

DELHI DEVELOPMENT AUTHORITY  
OFFICE OF FINANCIAL ADISOR (HOUSING)

*Manuals under section 4 (I) of the Right to information Bill, 2005*

**1) THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES : -**

Housing Finance Wing is headed by Financial Adviser (Housing) reporting to Finance Member DDA. He is assisted by two Dy. Financial Advisors and 11 Sr. Accounts Officers/ Accounts Officers.

Main activities of Housing Accounts Wing working under FA (Housing):-

- i) Processing and disposal of costing of flats.
- ii) Examination of preliminary estimates of BGDA for financial concurrence.
- iii) Maintenance of accounts of demand and collection of flats/built up shops in CSC/LSC and recovery thereof.

Divisions of Housing Accounts Wing: -

- i) Housing Accounts Centre (HAC) handles the costing of flats/ shops. In addition, the HAC division also examines preliminary estimates of BGDA for financial concurrence.
- ii) Zones viz. North, South, West, East, Dwarka, Rohini and General (Housing) Maintain the accounts of demand and collection in respect of flats, built up shops in CSC/LSC:-
  - a) Premium
  - b) Ground Rent
  - c) Service Charges
  - d) Recovery of outstanding dues
  - e) Other charges
  - f) Processing and finalizing of applications under penalty relief schemes.
- iii) Cash (Housing) Branch looks after banking operation of Housing, verification of Challans and updating of accounts.
- iv) Establishment (Housing) Branch maintains the establishment records of entire Housing Wing and looks after staff payments.

v) HAU-IV Section looks after registration records and surrendering of FDRs in respect of old Housing Schemes of DDA.

vi) Co-ordination (Housing Accts) Branch deals with issues relating to Parliament/Vidhan Sabha Question; VIP/ LG/ Ministries Reference; Compiling/ preparing of Budget/Revised Budget; Preparation and compilation of periodic reports/ returns; Drafting of Agenda Items to place before the DDA Authority and to other higher authorities for implementation in respect of Housing Finance Wing.

vii) Financial Adviser (Housing) also looks after banking arrangements for various housing schemes of DDA.

## **2) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.**

The duties of officers/staff working under Housing Finance Wing are enclosed as Annexure-I (i) to (v), the powers are available at DDA's website [www.dda.org.in/housing/housing\\_default.htm](http://www.dda.org.in/housing/housing_default.htm)

## **3) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.**

The various procedures followed are available at DDA's website [www.dda.org.in/housing/housing\\_default.htm](http://www.dda.org.in/housing/housing_default.htm)

The Organisation Chart of Housing Wing is enclosed below as Annexure-II.

## **4) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.**

Norms set by DDA for discharge of its functions are available in Citizens Charter at <http://urbanindia.nic.in/moud/citizen/dda/main.htm>

## **5) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER IT'S CONTROL.**

Housing Regulations of DDA are Available at DDA's website [www.dda.org.in/housing/housing\\_default.htm](http://www.dda.org.in/housing/housing_default.htm)

## **6) A STATEMENT OF CATEGORIES OF THE DOCUMENTS THAT ARE HELD BY IT OR UNDER IT'S CONTROL:**

Not applicable to Housing Finance Wing.

**7) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR ADMINISTRATION THEREOF;**

Not applicable to Housing Finance Wing.

**8) STATEMENT OF THE BOARD, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS IT'S PART OR FOR THE PURPOSE OF IT'S ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC:**

Not applicable to Housing Finance Wing.

**9) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:**

Available at DDA's at [www.dda.org.in/about\\_us/pop\\_ups/Telephone\\_Directory.pdf](http://www.dda.org.in/about_us/pop_ups/Telephone_Directory.pdf)

**10) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION.**

At Annexure-III below:-

**11) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULAR OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE:**

A Budget of Rs.1186.05 lakh has been allocated to Housing Establishment Wing under the control of Financial Advisor Housing for the year 2008-09 (The same is under revision).

**12)THE MANNER OF EXECUTION OF SUBSIDY PROGRAMS, INCLUDING THE AMOUNT ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMS:**

Not applicable in Housing Finance Wing.

**13) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT:**

Not applicable in Housing Finance Wing.

**14) DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:**

Available at DDA's website

[www.dda.org.in/housing/housing\\_default.htm](http://www.dda.org.in/housing/housing_default.htm)

**15) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING OF A LIBRARY OR READING ROOM, IF MAINTAINED, FOR PUBLIC USE:**

The general public can access information regarding the Authority from its web site [www.dda.org.in](http://www.dda.org.in)

**16) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:**

Available at DDA's website

[www.dda.org.in/about\\_us/pop\\_ups/appelateauthority.pdf](http://www.dda.org.in/about_us/pop_ups/appelateauthority.pdf)

Designation & Address of PIOs	Telephone (office)/ E-Mail ID	Designation & Address of Appellate Authority	Telephone (office)/ E-Mail ID	AO for Collection of fee	Offices from where the application can be obtained/ submitted
Smt. Savita Virmani Dy. FAH-I C-3 Block, 3rd Floor, Vikas Sadan., INA, New Delhi-110023	24634431 jtfah@dda.org.in	Sh. Pawan Kumar, Financial Advisor, D Blk., I Floor, Vikas Sadan, INA, New Delhi-110023.	24698758 9811727465 (M) fah@dda.org.in	AO(Cash)Main, C-3 Block, GF, Vikas Sadan, INA, New Delhi-110023. Tele: 24690431/35 Extn. 2537	Window No. 15, Near Main Reception in 'D' Block, Vikas Sadan, INA, New Delhi-110023.

