

No.F.2/2/2010-11-Fin(B)/DS(IV) 9-12
Govt. of NCT of Delhi.
Finance (Budget) Department

4th Level, "A" wing, Delhi Secretariat,
I.P.Estate, New Delhi.

Dated the 18th May, 2010

OFFICE MEMORANDUM

Subject:- Guidelines on release of funds to the Local/
Autonomous Bodies for the year 2010-11.

It has been observed in the previous years that proposal relating to release of grant-in-aid are not submitted to Finance Department in time by the Departments. The proposals are referred to Finance Department either very late or without proper scrutiny/ Utilisation Certificate and audit certificates.

2. It has been decided that in order to avoid delay in sanction or release of grant-in-aid to the grantee Institutions /Organizations, grants to the Local / Autonomous Bodies may be given in three instalments i.e :-

(i) 25% of approved budget estimates at the start of the year, without insisting upon for the UC/audit certificate for the funds released during the last financial year, may be released as 1st instalment by 30th June, 2010.

(ii) 2nd instalment of 50% of the approved budget may be released by 30th November, 2010. The administrative Department shall submit the UC while seeking the release of the second instalment. In case of release of 2nd and subsequent instalment of Plan funds the physical targets and achievements of the previous year as well as achievement up to the previous month in the current year, unspent amount of previous year etc. shall be indicated in the recommendations note .

(iii) The administrative Department shall submit the request for the third and final instalment of funds on the basis of Revised Estimates issued by the Finance

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Department. The request for the third instalment must accompany audited Statement of accounts for the previous year.

3. All the Heads of Departments are, therefore, requested to send the proposal for release of grant-in-aid in time and in accordance with pattern of assistance so that the third and final instalment may be released by the 31st January, 2011.
4. The previous year's file should also be added while sending proposals for release of funds to local/autonomous bodies etc.
5. This issues with the prior approval of Pr. Secy. (Finance).

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(Amar Nath)
Special Secretary Finance

Copy to :

1. All Administrative Secretaries/ Heads of departments, Govt. of NCT of Delhi, New Delhi.
2. Heads of all Local/Autonomous Bodies of Govt. of NCT of Delhi.
3. Secretary to FM, Govt. of NCT of Delhi, New Delhi.
4. All Deputy Secretaries, Finance Department, Govt. of NCT of Delhi. New Delhi.