

DELHI JAL BOARD
OFFICE OF THE ACCOUNTS OFFICER (PF)
DELHI JAL BOARD: VARUNALAYA PHASE-II
JHANDEWALAN: KAROL BAGH

CIRCULAR

As per order of Director (F&A) dated 18.02.2015, it is circulated to all DDOs that while processing the case of Hitkari Nidhi Yojna , there is no need to send PF & SB of employee in the office of AO(PF). The following guidelines are required to be followed for payment under Hitkari Nidhi Yojna on the basis of service record with application by the DDOs at their own level in a separate file.

1. GIS/DRF statement of last Six months duly verified by AAO concerned.
2. Birth certificate / School leaving certificate / Xth class certificate in which date of birth of daughter and name of the Mother and Father should be mentioned.
3. Marriage Invitation Card.
4. Attested photocopy of ration card or Medical Book.

Entry of sanctioned amount by AO(PF)/Dy.Dir(F&A) should be made in the PF/SB of individual by DDO/AAO.

DDO/AAO will be held responsible for any double payment to the employees and disciplinary action could be initiated against the defaulter official /officer.

This issues with the approval of Competent Authority.

All DDO's

Sd/-
(Deepak Sekhri)
Accounts Officer (PF)

NO. DJB/AO (PF)/2014/ 26762

Dated:- 05 MAR 2015

Copy to:-

1. Dir (A&P)/ (F&A) for kind information.
2. AC (T)/AC (D)/AC (G)-I/AC(G)-II for kind information.
3. All Dy.Director for kind information.
4. All AO /AAO.
5. All unions of DJB.
6. P.R.O. Cell for publication in Varun Patrika.
7. EE(EDP)Cell for uploading on DJB website.

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3/3/15
Accounts Officer (PF)

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programmer I

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17.3.15

