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FNo Admn.14/(21)/20/2000-Admn (L&DO)/60
Government of India
Ministry of Urban Development
Land & Development Office

Nirman Bhavan, New Delhi
Dated: 15 January, 2016

Office Order

Under Rule 142 of the Central Treasury Rules (Vol.I), the Competent Authority hereby authorize Smt. Manju Bala Saxena, Accounts Officer to function as Drawing & Disbursing Officer and to sign all pay bills, Contingent bills, T.A Bills and cheques etc. and also to sign all refund vouchers in respect of Land & Development Office with immediate effect or until further orders, whichever is earlier.

This issues with the approval of the Competent Authority



(Rajesh Kumar)
Dy. Land & Development Officer

Copy alongwith specimen signature of Smt. Manju Bala Saxena, Accounts Officer is forwarded for information to:

1. Pay & Accounts Officer (Sectt.), Ministry of Urban Development, Nirman Bhawan, New Delhi.
2. The Principal Director of Audit, Economic & Service Ministries, AGCR, Buildings, I.P.Estate, New Delhi.
3. The Branch Manager, Axis Bank Ltd., Nirman Bhavan, New Delhi.
4. Delhi Treasury Officer, Delhi Treasury, Tis Hazari Court, New Delhi.
5. Director General, Supplies & Disposal, New Delhi.
6. Smt. Manju Bala Saxena, Accounts Officer
7. Cashier/Computer cell/Accounts Section/Internal Audit Cell/PS to L&DO.
8. Central Sectt. Library, Shastri Bhavan/Regional Stationary Depot, Netaji Nagar, New Delhi.
9. Sr.Scientist, NIC, L&DO for uploading in the website.
10. Officer Order folder/Personal file.

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Specimen signature of **Smt. Manju Bala Saxena, Accounts Officer**
(Drawing & Disbursing Officer), Land & Development Office,
Nirman Bhavan, New Delhi

Smt. Manju Bala Saxena, Accounts Officer 

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Smt. Manju Bala Saxena, Accounts Officer 

'Signature Attested'


(Rajesh Kumar)
Dy. Land & Development Officer