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DELHI JAL BOARD, GOVT. OF NCT OF DELHI
OFFICE OF THE ADDL. CEO/DIRECTOR(F&A)
KAROL BAGH : NEW DELHI

NO. DJB/B&A/2011/

59889

Dated:- 27.5.2011

INSTRUCTION ORDER

It is emphasized that computerized Accounts should be submitted to Budget & Accounts Section by the 7th of every month. In this regards, it has been observed that Accounts are not being submitted timely and accurately by the most of the divisions which resulted delay in compilation of different reports pertaining to Finance.

All AOs are, therefore, directed to ensure that:-

- Tally Accounts is submitted by 7th of every Month.
- Tally Complete Accounts are submitted after reconciling all Entries i.e. Receipt cash Book, Petty Cash Book, Staff Payments, Contractors Payments and Revenue Collection & remittance to respective Bank. All accounting Entries and Ledgers are checked before sending it to Finance.
- Reconciliation of all Bank Accounts including Revenue (ZRO) should be submitted monthly at the time of submission of Tally Data.
- Corrected data is uploaded in the system by the divisions.
- Besides, subscription of PF should be remitted to PF Cell timely and all statutory returns (DVAT, TDS etc) are being submitted timely to respective department.

S.K.

(Sudhir Kumar)

Addl. CEO/Director (F&A)

All AOs

Copy to: -

1. Member(Finance)
2. All EEs/DDHs/CWAs
3. All Dy.Director(F&A)
4. All AAOs

14/6/11

18/6/11

30/5/11

1-6/11

27/5/11

Addl. CEO/Director (F&A)

B-7