



**GURUGRAM METROPOLITAN DEVELOPMENT AUTHORITY**

**NOTIFICATION**

**Dated: 11<sup>th</sup> April, 2018**

- 1) The divisions and sections of Gurugram Metropolitan Development Authority (GMDA) were notified on 14<sup>th</sup> February, 2018. Subsequently, an exercise was undertaken to define the structure of each Division in consultation with the Head of the Division.
- 2) Based on the exercise so undertaken and in exercise of the powers available under sub-section (1) of section 12 of the Gurugram Metropolitan Development Authority Act, 2017, I, V.Umashankar, Chief Executive Officer, GMDA, do hereby notify the structure and allocation of responsibilities of the Finance Division as follows:

**FINANCE DIVISION**

**GURUGRAM METROPOLITAN DEVELOPMENT AUTHORITY**

<b>Sr. No.</b>	<b>Section</b>	<b>Head of Section</b>	<b>Office</b>	<b>Allocation of Responsibilities</b>	<b>Head of Office</b>
1.	Budget, Accounts and Audit	Finance Officer (Budget, Accounts & Audit)	Budget and Accounts	<ul style="list-style-type: none"><li>▪ Preparation of Budget and matters related or incidental thereto;</li><li>▪ Presentation of Budget to the Authority and the State Government;</li></ul>	Accounts Officer (Budget & Accounts)

				<ul style="list-style-type: none"> <li>▪ Management of the Funds of the Authority;</li> <li>▪ Monitoring of expenditure to match with resources availability;</li> <li>▪ Banking receipts and payments and their reconciliation;</li> <li>▪ Preparation and compilation of Annual, Quarterly and Monthly Accounts;</li> <li>▪ Presentation of the Annual Statement of Accounts to the Authority and the State Government;</li> <li>▪ Preparation of statement of shortfall of expenditure;</li> <li>▪ Any matter related or incidental to any of the areas of responsibility.</li> </ul>	
			Audit	<ul style="list-style-type: none"> <li>▪ Management and conduct of internal audit of receipts and expenditure;</li> <li>▪ Coordination on external audit with Accountant General (Haryana);</li> <li>▪ Preparation of explanatory memorandum on the audit report under sub-section (4) of section 39 of GMDA Act;</li> <li>▪ Any matter related or incidental to any of the areas of responsibility.</li> </ul>	Accounts Officer (Audit)
2.	Resources Management	Finance Officer (Resources Management)	Resources Management	<ul style="list-style-type: none"> <li>▪ Coordination, collection and reconciliation of external development charges, duty on transfer of immoveable property, cess on property and cess on liquor;</li> </ul>	Accounts Officer (Resources Management)



				<ul style="list-style-type: none"> <li>▪ Collection and reconciliation of conversion charges and user charges received;</li> <li>▪ Advising other Divisions of GMDA on the proper and prudent levy and collection of user charges;</li> <li>▪ Investments by GMDA in equity or other financial instruments;</li> <li>▪ Any matter related or incidental to any of the areas of responsibility.</li> </ul>	
3.	Establishment and Administration	Finance Officer (Establishment)	Establishment & Administration	<ul style="list-style-type: none"> <li>▪ Salaries, wages and other allowances of regular employees, employees on deputation;</li> <li>▪ Payments and controls on payment to Agencies deploying manpower in GMDA;</li> <li>▪ Payment of remuneration to experts and temporary staff;</li> <li>▪ Financial Management in respect of establishment and administration expenditure;</li> <li>▪ Management of establishment of Finance staff deployed in other Divisions of GMDA;</li> <li>▪ Any matter related or incidental to any of the areas of responsibility.</li> </ul>	Accounts (Establishment)

3) The Finance Division shall embed finance officers and staff in other Divisions for internal management of expenditure within each Division. The establishment of such officers and staff shall be managed by the Establishment and Administration Section of the Finance Division.

- 4) The Chief Finance Officer shall be the Head of the Finance Division and shall have the powers of general superintendence over all officers and staff of the Finance Division.
- 5) In case of any differences on the allocation of area of responsibility amongst sections or offices of the Finance Division involving an interpretation of this notification, such difference shall be settled by the Chief Finance Officer with the concurrence of the Chief Executive Officer.
- 6) The number and qualifications of employees in the Finance Division shall be in accordance with the rules notified under sub-section (1) of section 10 of the GMDA Act, 2017.

*Umashankar*

*11/4/18*

(V. Umashankar)

Chief Executive Officer,

Gurugram Metropolitan Development Authority

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