**17) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED: Nil**

**DELHI DEVELOPMENT AUTHORITY  
(OFFICE OF A.O. (COORDN) HOUSING  
VIKAS SADAN, NEW DELHI**

**No. F22(109)/2006-07/Coordn(H)/Acs/149**

**Dated 4.12.06**

**OFFICE ORDER**

The duties of D. Asstt posted in SFS (Now HIG), Housing Accounts Wing have been defined as per practice in vogue since the inception of the SFS(Now HIG) Accounts Wing as under:-

- i) Preparation of periodical reports individual seat.
- ii. To supply material for budget estimates and annual accounts.
- iii. Calculation/updation of disposal prices of SFS flats in pursuance of prevailing policies.
- iv. Submission of No Dues Certificate in respect of conversion of flats from lease-hold to free hold, to AAO/Sr. AO.
- v. To bring to the notice of A.A.O. /Sr. A.O. any departure from the old/existing policies.
- vi. Calculation of ground rent and service charges in respect of SFS flats.
- vii. Calculation of interest on Ground Rent and Service Charges where payment is delayed.
- viii. Preparation of No Dues Certificate before issue of P/L after ensuring completion of all formalities.
- ix. Processing of refund of excess amount or in terms of directions of Hon'ble Courts after obtaining approval of Competent Authority.
- x. Processing of cases for preparation of FDR demand drafts to be filed in the Courts along with the appeal to be filed against the various judgments.
- xi. Preparation of parawise reply in respect of court cases.
- xii. Briefing in courts cases as and when required by the Panel Lawyers.
- xiii. Attending various courts as and when desired by the Panel Lawyers for assistance.
- xiv. Preparation of reply in respect of DGP references.
- xv. Preparation of reply in respect of RTI references.
- xviii) Preparation of notices from time to time in respect of allotment where payment is delayed.
- xix) Calculation of balance cost in respect of cases involving conversion from hire purchase to cash down.
- xx) Working out of details of payment of dues/paid upto the fourth installment.
- xxii) Preparation of Fifth & Final demand letter.
- xxiii) Maintenance of record in respect of T.B.R. and other important references bring it to the notice of AAO/Sr. A.O.
- xxiv) Maintenance of daily disposal register.
- xxv) Reconciliation of figures booked in the office of Sr. AO (A/Cs.)
- xxvi) Any other duties assigned from time to time by the higher authorities.

This issues with the approval of F.M. DDA in File No. F7(02)/2006-07/SFS/SFS/A/cs.

Sd/-

**Dy. Financial Advisor(H)-I**

Copy to:-

1. OSD to F.M./DDA for the information of the later.
2. Commissioner(H), DDA.
3. FA(H)-DDA, for favour of information please.
4. Chief Accounts Officer, DDA
5. Dy. Director (PB-I)
6. Dy. Director (SFS)/LAB
7. Dy. FA(H)-II/Dy. FA(H)-I
8. All A.O.s/SAOs of Housing Accounts Wing, DDA
9. All Acctt./AAOs of Housing Accounts Wing, DDA.

**DELHI DEVELOPMENT AUTHORITY  
(OFFICE OF A.O.(CO-ORDN.)HOUSING)  
VIKAS SADAN, NEW DELHI**

**NO. 22(109)/2006-07/Coordination(H)/A/Cs/136      Dated: 20.11.06**

**OFFICE ORDER**

The duties of the Acctts./AAOs posting in SFS(Now HIG), Housing Accounts Wing have been defined as per practice in vogue since the inception of the SFS(Now HIG) Accounts Wing as under:-

- i) Preparation of periodical reports.
- ii) Compilation of material for budget estimates and annual accounts.
- iii) Reconciliation of the figures with the Sr. AO(Accounts).
- iv) Working out/up-dation of disposal prices of SFS flats after complying with the old policies.
- v) Issue of No Dues Certificate in respect of conversion of flats from lease-hold to free-hold, with the approval of A.O./Sr. A.O.
- vi) To bring to the notice of A.O./Sr. A.O. any departure from the old/existing policies.
- vii) Working out of ground rent and services charges in respect of SFS flats.
- viii) Issue of No dues Certificate before issue of P/L after completing all formalities.
- ix) Processing of refund of excess amount or in terms of directions of Hon'ble Courts after obtaining approval of competent authority.
- x) Processing of cases for preparation of FDR/demand drafts to be filed in the Courts alongwith the appeal to be filed against the various judgements.
- xi) Preparation of parawise reply in respect of court cases.
- xii) Briefing in court cases as and when required by the Panel Lawyer.
- xiii) Attending various courts as and when desired by the Panel Lawyer for assistance.
- xiv) Preparation of reply in respect of DPG references.
- xv) Preparation of reply in respect of RTI references.
- xvi) Supervision/control of the Section/staff.
- xvii) Preparation of brief/minutes for the various meetings.
- xviii) Issue of defaulter notices from time to time in respect of allotment made on hire purchase basis.
- xix) Working out of balance cost in respect of cases involving conversion from hire purchase to cash down.
- xx) Any other duties assigned from time to time by the higher authorities.

