

No.F.4 (3)91/Performance Budget/III Qr./Budget/2014-15 / 82

Dated 12.8.15

Sub:- Minutes of the meeting held on 4.8.2015 for deciding dates in respect of preparing DDA's Performance Budget on quarterly basis.

A meeting was held under the chairmanship of Hon'ble Finance Member, DDA on 4.8.2015 on the above mentioned subject. The following officers were present:

1. Sh.Venkatesh Mohan, Finance Member
2. Sh.Santosh Kumar, Chief Accounts Officer
3. Sh. Amardeep Singh Chowdhary, F.A. (Housing)
4. Sh. P.K.Chawla, Dy.CAO (North Zone)
5. Sh. I.P.Singh, DY. C.A.O.(East Zone & PAO Engg. Wing)
6. Sh. Raj Pal Singh, Dy. CAO (South Zone) & Accounts (Main)
7. Sh. G.K. Bhayana, Dy.CAO (Rohini, MPR, Flyover & CWG)
8. Sh. R.V.Garg, DY.CAO (Budget)
9. Sh. A.K.Datta, Consultant (Budget)
10. Sh. A.K.Jain, Sr. A.O., Cash Main
11. Sh. Vijender Singh, A.O. (Sports)
12. Sh. Ram Narain, Sr. A.O Accounts (Main)
13. Sh. S.C.Gandhi, Sr. A.O., Cash Housing
14. Sh. Akhilesh, EE (Monitoring)

During the course of meeting, for preparing DDA's Performance Budget on quarterly basis the timely action required to be taken by the different monthly account rendering units was discussed and following decisions were taken:

i) Dy. CAO (North Zone), (East Zone, PAO Engg. Wing & UTTIPEC), (South Zone), (Rohini, MPR, Flyover & CWG), Sr. A.O. (Sports) and A.O., Cash Housing will submit the duly compiled monthly account of their respective offices/wings to Sr. AO, Accounts (Main) by the 10th of following month to which it pertains.

ii) Sr. AO, Cash Main will ensure that monthly account of the Cash Main Branch is submitted to Sr. AO, Accounts (Main) by the 15th of following month to which it pertains.

iii) After all the monthly accounts have been received, Sr. AO, Accounts (Main) will get the Authority's monthly account prepared by 25th of the month and the consolidation of the monthly account shall be completed by the penultimate day of the month.

Thereafter, within two days figures of Receipt & Payment Head of Account-wise, Activity-wise and scheme-wise for every quarter will be provided by him to Dy. CAO (Budget) in the prescribed proforma to enable him to prepare financial performance budget and send the scheme-wise detail to Chief Engineer (HQ) for preparing the physical performance budget.

iv) The Chief Engineer (HQ) will take 10 days time to prepare the same and return the physical performance budget to Budget Section giving reasons and clarifications for the short fall in expenditure in the schemes.

v) After the physical performance budget has been received, Dy. CAO (Budget) will convene the meeting of the monitoring committee within a fortnight and circulate the physical & financial performance budget for discussion in the meeting.

vi) Minutes of the meeting for approval of FM, DDA and Action Taken Note for placing the performance budget before the Authority will be prepared within 3 days of holding the meeting.

This issues with the approval of FM, DDA.


11/08/15
Chief Accounts Officer

Copy to:-

- 1) FM, DDA
- 2) EM, DDA
- 3) F.A. (Housing)
- 4) Chief Engineer (HQ), DDA
- 5) Chief Engineer (Dwarka), (Rohini Zone), (North Zone), (South Zone), (East Zone), (CWG) and (Project) and (Electrical).
- 6) Dy. CAO (HQ)-I (Accounts)
- 7) Dy. CAO (North Zone), (East Zone, PAO Engg. Wing & UTTIPEC), (South Zone), (Rohini, MPR