

DELHI DEVELOPMENT AUTHORITY
[FINANCE & EXPENDITURE]

F&E CIRCULAR NO.29/2014

In pursuance of orders of Vice Chairman, DDA vide No. PS/VC/DDA/2014/239-N dated 12.06.2014 to ensure improved work culture and work environment in the work place, the existing procedures for settlement of GPF Cases and LTC/TA Claims have been reviewed and it has been decided that GPF Advance/Part Final withdrawal from GPF and LTC/TA Advance/claim cases should not be routed through Personnel Branch and instead processed and disposed in the office of concerned DDOs itself. Henceforth, the employee may submit application for GPF Advance/Part Final withdrawal from GPF and LTC/TA Advance/claim directly to DDO concerned. The dealing clerk will process the case as per relevant rules and obtain approval of Competent Authority i.e. A.O./Dy. CAO. After approval/sanction by the competent authority, the dealing clerk will prepare the bill, get it passed from D.D.O. / A.O. and send to the Cash Branch for release of payment.

This issues with the approval of Finance Member, DDA.

Amardeep Singh Chowdhary
02/12/2014

[Amardeep Singh Chowdhary]
Chief Accounts Officer

No: FE.7(05)/2014/DDA/ 523

Dated: 2-12-14

Copy to:-

1. O.S.D. to Vice -Chairman, DDA for information of the latter;
2. P.S. to F.M./E.M. for information of the latter;
3. All Pr. Commissioners/C.V.O./C.L.A./C.A.O., DDA;
4. Commissioners (Personnel)/Commissioner-Cum-Secretary;
5. All Chief Engineers/Chief Architect, DDA;
6. F.A.(Housing)/Director(Finance)/Medical & Pension/Audit;
7. Dy. Secretary(Hindi), DDA with the request to prepare Hindi version of the Circular;
8. Dy. C.A.O.(HQ)-I,II & III/all Zonal Dy. CAOs;
9. All DDOs of DDA;
10. Press Manager, DDA to prepare 250 copies of circular;
11. Notice Board;
12. Guard File.

Sr. Accounts Officer
2/12/14
Sr. Accounts Officer[F&E]
D.D.A.