

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF AUDIT
(Administration Branch)

4th Level, C-Wing
Delhi Sectt.
New Delhi

No. F.9(6)/DOA/Estt./2013/dcaaudit/ 4606-4612

Dated: 24.07.2014

ORDER

The Principal Secretary (Finance)/Head of Department is pleased to accord approval to the recommendations of Departmental Monitoring Committee for weeding out of following number of files/old record of this department as these files have become obsolete and are not required in any future correspondence: -

<u>Branch</u>	<u>No. of files selected for weeding out</u>
1. Administration Branch	109
2. LFA (Local Funds Account)	434
3. Internal Audit Branch	93
Total	636

Further, these files shall be weeded out in Recycling Unit of Delhi Secretariat, New Delhi.

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(KULGEET SINGH)
DY. CONTROLLER OF ACCOUNTS/H.O.O.
TEL. No. 23392281

No. F.9(6)/DOA/Estt./2013/dcaaudit/ 4606-4612

Dated: 24.07.2014

Copy for information and necessary action to: -

1. P.S. to Pr. Secretary (Finance)/P.A. to Spl. Secretary (Finance) for information please.
2. PA to COA(Audit), Directorate of Audit.
3. All the Branch incharges at Headquarter alongwith the relevant list of weeded out files of concerned branches with the instructions to keep them in record for future references, if any.
- ✓ 4. AAO(Audit)/Nodal Officer (Website) with the instructions to upload the list of all above files alongwith above order on the website of this department.
5. Dr. B.C. Sabat, Senior Scientific Officer, Deptt. of Environment, Govt. of NCT of Delhi, 6th Level, C-Wing, Delhi Sectt. New Delhi with the request to make necessary arrangements for weeding out of these files in Recycling Unit of Delhi Secretariat, New Delhi.
6. The Caretaker, Dte. of Audit (alongwith the list of above files) with the instruction to make necessary arrangements for shifting of all these files/records (after filling them in bags and weighing) in Recycling Unit of Delhi Secretariat, New Delhi and submit compliance report accordingly.
7. Guard File/Notice Board.


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ADMINISTRATION BRANCH

List of files for weeding out

S. No.	File No.	Subject
1.	F.6(216)/DOA/HQ/Estt./2000-2001	GPF Advances/Withdrawals in r/o Gr-III, , Stenos and Class-IV
2.	F.5(W.S.)/IAC/2002-03	Monthly Progress Report regarding Setting up of Dynamic website.
3.	F.6(275)/DOA/HQ/Estt./07	Annual Inspection of Department with regard to Management information system for the year 2006-07
4.	F.6(266)/DOA/HQ/Estt./06	Reg. Annual Inspection of Department.
5.	F.6(155)/97-IAC	Monthly Report reg. anti corruption and vigilance cases pertaining to the State Govt. and Union Territory.
6.	F.6(229)/DOA/HQ/Estt./02/	Status report on new posts actually created in the Directorate of Audit.
7.	F.6(165)/97/IAC	Quarterly statement regarding classification of Employees.
8.	F.6(271)/DOA/HQ/Estt./07	Polling Parties for MCD Election :2007 & General Election to Legislative Assembly-2008
9.	F.6(137)/95-IAC	Regarding Manual of office procedure (MOP) Test & Test on RTI Act, 2005
10.	F.6(153)/Misc./IAC-2003	Miscellaneous file – Administrative Matters
11.	F.3(386)/DOA/05	Submission of Incumbency statement & Monthly Vacancy Statement in r/o Grade-IV(DASS)/LDC and Stenographer - Gr-III
12.	F.6(96)/2001/IAC/Estt./Pt-file	Regarding Election Duties in General Election to the Legislative Assembly of Govt. of NCT of Delhi.
13.	F.3(385)/DOA/2005	Reg. Annual Increment of Gr-I,II,III & IV and Class-IV.
14.	F.5(102)/VSG/98/IAC/	Regarding Assembly Questions
15.	F.6(162)/97-IACrEG.	Reg. Nomination of Officers for Management Development Programme at NIFM & other Programmes
16.	F.6(29)/84/-IAC	Appointment to the post of class-IV – Misc. Correspondence
17.	F.6(136)/95-IAC	Reg. Forwarding of application for allotment of Govt. accommodation.
18.	F.6(115)/IAC/94	Regarding Progress report on implementation of Point-XX of 20 Point Programme - Monthly Report

By
(BANKESH CHANDER)
Sr. III / VDC

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(Alka Bansal)
Assistant Accounts Officer (Admn.)
Directorate of Audit
Govt. of N.C.T. of Delhi
Delhi Sectt. New Delhi

