

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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Assistant Accounts Officer (Admn.)
Directorate of Audit
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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-fileI | 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 |

BY
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Directorate of Audit
Govt. of N.C.T. of Delhi
Delhi Sectt. New Delhi

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 if 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. EK.

Grade - II

Prasanna Suresh, Civ II (DOA)

Alka Bansal

Assistant Accounts Officer (Admin.)
Directorate of Audit
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Delhi Sectt. New Delhi

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| 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) |

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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. |

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