

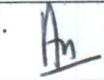

	Finance & Account Section Process Manual	Doc. No: UPHDB/PM/F&A/011	Prepared by:	F.O. 
		Rev. No: 00	Reviewed by:	F.C. 
Ref. Clause 4.2	Title - Process for open & operation of Separate Account for Parishad project	Eff. Date: 01.03.2019	Approved by:	H.C. 
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1.0 Purpose:

To establish a system for operation of Separate Account for the new project.

2.0 Scope:

This process is applicable at all Field Offices in U.P.H.D.B.

3.0 Abbreviation:

- HC - Housing Commissioner
- MR - Management Representative
- FC - Finance Controller
- CE - Chief Engineer
- SFAO - Senior Finance & Accounts Officer
- EE - Executive Engineer
- FO - Finance Officer
- AP - Architect Planner
- AAO - Assistant Account Officer
- JAO - Junior Accounts Officer
- Acct. - Accountant
- SA - Senior Assistant
- JA - Junior Assistant

4.0 Process Owner:

The overall responsibility for improving this process is with Finance Controller and the responsibility for implementing and maintaining this process are described elsewhere in this section.

5.0 Process Approach:

5.1 Process Inputs:






- Administrative & Financial Approval and Technical sanction

5.2 Process outputs:

- Separate Account

5.3 Process Interfaces:

All field Office of UPHDB.

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6.0 Process flow and Key activities:

6.1 Process flowchart:

