

DELHI DEVELOPMENT AUTHORITY
[FINANCE & EXPENDITURE]

F&E CIRCULAR NO. 16 /2015

Sub:- Reimbursement of entertainment allowance to officers of DDA for officials meetings and conferences etc.

Accounts Officer(PE) has sought clarification whether AD(Plg.) and RO are entitled for drawing the temporary advance for meeting out the expenditure on entertainment during meetings and for day today expenditure.

2. Vide circular no. 7 dated 10.04.2015, it has already been clarified that as per prevailing orders, Branch Officers & above ranked officers viz. EM, FM, VC, CVO, CLA, Commissioners, Chief Engineers, Secretary, CAO, FA(H), Directors/ SEs, Dy. CLA, Dy. Directors(Hort.), EEs, AOs/Sr.AOs & Sr. Law Officers etc. are entitled to reimbursement of entertainment expenditure. Thus, JLOs, AAOs, Asstt. Directors(Ministerial), Asstt. Engineers, Asstt. Directors(Hort.) & other equivalent Group-B officers are not Branch Officers and also not covered under the category of officers entitled for reimbursement of entertainment/ refreshment charges. Though certain posts like Asstt. Director(Plg.), Asstt. Director(Arch.), Asstt. Director(Land Scape), etc are placed in Group-A Scale of Pay (i.e. PB-3 plus Grade Pay of Rs. 5400/- at present, yet the incumbents of these posts are not Branch Officers and as such, they are also not entitled for re-imburement of monthly entertainment charges.

3. It is further clarified that the Branch Officers entitled to monthly entertainment charges can only request for advance payments on a/c of expenditure to be incurred in seminars/conferences, that too, with the approval of competent authority. However, for routine inter departmental meetings with staff, no separate expenditure can be incurred in addition to the ceiling of monthly entertainment/ refreshment charges.

4. This issues with the approval of F.M., DDA.

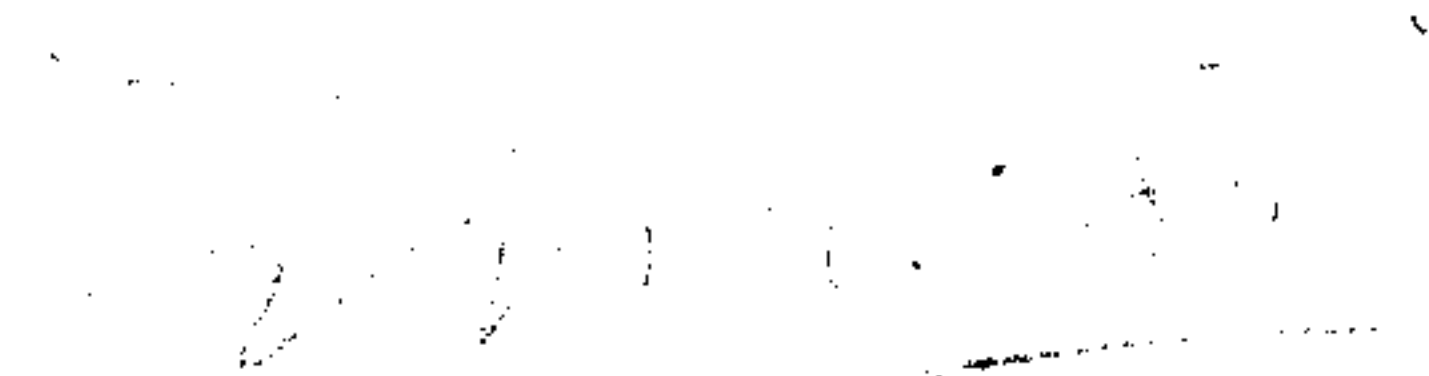

(Amardeep Singh Chowdhary)
Chief Accounts Officer

No. FE. 5(07)/2010/DDA/ 313

Dated: 12-6-15

Copy to:-

1. OSD to VC, DDA for information;
2. PS to FM/EM, DDA -do-;
3. All Pr. Commissioners/CVO/CLA;
4. All Chief Engineers/Chief Architect;
5. All Commissioners/ Commissioner Curn Secretary;
6. FA(H)/Director(LC)/Dir.(IA);
7. All Zonal Dy.CAOs;
8. Sr.A.O.(Contingency)/AO(PE)/PAO(EW);
9. Guard file.


(D.S. Negi)
Sr.Accounts Officer[F&E]