

Most Urgent

**DELHI JAL BOARD, GOVT OF NCT OF DELHI**  
**OFFICE OF THE JT DIRECTOR (FINANCE & ACCOUNTS)-II**  
**KAROL BAGH: NEW DELHI**

No.DJB/JT.Dir (F&A)-H/2013/ **45488**

Dated: 23-4-2013

**Instructional Order**

In continuation to this office circular No.DJB/JT.Dir (F&A)-II/Treasury/ 2013/ 39075 to 39227 dt 04-4-2013 regarding opening of separate division level account to meet out establishment expenses from April, 2013 onwards, it has been decided that the DDO concerned should continue to draw cheques from A/C No 4116 as usual but now this cheque should be drawn in favour of the newly opened account of the division concerned. For example if the account number of the division is 026401601000501 so transfer cheque from account no 4116 should be written as Delhi Jal Board A/c No 026401601000501. No individual cheques should be issued from A/C No 4116.

Corporation bank should also not honour the cheques issued henceforth from a/c no 4116 except transfer cheques to divisional accounts.

All other establishment expenditure should be made only from their respective accounts.

This issues with the approval of the competent authority.

*20/04/2013*  
*23/04/2013*  
*[Signature]*  
**(K.S.Sharma)**  
**Jt.Director(Finance & Accounts)-II**

**ALL EEs/DD(H)/DTQC/CWAs**

**Copy for kind information:-**

- 1. CEO, DJB**
- 2. Member(A)/Member(F)**
- 3. Director(F&A)/DOR**
- 4. ALL SAOs/AOs/AAOs**
- 5. Chief Manager ,Corporation Bank, Karol Bagh Branch.**

**EXECUTIVE ENGINEER (EDP)**

DIARY No. **1082**

DATE **2/5/13**

*[Signature]*  
**Jt.Director(Finance & Accounts)-II**

**EE (EDP)** *sansar*