

GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY

Ref. No. : CEO/SYS/789

Dated : 31-12-2001

Office-Order

Management Information System of Finance Division is being prescribed with this order. The first report on this format will be submitted on the 10th of January,2002. The monthly reports will be submitted on 10th of every month and weekly reports on 3rd, 10th, 17th and 24th of every month. The fortnightly reports will be submitted on 3rd and 17th of every month. The quarterly reports will be submitted on 5th of April/July/October/January of every year. This order comes into force with immediate effect.

Sd/-

(Brijesh Kumar)
Chief Executive Officer

Copy To :

1. P.S. to CEO
2. ACEO(U/G/A)
3. DCEO
4. OSD(P/C/R/V)
5. All GM's and HOD's
6. All Managers

Chief Executive Officer

MIS - SYSTEM

FINANCE DIVISION

The formats are enclosed herewith Description of each report is as under. The following reports are being prescribed.

- 1. Report Name :** **BUDGET VARIANCE REPORT (MIS-FIN-01)**
OBJECTIVE : To determine variance in the budgeted and actual figures, together with reasons thereof.
DATA CREATION : To be generated by Finance Division. The projected figures to be charted from the budgets and actual from the trial balance.
FREQUENCY : On a monthly basis, latest by 10th of every month.
SUBMISSION : To CEO/ACEO by G.M.(Fin.).
- 2. Report Name :** **MONTHLY SUMMARY OF LOANS & INTEREST (MIS-FIN-02A)**
OBJECTIVE : To provide information relating to loans, interest, their repayment.
DATA CREATION : To be generated by Finance Division. The due positions to be charted form budgets and actual from trial balance.
FREQUENCY : On a monthly basis, latest by 10th of every month.
SUBMISSION : To CEO/ACEO by G.M.(Fin.).
- 3. Report Name :** **SCHEDULE FOR PAYMENT OF LOANS & INTEREST AS PER LOAN AGREEMENT (MIS-FIN-02B)**
OBJECTIVE : To provide information relating to Quarterly Loan repayment schedule (for the year) and interest should show new loans obtained.
DATA CREATION : To be generated by Finance Division. The details correspond with loan sanction advice and budgets.
FREQUENCY : To be prepared annually at the beginning of the years and updated as and when new loan taken/payments made.
SUBMISSION : To CEO/ACEO on a Quarterly basis within 5 days of quarter ending. The statements to be supported by details of individual loans.
- 4. Report Name :** **SCHEDULE OF INVESTMENTS & INTEREST (MIS-FIN-03A)**
OBJECTIVE : Details investments made by GNIDA together with interest earned.
DATA CREATION : By Finance Division. To be updated monthly.
FREQUENCY : Monthly.
SUBMISSION : To CEO/ACEO/ in hard copy by 10th of every month.
- 5. Report Name :** **SCHEDULE OF SHORT TERM INVESTMENTS & INTEREST (MIS-FIN-03B)**
OBJECTIVE : Details investments made by GNIDA together with interest earned.

DATA CREATION : By Finance Division. To be updated monthly.
FREQUENCY : Monthly.
SUBMISSION : To CEO/ACEO in hard copy by 10th of every month.

6. **Report Name :** **MONTHLY REPORT OF ADVANCES & ADJUSTMENTS (PERSONAL ADVANCES)-MIS-FIN-04A**

OBJECTIVE : To monitor, control and ensure adjustments/recovery of advances to all category of personnel/organisations.
DATA CREATION : Generated by Finance Division, based on trial balance figures and actual recoveries.
FREQUENCY : To be generated are monthly basis, latest by 10th of every month.
SUBMISSION : To CEO/ACEO in hard copy. To be supported by detailed list of outstanding advances of each category.

7. **Report Name :** **MONTHLY REPORT OF ADVANCE TO SUPPLIERS/ CONTRACTORS (MIS-FIN-04B)**

OBJECTIVE : To monitor, contrite and ensure adjustments/recovery of advances to all category of organisations.
DATA CREATION : Generated by Finance Division, based on trial balance figures and actual recoveries.
FREQUENCY : To be generated on monthly basis, latest by 10th of every month.
SUBMISSION : To CEO/ACEO in hard copy. To be supported by detailed list of outstanding advances of each category.

8. **Report Name :** **MONTHLY REPORT OF ADVANCES TO PMC'S (MIS-FIN-04C)**

OBJECTIVE : To monitor, contrite and ensure adjustments/recovery of advances to PMC'S.
DATA CREATION : Generated by Finance Division, based on trial balance figures and actual recoveries.
FREQUENCY : To be generated are monthly basis, latest by 10th of every month.
SUBMISSION : To CEO/ACEO in hard copy. To be supported by detailed list of outstanding advances of each category.

9. **Report Name :** **MONTHLY REPORT OF ADVANCES TO SLAO (MIS-FIN-04D)**

OBJECTIVE : To monitor, contrite and ensure adjustments/recovery of advances to SLAO.
DATA CREATION : Generated by Finance Division, based on trial balance figures and actual recoveries.
FREQUENCY : To be generated are monthly basis, latest by 10th of every month.
SUBMISSION : To CEO/ACEO in hard copy. To be supported by detailed list of outstanding advances of each category.

