

OFFICE OF THE CHIEF ACCOUNTS OFFICER
DELHI DEVELOPMENT AUTHORITY

F&E CIRCULAR No. 9/2011

This is with reference to earlier Circular No. 8.. dated 13.06.2011 of F&E Branch, wherein all the drawing officers were advised to compulsorily use Pay roll Software for processing the salary of the staff under their respective control positively from the month of June 2011. All DDOs were further required to send monthly report to the office of undersigned to this effect stating that salary is processed through the payroll software alongwith a detailed statement indicating the total strength of the staff as well as the total outflow on account of pay and allowances under various heads.

In view of the above mentioned circular, it is brought to the notice of all concerned again that any laxity in preparing the salary bill through payroll software would not only be viewed seriously but would attract appropriate action against the defaulting Officers/Officials. All such defaulting officials would be held personally responsible for the non compliance of the orders in this regard. Therefore it is impressed upon that manual preparation of pay bill must be stopped forthwith and the salary for the month of July 2011 would not be disbursed until the bills of the salary are drawn through the payroll software.

Strict compliance of above instructions are sincerely solicited from all concerned.

(RAJIV PANDEY)

Chief Accounts Officer, DDA

No. FE 98(2) 2010-11/SCPC/DDA/ 292

Dated: July 07, 2011.

Copy to:

1. OSD to Vice-Chairman, DDA;
2. OSD to FM), DDA;
3. PS to EM, DDA;
4. All Pr. Commissioners/ Commissioners, DDA;
5. Chief Vigilance Officer/ Chief Legal Advisor, DDA;
6. All Chief Engineers/ Chief Architect DDA;
7. PS to CAO, DDA;
8. FA (H)/ Director (LC)/ (IA)/ Finance/ Sports, DDA;
9. All Dy. Chief Accounts Officers, DDA;
10. Sr. AO Cash (Main),
11. AO (Cont)
12. Hindi Officer for Hindi version;
13. Guard File.