

MOST IMMEDIATE
OUT TODAY

No.F.3(1)/2010-Fin(B)/ D.S.(B.) 734
Finance (Budget) Department
Govt. of NCT of Delhi, Delhi Secretariat
4th Level, "A" Wing, I.P.Estate, New Delhi 1100 002

Dated 3rd March, 2010

To

All the Secretaries/Head of Departments
Govt. of N.C.T. of Delhi.
Delhi/New Delhi.

Subject. Demands for Grants for the year 2010-2011.

Sir/Madam,

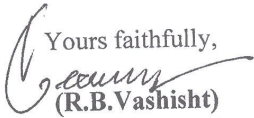
I am directed to say that the Demands for the year 2010-2011 have been voted by the Legislative Assembly of Delhi and the connected appropriation bill has also been assented to by the Lt. Governor, Delhi. The Demands for Grants for the year 2010-2011 may, therefore, be treated as final.

2 It is requested that the Book for Demands for Grants for the year 2010-2011 may be got collected from this department through a letter of authority and portion relevant to your department may be gone through.

3 The discrepancies in Demand Book, if any, noticed either in the Head of Account, Nomenclature or the provision appearing therein under Plan/Non Plan (Voted/Charged) heads be intimated to us by 7th may, 2010 so as to enable Finance (Budget) Department to issue necessary errata/corrigendum.

4 All departments are advised to bifurcate the provision retained under the object head "Office Expenses" into different items of expenditure, in such a way that sufficient funds are available during the entire year to pay the bills of Electricity, Water and Telephone etc. Illustrations of some of the items into which the provision can be bifurcated are given over leaf. However, these items are not exhaustive but illustrative only and any items in the list can be deleted or added to depending upon the necessity/activities of the department. A copy of the bifurcation of the provision under "Office Expenses" (O.E.) may please be sent to Finance (Budget) Department under intimation to the PAO concerned before incurring any expenditure under the object head during 2010-2011. It may be clarified here that preference should be given to essential expenditure because F.D. shall not consider the requests for augmentation of provision under O.E. simply on the ground that Electricity, Water, Telephone and Patrol etc. bills are pending. Therefore, utmost care should be taken while distributing the provision into different items.

This issues with the approval of the Addl. Secretary (Finance)

Yours faithfully,

(R.B.Vashisht)

Controller of Accounts/
Deputy Secretary Finance (Budget)
Tel. No. 23392136

No. F.3(1)/2010-Fin(B) / ७३५

Dated the 31st March, 2010

Copy forwarded for information and necessary action to :-

1. The Controller of Accounts, Govt. of NCT of Delhi. The PAO be advised not to accept bills for "Office Expenses" unless the desired details are furnished by the concerned departments/units.
2. All the Pay & Accounts Officers, Govt. of NCT of Delhi.
3. The Addl. Secretary (Plg.) Planning Department, Govt. of NCT of Delhi.
4. All the wings of Finance Department.
5. P.S. to the Pr. Secretary (Finance)
6. P.A. to the Addl. Secretary (Finance)



(R.B.Vashisht)

**Controller of Accounts/
Deputy Secretary Finance (Budget)
Tel. No. 23392136**

List. Of items/sub heads into which the lump sum provision retained in BE 2010-2011 under object head "Office Expenses" is to be bifurcated.

1. Book and periodicals, newspapers etc.
2. Furniture including purchase and maintenance.
3. Stationery.
4. Printing of forms, file covers and registers etc.
5. Service postage stamps.
6. Liveries to Class IV employees and to other entitled category.
7. Electricity Bills.
8. Water Bills.
9. Telephone Bills.
10. Petrol, Diesel etc.
11. Maintenance of ACs, Coolers and heaters etc.
12. Professional Charges.
13. Purchase and repair of Photocopier, typewriter and duplicators etc.
14. Purchase of Staff Car etc.
15. Advertisement and Publicity.
16. Maintenance and repairs of Cars other then petrol, Diesel and Lubricants etc.
17. Entertainment and refreshment etc.
18. Miscellaneous.