

DELHI DEVELOPMENT AUTHORITY
[Finance and Expenditure]

O.O. No 32


Dated: 04/06/2018

OFFICE ORDER

The Leave arrangement in case of Sr. Accounts Officers/Accounts Officer is as under:-

S. No.	Officers on leave	Officers who will look after the work during leave
1.	AO (Works)-I & GIS	AO (Works)-II
2.	AO (Works)-II	AO (Works)-I
3.	AO (Works)-III	AO (Works)-I
4.	AO (External Audit)	AO (Internal Audit)
5.	AO (Internal Audit)	AO (External Audit)
6.	AO (Pension)	AO (Medical)
7.	AO (Accounts) Main	AO (Cash) Main
8.	AO (Cash) Main	AO, Accounts (Main)
9.	AO (F&E)	AO (Pension)
10.	AO (Budget)	AO (Accounts) Main
11.	AO (Estt.) Gazetted	AO (Estt.) NG-II
12.	AO (Estt.) Non Gazetted	AO (Estt.) Gazetted
13.	AO (PE)	AO, PAO (EW)
14.	AO, PAO (EW)	AO (PE)
15.	AO (Contingency)	AO (Budget)
16.	AO (PE) and AO, PAO (EW)	FO to Director (Hort.)
17.	Zonal AO	Zonal FO
18.	AO (Legal)	Manager LMA
19.	Manager (LMA)	AO (Legal)
20.	AO (Medical)	AO (Pension)

This issues with the approval of CAO, DDA.


[Kalpna Mongia]
Sr. Accounts Officer (F&E)

No. FE.98(15)/2012/DDA/Pt.IV/289

Dated: 04/06/2018

Copy to:-

1. PS to Director (LMA);
2. Dy. CLA;
3. Dy. CAO, HQ-I/Estt./Med. & Pen./Audit;
4. Dy. CAO, Accounts/Budget/Works;
5. All Zonal Dy. CAOs;
6. Guard File.

Sr. Accounts Officer (F&E)