This issues with the approval of F.M., DDA in File No. F.7(02)/2006-07/SFS/SFS/A/Cs.

**Sd/-  
Dy. Financial Advisor(H)-I**

**Copy to:-**

1. O.S.D. to F.M/DDA for the information of the later.
2. Commissioner(H), DDA
3. FA(H), DDA for favour of information please.
4. Chief Accounts Officer, DDA
5. Dy. Director(PB-I)
6. Dy. Director(SFS)/LAB
7. Dy.FA(H)-II Dy. FA(H)-I
8. All A.O.s./SAOs of Housing Accounts Wing, DDA
9. All Acctts../AAOs of Housing Accounts Wing, DDA

**DELHI DEVELOPMENT AUTHORITY  
(OFFICE OF A.O.(COORDN)HOUSING  
VIKAS SADAN, NEW DELHI.**

**No. F.22(109)/2006-07/Coordination(H) /ACs/148 Dated: 20.11.06  
4.12.06**

**OFFICE ORDER**

The duties of the Sr. AOs/AOs posting in SFS(Now HIG) , Housing Accounts Wing. These are as per practice in vogue since the inception of the SFS(Now HIG):-

- i) Overall supervision/control of SFS Section/Staff as Branch Officer.
- ii) Monitoring of Periodical Reports and returns.
- iii) Arrangement of material for Budget Estimates and annual accounts.
- iv) Action to get the figures of Accounts reconciled with the Sr. AO (A/Cs)
- v) Approval /updatation of disposal prices of SFS flats after complying with the old policies.
- vi) Approval and issue of No Dues Certificate in r/o conversion of flats from lease hold to free hold and also before issue of possession letter.
- vii) Scrutiny/examination of the cases with reference to the relevant Rules/Regulations and policies framed by the Authority and to bring to the notice of higher authorities any departure from the old/existing policies.
- viii) Approval of outstanding dues in respect of Ground Rent and Surcharges of SFS Flats.
- ix) Approval and issue of No Dues Certificate before issue of possession letter after completion of all formalities.
- x) To ensure compliance of all codal formalities before accord of approval and processing of refund of excess amount deposited or payments in terms of direction of Hon'ble Courts after obtaining approval of Competent Authority.
- xi) Passing of pay orders for preparation of FDR/Demand Draft to be submitted in the Courts along with the appeal to be filed against the various judgements.
- xii) Submission of parawise reply in r/o Court Cases.
- xiii) Briefing the Courts cases as and when required by the Panel Lawyer/Standing Counsel.
- xiv) Attending the various Courts as and when desired by the P/L. Standing Counsel for assistance.
- xv) Processing of reply in r/o. DGP references.
- xvi) Submission of reply in r/o. RTI References.
- xvii) Preparation of Briefs/notes/Minutes for the various meeting pertaining to SFS Branch.
- xviii) Monitoring/signing notices from time to time in r/o. respective allottees of SFS who are default in payment.
- xix) To attend the public on weekly Public Hearing days i.e. every Monday and Thursday relating to the allottees of SFS for redressal of their grievances.
- xx) Signing of Trepartie Agreement on behalf of DDA in respect of cases where loan is being raised by the allottee from the nationalized banks/financial institutions.
- xxi) Reply of Parliament Questions.
- xxii) To ensure timely submission of reply in respect of internal/external audit paras/reports.
- xxiii) Exercise of delegated powers as per specific rules.
- xxiv) Any other duties assigned from time to time by the Higher Authorities.



Sd/-  
**DY. FA(H)-I**

**Copy to:-**

1. .S.D to F.M./DDA for the information of the later. O
2. ommissioner(H), DDA. C
3. A(H)-DDA, for favour of information please. F
4. hief Accounts Officer, DDA C
5. Dy. Director (PB-I)
6. y. Director (SFS)/LAB D
7. y. FA(H)-II/Dy. FA(H)-I D
8. ll AOS/Sr. AOs of Housing Accounts Wing, DDA A
9. ll Accountants/AOs of Housing Accounts Wing, DDA. A

**DELHI DEVELOPMENT AUTHORITY  
(OFFICE OF A.O.(CO-ORDN.)HOUSING)  
VIKAS SADAN, NEW DELHI**

**NO. 22(109)/2006-07/Coordination(H)/A/Cs/147**

**Dated: 20.11.06  
4.12.06**

**OFFICE ORDER**

The duties of the Dy.FA(H)/Jt.FA(H) posting in Housing Accounts Wing. These are as per practice in vogue:-

