

**GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY**

Ref. No.: CEO/Sys/2001/272

Date: 12-09-2001

**Office Order**

It is observed that the suppliers/contractors are following up in the Finance Division at all levels for release of payment. This practice shall henceforth be stopped. For clarification, the contractor/supplier may meet officers of the rank of manager and above only. The following system will be followed for payments.

- The concerned user Division shall submit the suppliers/contractors bills alongwith prescribed supporting documents and sanctions to Finance Division for preparation of cheques and release of payment.
- The Finance Division shall process file and return the file to the concerned division ensuring :-
  - (a) If there are shortfalls/discrepancies, the bill shall be sent back to the concerned division for correction, within 2 days with detailed/specific reasons and requirement

**OR**

- (b) Prepare cheque within 2 days from the submission of the bills to Finance Division. An accountant of the Finance Department will be deputed for the purpose of distribution of the cheques at CR-CELL. The deputed accountant will distribute cheques to contractors/ suppliers from the counter at CR-CELL between 4.00 p.m. to 5.30 p.m. and will maintain a register of cheques issued to him and collected by contractor/suppliers alongwith date. The cheque not collected personally within 5 days shall be sent by registered post to the concerned person. The file will be returned to the user department on the day the cheques are issued to the accountant. The details of the cheque will be posted on the file before returning it to the user department.

This comes into fore with immediate effect.

**Sd/-**  
**(Brijesh Kumar)**  
**Chief Executive Officer**

**C.C.To :-**

1. A.C.E.O.(A/U/G)
2. D.C.E.O.
3. O.S.D.(P/V/R/C)
4. All S.M.

**Chief Executive Officer**