

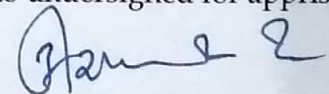
DEPARTMENT OF SOCIAL WELFARE
GOVERNMENT OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE, NEW DELHI-110002

CIRCULAR

It has been observed from the AGCR/Internal Audit Reports of the various homes/Institutions/Schools of this Department that the Rules laid down in GFR for compliance are not being followed by all concerned DDO/HOO of homes/Institutions/Schools of this Department. In this regard following common issues /observations of Audit have been noticed.

1. Non-maintenance of Consumable/Non-consumable Stock Register as per the provisions of GFR.
2. Purchase being effected without delegation of Financial Power.
3. Non-compliance of Rule-149 of GFR.
4. Cash book is not being maintained properly as per Receipt and Payment Rules.
5. Pay Bill Register does not bear signature of DDO.
6. Service Book is not being maintained as per rules.
7. Non-Maintenance of proper LTC/Medical/Advances/Leave encashment/Budget Control register etc.
8. Income tax calculation be done as per the Income Tax Act for the relevant Financial Year.

All Head of Offices/DDOs of homes/institutions/schools of this Department are hereby directed for compliance of the above and status report may be sent to undersigned for apprising the Director, (SW).



(ASHOK KUMAR AGGARWAL)
Deputy Controller of Accounts

All DDOs/HOOs/DSWO/Branch In charges, Department of Social Welfare.

U.O. No.F. 7(1)(Misc.)AO-I/DSW/Pt.file-II/2016-17/13149-13208 Dated:

Copy for information to:

1. PA to Director (DSW), GLNS Complex, Delhi Gate, New Delhi.

2. Senior System Analyst DSW for uploading on the Department website

15 DEC 2020

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15/12/2020