- i) Overall supervision as controlling officer in Housing Accounts Wing in respect of Branches/Unit under his control.
- ii) Preparation of brief/notes/minutes for the meeting held in his chamber of FA(H)/F.M.
- iii) Quarterly review of budget receipts.
- iv) To reply the Parliament Questions relating to the Housing Accounts Wing.
- v) Vetting of parawise comments in respect of Court cases and DPG references etc.
- vi) Grant of approval as per delegation of financial power from time to time.
- vii) Verification of all aspects of costing before file is put up to the higher authorities. These includes compliance of all policies, test verification of flat details & area, rates charged etc.
- viii) Monitoring of reports and returns submitted to the higher authorities from time to time.
- ix) To ensure compliance of all codal formalities before accord of approval for refund of excess amount deposited and processing of cases or payment in terms of directions of hon'ble court after approval of the competent authority.
- x) Reply in respect of RTI references.
- xi) To attend the public on weekly Public Hearing days i.e. every Monday and Thursday relating to the allottees of all categories for redressal of their grievances..
- xii) To render advice to FA(H)/F.M, DDA
- xiii) To supervise reply of internal and external audit. Report.
- xiv) Periodical/monthly review of progress of issue of defaulter referred cases to Management Wing for cancellation.
- xv) Compilation of material for Annual Administration Report.
- xvi) Any other duties assigned from time to time by the Higher Authorities.

**Sd/-  
Dy. F.A.(H)-I**

**Copy to:-**

1. O.S.D. to F.M/DDA for the information of the later.
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5. Dy. Director(PB-I)
6. Dy. Director(SFS)/LAB
7. Dy.FA(H)-II Dy. FA(H)-I
8. All A.O.s./SAOs of Housing Accounts Wing, DDA

9. All Accts./AAOs of Housing Accounts Wing, DDA

**DELHI DEVELOPMENT AUTHORITY  
O/O THE APPELLATE AUTHORITY (HOUSING A/Cs)**

**NO.: PS/FA(H)/DDA/2007/62**

**May 18, 2007**

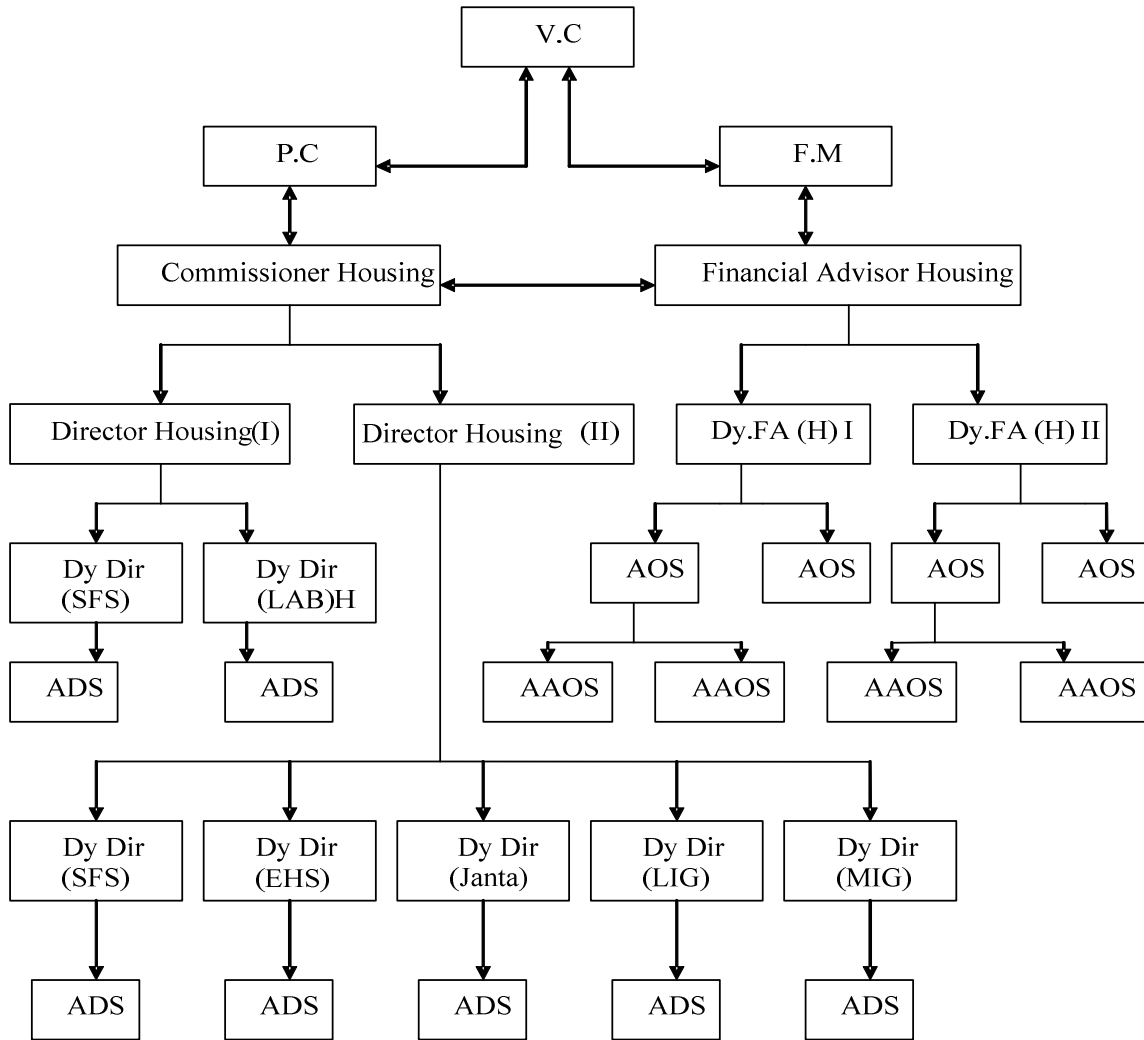
The duties and responsibilities of PIO of Housing Accounts Wing are mentioned below:-

