

DELHI DEVELOPMENT AUTHORITY
[Finance & Expenditure]

F&E CIRCULAR NO. 05 /2020

Sub: Guidelines/ Instructions in respect of pre audit for Class III/IV Employee.

As per extant procedure, all pension cases are pre-audited by Work Audit Cell (WAC) solely at Vikas Sadan. But due to bulk retirement of DDA employees the work of, WAC is increasing day by day. This results in delay in settlement of pension and other retirement benefit.

2. To obviate the difficulty of the retiring employee, with the assurance that pension paper & other formalities are finalized within prescribed time frame, it is decided that the pre-audit cases of Class III and Class IV divisional employee will be audited by the office of respective Dy. CAO of the zone (i.e. CAU) at their level. So that, all the activity pertaining to retirement will be strictly complied.

3. In order to avoid undue harassment on account of late detection of error and to streamline the process of checking the pay fixation of retiring staff, following instructions are issued as under: -

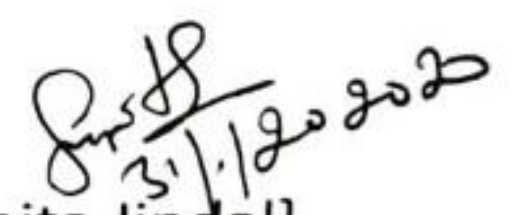
- I. All Divisional DDO/Executive Engineer (EE) shall directly forward the file to the office of respective Dy. CAO of the zone (i.e. CAU), for pre-audit and all other formalities/ activities pertaining to retirement of Class III and Class IV employee.
- II. After pre-audit, respective Dy. CAO of the Zone/CAU will ensure that all the retirement benefits are properly worked out and Pension Computation Sheet is enclosed along with all other formalities for submission of file to Personnel Branch for issuing Consolidated No Demand Certificate (CNDC). So that, Personnel Branch will pursue for "Acceptance of Pension Paper" from the Competent Authority.
- III. After Acceptance of Pension Paper along with other formalities, Personnel Branch will forward the file to Pension Cell for release of retirement benefits.

This is issued with the approval of FM, DDA.

No. FE.5(1)2016/DDA/78

Copy to:

1. PS to FM/CAO for kind information of the latter;
2. Commissioner (P)/FA(H);
3. Director LC/(Finance)/ (Audit)/P&C(P)/(P)-I&II;
4. DD (PB)-III/IV/ (Welfare);
5. Dy.CAO(Works)/Pension/ (Estt.)/Dy. FA(H)-I/II;
6. All Zonal Dy. CAOs/Executive Engineers;
7. Advisor (Medical)/(Pension);
8. Sr.AO(Works)-I, II& III/AO(Pension)-III
9. Sr.AO(Estt.) Gaz./Housing/ NG-II, III, IV;
10. PAO (EW)/AO(PE)/AO(Sports);
11. Hindi Cell/PR Cell;
12. EO Book/Guard File.


[Sunita Jindal]
Dy.CAO (F&E)

Dated: 31/1/2020

Dy.CAO (F&E)