10. **Report Name :** **MONTHLY SCHEDULE OF BILLS FOR PAYMENT (MIS-FIN-05)**

OBJECTIVE : To monitor payment of outstanding bills, together with reasons for delay in payment.
DATA CREATION : Generated by Finance Division, based on trial balance figures and actual recoveries.
FREQUENCY : To be generated are monthly basis, latest by 10th of every month.
SUBMISSION : To CEO/ACEO in hard copy. To be supported by detailed list of outstanding advances of each category.

Balance Sheet and Trial Balance as scheduled in Accounting Policy will be put up to CEO/ACEO on a quarterly basis.

FINANCE DIVISION

MIS-F&A-02A

MONTHLY SUMMARY OF LOANS & INTEREST

To,
CEO/ACEO,

Due Date : 10th of Every Month

Month _____.

S. No.	Particulars	Loan Amount	Int. Rate	Bal. On 01-04-01	During the Month		Year to Date		Due Next Month	Remarks
					Due	Paid	Due	Paid		
1-	A-Govt. Loans –Principal - Interest. B-NCRPB –Principal - Interest. C-HUDCO –Principal - Interest. D-Other F/S –Principal & Banks. - Interest.									
2-	<u>ADDITIONAL LOANS TAKENS</u> A-Govt. Loans –Principal - Interest. B-NCRPB –Principal - Interest. C-HUDCO –Principal - Interest. D-Other F/S –Principal & Banks. - Interest.									

Manager (Fin)

D.G.M.(Fin.)

G.M.(Fin.)

FINANCE DIVISION

MIS-F&A-03A

SCHEDULE OF INVESTMENTS & INTEREST

To,
CEO/ACEO,

Due Date : 10th of Every Month

Month _____.

S. No.	PARTICULARS	DATE OF	MATURITY DATE	RATE OF INTEREST	INTEREST RECD.		REMARKS
					DATE	AMOUNT	
A.	General Reserve						
B.	Maintenance Reserve						
C.	Reserve for future exps.						
D.	Reserve for Spl. Projects						
E.	Urban Services fund.						
F.	Green fund						

Manager (Fin)

D.G.M.(Fin.)

G.M.(Fin.)

FINANCE DIVISION

MIS-F&A-03B

SCHEDULE OF SHORT TERM INVESTMENTS & INTEREST

To,
CEO/ACEO,

Due Date : 10th of Every Month

Month _____.

S. No.	PARTICULARS	DATE OF INVESTMENT	MATURITY DATE	RATE OF INTEREST	INTEREST RECD.		REMARKS
					DATE	AMOUNT	
A.	General Reserve						
B.	Maintenance Reserve						
C.	Reserve for future exps.						
D.	Reserve for Spl. Projects						
E.	Urban Services fund.						
F.	Green fund						

Manager (Fin)

D.G.M.(Fin.)

G.M.(Fin.)

FINANCE DIVISION

MIS-F&A-04A

MONTHLY REPORT OF ADVANCES & ADJUSTMENTS. (PERSONAL ADVANCES)

To,
CEO/ACEO,

Due Date : 10th of Every Month

Month _____.

S. No	PARTICULARS	ADVANCE RECOVERABLE/ ADJUSTABLE		ADVANCES ADJUSTED		PENDING ADVANCES		REMARKS
		No.	Amount	No.	Amount	No.	Amount	
A.	Old Advances							
	1. G.M.Level & Above							
	2. Others							
B.	Current Advance							
	1. G.M.Level & Above							
	2. Others							

Manager (Fin)

D.G.M.(Fin.)

G.M.(Fin.)

FINANCE DIVISION

MIS-F&A-04B

MONTHLY REPORT OF ADVANCE TO SUPPLIERS/CONTRACTORS

To,
CEO/ACEO,

Due Date : 10th of Every Month

Month _____.

S. No	PARTICULARS	ADVANCE RECOVERABLE/ ADJUSTABLE		ADVANCES ADJUSTED		PENDING ADVANCES		REMARKS
		No.	Amount	No.	Amount	No.	Amount	

Manager (Fin)

D.G.M.(Fin.)

G.M.(Fin.)

FINANCE DIVISION

MIS-F&A-04C

MONTHLY REPORT OF ADVANCES TO PMC'S

To,
CEO/ACEO,

Due Date : 10th of Every Month

Month _____.

S. No	PARTICULARS	ADVANCE RECOVERABLE/ ADJUSTABLE		ADVANCES ADJUSTED		PENDING ADVANCES		REMARKS
		No.	Amount	No.	Amount	No.	Amount	

Manager (Fin)

D.G.M.(Fin.)

G.M.(Fin.)

FINANCE DIVISION

MIS-F&A-04D

MONTHLY REPORT OF ADVANCES TO SLAO

To,
CEO/ACEO,

Due Date : 10th of Every Month

Month _____.

S. No	PARTICULARS	ADVANCE RECOVERABLE/ ADJUSTABLE		ADVANCES ADJUSTED		PENDING ADVANCES		REMARKS
		No.	Amount	No.	Amount	No.	Amount	

Manager (Fin)

D.G.M.(Fin.)

G.M.(Fin.)