1. Fixation of disposal cost of flats constructed by the DDA in various categories viz. SFS, MIG, LIG, Janta, EHS.
2. Fixation of disposal cost of shops constructed by DDA in Local Shopping Centre / convenient shopping centre
3. Verification of challans for payments in r/o flats / shop
4. Issue of "No Dues Certificates" to the allottees of the flats/shops.
5. Calculation of Ground rent /Service charges in r/o built up flats/shops.
6. Calculation of interest on EMI/Ground Rent and Service Charges in r/o built up shop/flats where payment is delayed.
7. Processing of refund of excess money deposited, registration money , cost of flats/shops.
8. Calculation of balance cost of the flats/shops allotted on hire purchase basis in LSC/CSC.
9. Updation of account of allottees of flats / shops.
10. Maintenance of record of earnest money in r/o various registration schemes viz. NPRS / SFS/AAY/ASY etc. and issue of surrender slip at the time of allotment.
11. Issue of defaulter notices in r/o default in payment of hire-purchase instalments.
12. Processing of application under Penalty Relief Scheme in r/o allotment made on hire purchase basis.
13. Staff payments including GPF/Medical payment of housing staff of DDA.
14. Other issues relating to accounts / finance in respect of housing activity of DDA'

Sd/-  
**(Pawan Kumar)**  
**Financial Adviser (H)**

**PC-cum-Secy.**

Organization Chart of Housing Wing of DDA



### Annexure III

The monthly remuneration received by officers/officials of Housing Wing for the month of January 2009.

EMPLOYEE ID	NAME	DESIGNATION	Gross Salary
2034	SMT.GUNWANTI MAMTANI	PERSONEL SECRETARY	37,594.00
2037	SH D R SRIVASTVA	JR. LAW OFFICER	37,213.00
2123	SMT MEENA ROY	PVT. SECRETARY	44,323.00
2169	ASMA MANZAR	COMMISSIONER	81,103.00
2172	SH. SATISH KR GROVER	PVT. SECRETARY	44,220.00
2173	SH O P GUPTA	DIRECTOR	42,661.00
2184	SH S S RAWAL	A.A.O.	40,327.00
2185	BALBIR SINGH	ASTT. DIRECTOR	42,654.00
2189	SH V P BANSAL	DY. DIR	53,769.00
2196	RAVINDER KUMAR SHARMA	A.A.O.	38,998.00
2200	VED P. SHARMA	ASTT. DIRECTOR	38,752.00
2201	SMT. ANITA JAIN	A.A.O.	38,327.00
2202	ANJU SHARMA	LEGAL ASSTT.	24,368.00
2205	G.D. SHARMA	ASTT. DIRECTOR	35,639.00
2210	O.P. MADAN	ASTT. DIRECTOR	33,699.00
2216	MOOL CHAND	ASTT. DIRECTOR	31,246.00
2217	TARSEM KUMAR	ASTT. DIRECTOR	31,246.00
2219	SATISH ATRI	A.A.O.	36,312.00
2220	BALWANT SINGH JUNEJA	ASTT. DIRECTOR	30,720.00
2223	KAILASH CHANDRA	ASTT. DIRECTOR	31,582.00
2224	G.D.SINGHAL	SR. A.O	54,736.00
2225	R.K.GUPTA	ACCOUNTANT	32,539.00
2226	ROHIT KUMAR SACHDEVA	A.A.O.	34,166.00
2227	R.P.SHARMA	A.A.O.	36,224.00
2228	D.D.SHARMA	ACCOUNTANT	33,772.00
2230	M.S.KOTI	ACCOUNTS OFFICER	48,209.00
2233	AJAY KUMAR GUPTA	A.A.O.	36,452.00
2235	ASHOK KUMAR GUPTA	A.A.O.	38,998.00
2236	JASBIR SINGH	ACCOUNTANT	33,582.00
2237	M.L.VERMA	ACCOUNTANT	32,399.00
2238	RAJENDER KUMAR	A.A.O.	39,188.00
2240	K.K.MALHOTRA	ACCOUNTS OFFICER	43,435.00
2241	M.S.MEHRA	ACCOUNTS OFFICER	35,394.00
2242	TARSEM LAL	ASTT. DIRECTOR	31,217.00
2243	N.K.GUPTA	ACCOUNTS OFFICER	42,749.00
2244	SUDHIR KUMAR GUPTA	ACCOUNTANT	32,399.00
2246	SHYAM LAL SHARMA	ASTT. DIRECTOR	32,633.00
2249	SURESH CHAND JAIN	ACCOUNTANT	33,582.00
2250	MRS.T.P.PAGGARWAL	A.A.O.	34,750.00
2251	SHRI RAM KUMAR	A.A.O.	33,582.00
2252	MAHESH BUTTAN	A.A.O.	33,582.00

