In future, at the time of sending Annual Accounts information, it will be responsibility of the respective DDO to send the information in respect of all type of advances given and their adjustment to Sr. AO A/Cs (Main) who will forward the same to Tax Consultant for reflecting the same in the Annual Accounts of DDA.

All concerned are, therefore, directed to adhere to the aforesaid instructions strictly in future. Any deviation to the laid down procedure will be viewed seriously.


(SANTOSH KUMAR)
Chief Accounts Officer
DDA

Copy to:-

1. PS to FM for kind information of the latter.
2. Dy. CAO (A/Cs) ✓
3. Dy. CAO (HQ)-I. ✓
4. All Zonal Dy. CAOs ✓
5. Dy. CAO (HQ)-III. ✓
6. Sr. AO CAUs (South Zone, North Zone, East Zone, Dwarka, Rohini & P & CWG). ✓
7. Sr. AO Cash (Main) ✓
8. Sr. Cash (Housing) ✓
9. Sr. AO (Contingency) ✓
10. Sr. AO (Sports) ✓
11. P & AO (PE) ✓

Copy also forwarded for information to:-

1. All CEs.
2. ✓ Director (Nazarat).
3. ✓ Director (System).


16/8/16
Chief Accounts Officer, DDA

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