

PUBLIC WORKS DEPARTMENT
OFFICE OF THE ENGINEER-IN CHIEF
12TH FLOOR MSO BUILDING, NEW DELHI

No.E-in-Office/PWD/Dir(W)/E lekha/ 4339

Dated: 22/12/20

URGENT CIRCULAR

Sub: Monitoring of E lekha Govt Accounting system at Zonal level by the respective Chief Engineers , by fixing meetings with DDOs/AAOs and imparting of basic training to the concerned staff.

It has been observed that E lekha expenditure monitoring system is not being implemented in the various PWD divisions, effectively. Out of 66 division, on an average only 30 divisions are sending the text files to PAO-22 and that also with some errors which cannot be incorporated in the E lekha Govt Accounting system.

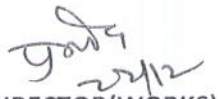
Assistant Accounts Officers & Cashiers posted in the divisions have a leading role to complete the cash book on daily basis and to generate the text files on daily basis, on overall supervision of Executive Engineers/DDOs.

All the Chief Engineers are requested to call a meeting of E.E.s/AAOs/Cashiers of the divisions , under their administrative control immediately to deliberate the issues relating to E lekha expenditure monitoring system . The meeting may also be conducted regularly till achieving 100% progress in implementing E lekha Govt accounting system in PWD. Feed back may also be obtained compulsorily from the users/participants to improve the system, before start of meeting to save time in meeting. Copy of feedback form enclosed herewith which may be modified as per requirement.

Representative of software agency Shri Dileep, Mobile No.9350313140/8178138480(whatsapp) mail id kumar8dileep@yahoo.co.in) may also be invited in the meeting to impart basic training to the AAOs/Cashiers/Computer Operators to use the new module and to generate text files. The meeting may be called in batches as per availability of space in their Conference room. PAO-22, Govt of NCT of Delhi , 10th floor, MSO building or his representatives should also be invited in the meeting for their suggestions to resolve the issues.

COVID 19 related norms(social distance/wearing of mask) may also be followed in the meeting. Meeting can also be conducted through video conference/video calls etc. Meeting notice and feedback form should be sent to concerned divisions in well in advance . Brief minutes of meeting along with list of participants should be prepared and maintained in the division for record. A copy of minutes may also be sent to P.S. to Engineer-in-Chief for record.

This issues with the prior approval of Engineer-in-chief.


DIRECTOR(WORKS)

To

1. All the principal Chief Engineers, PWD Govt of NCT of Delhi
2. All the Chief Engineers, PWD Govt of NCT of Delhi.
3. All the Superintendent Engineers, PWD GNCTD
4. PWD website

**PUBLIC WORKS DEPARTMENT
GOVT OF NCT OF DELHI**

Back ground: Slow progress in implementation of E lekha reporting system . Feed back form for reporting the difficulties being faced by the PWD division & to give their suggestions to achieve the target.

FEEDBACK FORM

(To be obtained from Executive Engineers/divisional Accountants/Cashiers/Computer operators)

1.	What are the functions being done in the divisions through Nirman Jyoti software (i.e. related with preparation of accounts,) Please specify	
2.	Whether New module (NPA02020) is useful to the divisions to prepare the text files on daily basis.	
3.	Whether new module (NPA02020) prepared by the IT agency is used by the divisions to prepare the text files, for sending the same to PAO-22. If no, what are the reasons.	
4.	Whether cash book of the division which is source for preparing the daily receipt and expenditure report is completed and closed daily. If yes at what time. If no give reasons.	
5.	Time schedule given by the PAO-22 for sending text file is by 6PM on same day or by 10-3-AM on next day. Whether the process time given by the PAO is sufficient to generate text file on day to day basis. If no how much process time required .	
6.	What are the difficulties being faced by the divisions to prepare the text files/Daily expenditure report on daily basis	
7	Whether monthly account is being prepared through Nirman Jyoti software.	
7.	Suggestions for improvement of the system and to implement the E lekha reporting system in PWD.	

Sig.

Name of Division