2253	SAROJ BALA	ACCOUNTS OFFICER	47,712.00
2254	BRIJESH KUMAR	ASTT. DIRECTOR	31,567.00
2255	MUKESH CHANDERA JAIN	A.A.O.	36,809.00
2256	NEELAM CHADHA	DIRECTOR	48,487.00
2258	BRIJ PAL SINGH	ASTT. DIRECTOR	26,332.00
2259	SAVITA VIRMANI	DY. FA(H)	47,584.00
2260	POORAN CHAND	ACCOUNTS OFFICER	41,989.00
2261	SUKHVIR SINGH	ASTT. DIRECTOR	32,078.00
2262	T..C.SHAKUN	ACCOUNTS OFFICER	42,748.00
2263	SMT KRISHNA MEHTA	DY. DIR	50,700.00
2264	SHRI TEJ PAL SINGH	ASTT. DIRECTOR	33,669.00
2265	SHRI JAI PAL	ASTT. DIRECTOR	29,932.00
2266	SHRI RAM PAL SINGH	ASTT. DIRECTOR	24,163.00
2267	SHRI MAHAVIR SINGH	DY. DIR	45,055.00
2268	SMT. SUNITA MALHOTRA	PERSONAL ASST	45,637.00
2269	RISHAL SINGH	ASTT. DIRECTOR	32,662.00
2270	RAM KISHAN SHARMA	SR. A.O	40,479.00
2271	MADAN MOHAN	A.A.O.	38,327.00
2272	S.S. GAMBHIR	A.A.O.	31,202.00
2273	MRS. SAROJ KUMARI	ACCOUNTANT	33,582.00
2274	H.C. KAUSHIK	SR. A.O	50,662.00
2275	SHRI JAGDISH CHANDER	ACCOUNTS OFFICER	44,544.00
2276	SHRI K.S. BISHT	ACCOUNTANT	25,172.00
3011	SUDESH KUMAR	UDC	20,195.00
3013	SH. V.P. NAGAR	LDC	17,830.00
3014	R.P.DHAYANI	UDC	27,349.00
3027	VINOD KR. BORAI	UDC	16,003.00
3028	DAVINDER KUMAR	LDC	18,735.00
3031	PREM CHAND	UDC	18,369.00
3032	OM PARKASH	UDC	23,159.00
3034	S K SHARMA	UDC	27,349.00
3035	MAHABIR SINGH	LDC	16,881.00
3036	RAMESH CHAND MEENA	UDC	13,079.00
3053	SATISH KUMAR S/O SHAMBHU NATH	LDC	19,319.00
3054	ASHOK KUMAR	UDC	26,605.00
3057	KARAN SINGH	UDC	19,319.00
3058	K.L.JAGORI	UDC	19,529.00
3059	DHARAM SINGH	G.O.	17,189.00
3060	VIPIN KUMAR	LDC	20,195.00
3061	SEWA RAM	LDC	19,319.00
3063	SURESH PAL	UDC	20,405.00
3076	SATBIR SINGH	LDC	13,451.00
3077	JAGMAL SINGH	UDC	16,966.00
3088	RAJINDER SINGH	LDC	19,597.00
3095	RANBIR SINGH	LDC	17,889.00
3133	H.L. KHURANA	UDC	19,319.00
3134	KARAN JEET	STENOGRAPHER	17,013.00
3135	KAMLA RANI	LDC	19,597.00
3148	GAJE SINGH	DISPATCH RIDER	16,042.00