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19.	F.6(132)/97/-IAC Vol-II	Reg. Filling up of vacant post of Group 'D'-Misc. Correspondence
20.	F.6(182)/97/IAC/Vol.-II/Part-file	Reg. Filling up of vacant post of Group 'D'.-Class-IV-Misc. Correspondence
21.	F.6(11)/DIAC/94/	Reg. Filling up of vacant post of Group 'D'.
22.	F.6(266)/DOA/HQ/Estt./06	Correspondence Reg. Constitution of D.P.C. in case of Group 'D' Employees.
23.	F.6(109)/IAC/94	Career advancement of Group 'C' and 'D' Employees
24.	F.6(177)/IAC/98	Half yearly Progress Report on implementation of 15 Point Programme for the welfare of the minorities
25.	F.3(292)/99-IAC/	Typing Training to Employees working as Gr-IV(DASS)/LDC But not knowing Typing
26.	F.10(5)/Audit/2001/Pt-file	Vidhan Sabha Questions replies
27.	-	Payment of Honorarium to the staff of Audit Deptt. working with Third Delhi Financial Commission for the year 2005-06
28.	96 (09-10)/Misc./Admn./	Grant of Honorarium for 2008-09 to Mrs. Dineshwari Bhandari, Stenographer, Gr-III. Working in diverted capacity in Pr. Branch of Parliamentary Secretary to CM , Govt. of Delhi.
29.	F.6(162)/97/IAC/	Training Programme
30.	F.5(42)/93-IAC	Parliament Questions and Replies
31.	F.6(274)/DOA/HQ/Estt./07/	Nomination of Officers/Officials for Training Programmes
32.	F.6(19)/2000-01/Pt-file	Festival Advance
33.	F.6(207)/99-IAC/Vol.-III	Reg. Promotion/ Regularization of Grade-I, II, III, & IV (DASS)
34.	F.6(153)/87/IAC/Part-II	Misc. Correspondences
35.	F.7(9)DOA/2006	Review of Delhi Govt. Employees Health Scheme- correspondence

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Gr. III / UDC

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(Alka Bansal)
Assistant Accounts Officer (Admn.)
Directorate of Audit
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List of files for weeding out

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Sl. No.	File No.	Subject
36.	F6(162)/97/IAC/Part I	Training Programme out of Country
37.	F6(26)/88-IAC/Part III	Transfer/Posting of Accounts functionaries
38.	F 6(26)88-IAC/Part IV	Transfer/Posting of Accts functionaries w.e.f. 7.8.02
39.	F6(32)/87-8/DOA/2005	Property Return of AAOs and above
40.	F 6(132)/95-IAC/Vol I	Creation of posts in Dte of Audit of EDP Cadre
41.	,F 6(9)/84-IAC	Sanction of continuation of temp post of Dte of Audit for 1988-89 under Non-Plan Scheme
42.	-	Circular file w.e.f. 29.22.2000 to 2002
43.	6(262)/97-IAC/Part II	Training conducted by UTCS
44.	F 6(85)97-98/IAC/	Conversion of temporary posts into Pmt post ones in Dte of Audit
45.	-	Bunch of papers
46.	-	Loose papers
47.	6(191)98-99/IAO/PF	Creation of posts under Annual Plan of 98-99
48.	6(144)/96-97/IAO	Creation of posts under Annual Plan 96-97
49.	-	Loose papers
50.	6(85)/92-IAC	Sanction of creation of temp posts under Plan Scheme
51.	F6(26)/88-IAC	Transfer posting of Accounts Cadre
52.	6(26)/88-IAC/Part IV	Transfer/Posting of Accounts Cadre
53.	Pay fixation of DSF, DCA, Sr. AO, AO, AAO	Pay fixation of DSF, DCA, Sr. AO, AO, AAO
54.		Pension forms
55.	-	Extension of JAOs/AOs
56.	6(24)/92/IAO	Examination for the Common JAO-205
57.	6(24)/92-IAO/Part II	Forwarding of application of AAOs – Part I & Part II
58.	6(131)/95-IAC/PF	Reg. Pre-mature retirement of Gov. Servants-- Constitution of Internal Screening Committee
59.	61(5)/Misc/2002	Payment of Pension benefits to Gov. Servants in time
60.	6(114)/90-IAC	Obtaining Vig. Clearance of AAOs
61.	6(95)/IAC/93 -	Regularization of JAOs

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GREETHA. E.K.