3151	ANIL KUMAR TYAGI	LDC	19,529.00
4038	NAIPAL SINGH	LDC	19,013.00
4040	GOPAL	LDC	17,597.00
4041	BRIJ PAL SINGH RATHI	LDC	20,195.00
4043	RAM ASHISH SINGH	UDC	22,283.00
4044	KHUSHI RAM	LDC	18,589.00
4121	TOTA RAM	UDC	27,349.00
4123	DARSHAN SINGH	UDC	21,991.00
4124	KRISHAN CHANDER	UDC	22,575.00
4125	P.P. BAJAJ	UDC	27,247.00
4127	ASHOK KUMAR	UDC	20,195.00
4128	RADHY LAL	UDC	27,349.00
4129	MANOJ KUMAR	LDC	13,462.00
4130	NARENDER MANDAL	LDC	13,625.00
4131	NEELAMBERANK	UDC	27,349.00
4132	PRITAM SINGH	LDC	16,881.00
4133	SURESH CHAND SHARMA	UDC	22,162.00
4135	RAJESH KUMAR YADAV	LDC	19,319.00
4142	SH WILSON JAMES	LDC	20,195.00
4143	SH RAM SINGH	DRIVER	23,152.00
4145	SH BIR SINGH	STENO/TYPIST	20,802.00
4147	ARUN KUMAR CHAKARVARTY	UDC	16,722.00
4148	SH K CHANDRAN	LDC	15,782.00
4149	AJAY KUMAR SHARMA	LDC	20,195.00
4162	CHAND SINGH	UDC	19,807.00
4164	RAJ SINGH	UDC	18,312.00
5001	HARI OM DEVADY	UDC	26,605.00
5010	SH PRITAM CHAND RANA	UDC	26,722.00
5018	SH RAMESH CHAND	UDC	19,918.00
5019	PREM ROHILLA	UDC	18,639.00
5021	BECHAN RAM	LDC	16,604.00
5022	KANWAR PAL	LDC	16,881.00
5023	HARBHAJAN SINGH	UDC	19,319.00
5027	GOKUL CHAND	UDC	19,319.00
5031	KANWAR SINGH	UDC	27,247.00
5033	RAJ KUMAR SHARMA	UDC	27,349.00
5034	RAJ SINGH	LDC	16,399.00
5035	MADHU BALA NARNG	UDC	27,099.00
5039	SH K N S YADAV	UDC	16,478.00
5043	RAM JATAN YADAV	LDC	19,319.00
5092	SHRI RAM NARESH TIWARI	LDC	Nil
5097	S N CHAKARWATI	LDC	19,529.00
5099	PHIRTOO RAM	UDC	20,195.00
5100	RAM KISHAN YADAV	UDC	26,722.00
5102	ISHAM SINGH DHANDEY	UDC	19,319.00
5103	VIR SINGH	UDC	22,162.00
5104	SURENDER PAL SINGH RANA	UDC	20,195.00
5106	NARESH KUMAR JAIN	UDC	27,349.00
5107	MAHIPAL SINGH	UDC	20,809.00



5108	BHAWAR SINGH	UDC	22,575.00
5110	OM PRAKASH	UDC	20,195.00
6006	SH MANI RAM BADGUJAR	UDC	16,032.00
6015	RAMKRIPAL SHING	UDC	20,195.00
6040	B.S. KAKKAR	UDC	27,247.00
6042	SMT. GYAN WATI SHARMA	UDC	19,918.00
6048	SMT. PUSHPA KHURANA	LDC	19,319.00
6051	RAMJEE SAO	UDC	27,247.00
6073	SUBHASH CHANDER	UDC	22,283.00
6074	SUNIT SINGH	UDC	27,349.00
6075	SMT. CHANCHAL KUMARI NAGPAL	LDC	20,502.00
6089	BRAHAM PRAKASH	UDC	19,529.00
6092	KHEM BIHARI VASHISHTA	UDC	27,349.00
6093	SARAN SINGH	UDC	20,195.00
6094	DINESH KUMAR	UDC	27,349.00
7012	SATISH KUMAR	UDC	22,162.00
7013	SUSHIL KUMAR	LDC	15,538.00
7032	SH NAUBAT SINGH	UDC	22,162.00
7041	PREM CHAND	UDC	16,258.00
7054	SHRI KARAN SINGH MAHALWAL	UDC	27,349.00
7079	SH. MEHKAR SINGH	LDC	16,662.00
7107	JAGMAL SINGH	UDC	22,439.00
7108	M.Y.KHAN	UDC	26,605.00
7109	MOOL CHAND	UDC	19,918.00
7115	RAM PAL SINGH	UDC	19,597.00
7116	ALAM SINGH KAINтура	UDC	27,349.00
7117	ASHOK KUMAR YADAV	UDC	20,195.00
7119	HARI KISHAN SHARMA	UDC	22,162.00
8004	SH ARUN KUMAR KUWAR	PEON	15,828.00
8020	YUG DUTT SHARMA	SECURITY GAURD(S/G)	21,157.00
8022	RISHI DEV	PEON	16,018.00
8030	SH PURAN SINGH	PEON	16,134.00
8031	SH BRAHM PARKASH	PEON	16,344.00
8032	JAI KISHAN PAHWA	PEON	13,272.00
8033	SH DHAN PAT SINGH	PEON	16,134.00
8051	SH OM PRAKASH	PEON	17,147.00
8052	SH BABU LAL	PEON	16,018.00
8054	RAJENDER SINGH	PEON	16,937.00
8055	NAND KISHORE	PEON	15,828.00
8057	SURESH KUMAR	PEON	16,134.00
8060	SMT KANTA DEVI	PEON	11,206.00
8080	SH VIJAY PAL	PEON	15,930.00
8082	GOVIND PARSHAD	PEON	16,134.00
8083	KANWAR SINGH NEGI	PEON	13,945.00
8084	RAGHU NATH JHA	PEON	16,937.00
8085	MEHAR SINGH	PEON	15,930.00
8100	KALI CHARAN	PEON	16,937.00
8103	SHYAM LAL	PEON	16,134.00
8135	SH NAMO NATH	PEON	15,828.00