Grade - II

Prasanna Suresh, Cir II (DAS)

Alka Bansal

Assistant Accounts Officer (Admin.)
Directorate of Audit
Govt. of N.C.T. of Delhi
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(4) BSA

S. No.	File No.	Subject
62	F.6(207)/99-IAC	ACR Correspondence in respect of Ministerial staff
63	—	Revised Tentative Seniority list of Gr-II(DASS) w.e.f 01-01-97 to 01-01-2000
64	F.6(153)/87-IAC	Misc. Correspondence reg. VIP Ref.
65	F.6(71)/97-IAC	Appointment of Daily wages Driver
66	F.6(273)/98-IAC	Personal file of Sh. Sachin Gola, Driver (Daily wages)
67	F.6(226)/DCA/HQ/ESTT./2000-2001	Regarding Temporary Govangement "Duplicating Machine Operator"
68	F.6(171)/97-IAC	Particulars of candidates for appointment of two daily wages driver
69	—	Sh. Pawan Sharma, Daily wages Driver w.e.f 26-01-99
70	F.6(171)/97-IAC	Appointment of Daily wages Driver
71	F.6(143)/96-IAC	Regarding Temporary Arrangement of Three-wheeler Driver
72	F.6(37)/99-2000/IAC	Appointment of Part time Sweeper increase in engagement hours
73	F.6(37)/93-IAC	Appointment of part time sweeper
74	F.6(37)/84-IAC	Appointment of part time sweeper, Dte. of Audit, Delhi Admn. Delhi.
75	F.6(153)/IAC/001	Transfer & Posting Orders of Ministerial Staff
76	F.6(267)/84-IAC	Transfer/Posting of Steno, LDC and Class-IV officials
77.	F.6(153)/DOA/HQ/Estt.	Observation of Punctuality
78	F.6(94)/97-IAC	Daily Punctuality Report
79	F.6(248)/DOA/HQ/Estt	Suggestions regarding Delhi Government Employees Health Scheme
80	F.7(6)/2004/DOA/HQ/Estt.	Introduction of new Pension Scheme – Submission of the Particulars of the Government Servant
81	F.6(37)/88-IAC	Regarding Charter Demand
82	F.6(91)/93-IAC	Verification of qualifying service
83	F.6(105)/84-IAC	Permission for late sitting and attending the office on holidays
84	F.6(105)/IAC/2001	Regarding Honorarium for the year 2000-2001 to staff of Dte. of Audit
85	F.6(226)DOA/HQ/Estt./2002-03	Fortnightly "Action Taken Report
86	F.6(221)/DOA/HQ/Estt./2001-2002	Information Regarding OBCs
87	F.6(153)/87-IAC	Misc. Correspondence
88	-	Tentative Seniority List as on 01-01-2000 (w.e.f 01-01-97 to 01-01-2000)

By
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G.V.III/VDC

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89	F.6(218)DOA/HQ/Estt./2000-2001	Office Order
90	-	CIRCULARS -REG. PAY FIXATION
91	F.6(96)/2001/IAC/Estt./Part-file	Regarding Election Duty
92	-	Elections to the Municipal Corporation of Delhi-2004
93	F.6(224)/IAC/2002	Reg. Election Duty
94	F.6(153)/IAC-Misc	Deployment of an Accountant in Anti Corruption Branch
95	F.6(155)/97-IAC	Meeting of Officers/Incharges of Vigilance
96	F.6(196)/98-IAC	Information on late comers/Absentee staff/statement
97	F.1(8)/03/Review/IAC	Review of working of Dte. of Audit
98	Audit/2004/VQ	Vidhan Sabha Question
99	F.102 (5)/VSQ/99-IAC	Assembly Questions
100	F.5(42)/93-IAC	Lok Sabha provisional questions
101	-	Parliament Question
102	F.6(168)/97-IAC	Creation of new post of Driver in the pay scale of Rs. 3050-4590
103	F.6(216)/DOA/HQ/Estt/2000-2001	GPF Advances/withdrawals in r/o UDC/HC
104	-	Medical Scheme-Circulars
105	F.6(173)/97-IAC	Fixation of Pay on the recommendation Fifth Pay Commission
106	F.6(153)/DOA/HQ/Estt./Pt-file	Monthly Statement of Punctuality drives conducted by Under Secy. Finance
107	-	Correspondence reg. Right to Information
108	F.1(19)/Audit/DGEHS/2007	Shadow file regarding DGEHS correspondence
109	-	Misc. loose papers.

By
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