8136	SATBIR SINGH	PEON	16,134.00
8150	SH KHARAG SINGH	PEON	16,981.00
8151	SH BASANT LAL	PEON	15,609.00
8153	RAM BAHADUR	PEON	16,563.00
8154	SH VIJAY SINGH	DAFTRY	16,529.00
8155	RAM CHANDER MOCHI	PEON	16,563.00
8156	RAGHUBIR SINGH	PEON	16,018.00
8180	SH CHOTTEY LAL	PEON	16,134.00
8185	SH DHARAM SINGH	KHALLASI	16,981.00
8186	SH VIJAY RAM	PEON	15,930.00
8187	JAI SINGH	PEON	16,499.00
8188	PHERU SINGH	PEON	16,134.00
8199	RATAN LAL	PEON	15,828.00
8200	SH MUNGA LAL	PEON	16,134.00
8202	SH MOHAN LAL	PEON	14,157.00
8203	SH SHIV CHARAN	PEON	15,828.00
8204	LALLAN	PEON	16,134.00
8206	SMT. SANTOSH	BELDAR	9,560.00
10004	BRIJ MOHAN GUPTA	STENOGRAPHER	34,302.00
10006	NEENA SHARMA	ASSISTANT	27,099.00
10034	DINESH CHAND	SR. STENOGRAPHER	22,927.00
10035	TEJ PAL SINGH	ASSISTANT	27,247.00
10036	SMT. MEENU KHANNA	SR. STENOGRAPHER	33,722.00
10038	SMT. ANITA CHIBB	ASSISTANT	27,508.00
10040	A.S. BHORIA	ASSISTANT	28,284.00
10055	SMTRENUJAIN	ASSISTANT	22,081.00
10056	JAGDISH PRASHAD	ASSISTANT	22,162.00
10057	POONAM PAPNEJA	ASSISTANT	27,758.00
10059	SATYA PRAKASH	SR. STENOGRAPHER	36,475.00
10060	TEJENDER KUMAR	ASSISTANT	28,284.00
10061	BAL KIRSHAN	ASSISTANT	25,889.00
10062	RAM NOHAR PAL	ASSISTANT	25,510.00
10063	SURESTHA BALA	ASSISTANT	27,247.00
10064	SURESH SURI	ASSISTANT	27,758.00
10065	NARESH KUMAR SHARMA	PERSONAL ASST	34,862.00
10066	SUMAN LATA BANSAL	SR. STENOGRAPHER	36,168.00
10067	JAGBIR SINGH GULAYA	ASSISTANT	27,349.00
10068	ATAL SINGH	ASSISTANT	27,758.00
10070	ANITA PATIYAL	PERSONAL ASST	35,788.00
11009	ARVINDER KAUR CHOUDHARY	SR. STENOGRAPHER	36,268.00
11010	SUMAN SINGAL	STENOGRAPHER	35,768.00
11013	KAMAL KISHORE	SR. STENOGRAPHER	33,189.00
11018	ATUL KUMAR JAIN	ASSISTANT	22,905.00
11022	HARISH CHAND	ASSISTANT	27,247.00
11023	TEJ PAL SINGH	ASSISTANT	28,284.00
11025	BRIJESH CHANDER	ASSISTANT	27,349.00
11026	SMT. GEETA CHANDNA	SR. STENOGRAPHER	36,328.00
11027	SURINDER KR. TANEJA	SR. STENOGRAPHER	33,475.00
11029	BHAGWAT PARSAD	ASSISTANT	22,905.00

11032	VINOD KUMAR	ASSISTANT	27,349.00
11036	VIJAY BHAN	ASSISTANT	27,349.00
11038	SMT.VIDYAVISHAWANATHAN	PERSONAL ASST	26,313.00
11040	JEET SINGH	ASSISTANT	27,247.00
11041	JAGDISH LAL ARORA	ASSISTANT	27,559.00
11042	ASHA KATOCH	PLANNING ASTT	26,243.00
11043	RAJESH KUMAR HANDA	PERSONAL ASST	33,300.00
11044	JAGDISH	ASSISTANT	21,912.00
11045	R.P.S.SHAMMI	ASSISTANT	27,349.00
11046	RAMESH CHANDER	ASSISTANT	27,349.00
11047	HARI RAM	ASSISTANT	21,479.00
11048	BINDU RANI GULATI	PERSONAL ASST	31,664.00
12001	RAJENDER RAM	PEON	16,499.00
12002	SHRI GOPAL	PEON	16,038.00
12004	SATYAVAN SINGH	PEON	16,134.00
12010	RAM BAKSH MISHRA	KHALLASI	16,018.00
12017	BHANWAR SINGH	PEON	16,134.00
12019	SATVIR SINGH	PEON	16,344.00
12022	SUKHBIR SINGH	DAFTRY	16,981.00
12023	HEERA LAL	PEON	15,828.00
12024	DEVI PRASHAD	PEON	16,981.00
12041	ATTAR SINGH	DAFTRY	16,981.00
12050	NAND KISHORE	PEON	16,134.00
12051	SH. ASHARFI MANJI	PEON	12,855.00
12052	TEJ SINGH	DAFTRY	14,155.00
12055	ISHWAR SINGH	PEON	15,930.00
12056	SHRI NANAK CHAND	PEON	16,134.00
12057	RAM BABU	PEON	15,828.00
12058	ALI HAIDER KHAN	PEON	10,726.00
12059	SHRI SHANKAR JI RAO	DAFTRY	Nil
	SHRI PAWAN KUMAR	FINANCIAL ADVISOR	39,749.00