



D.M.Spolia

प्रधान सचिव (वित्त)
PR. SECRETARY (FINANCE)

राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
दिल्ली सचिवालय, आई० पी० एस्टेट, नई दिल्ली-110113
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110113
TEL. NO 23392130. 23392131
23392070

NO. 7/n/2011-12/fin(B)/2051-77
दि 4.5.2011

Dear

You are aware that Hon'ble Finance Minister/Chief Minister had announced certain new schemes /projects while presenting the Budget for the year 2011-12 before the Legislative Assembly of NCT of Delhi. Brief description of the said schemes/projects is contained in the Budget speech dated March 22, 2011. A copy of the Budget Speech is enclosed for ready reference.

Since government are committed to the implementation of the said schemes/projects, it is necessary to initiate the process of formulation/implementation of the schemes in right earnest. In this regard I would like to request you to submit the proposals in respect of schemes/projects pertaining to your department indicating therein, inter-alia , the following information :-

- i) Write-up of the scheme / project
- ii) Schedule of activities including preparation of architectural design, seeking of statutory approval from the competent authority, publication of RFP, preparation of estimate, inviting of tenders, placing of work orders and stages of construction of project (in case of Infrastructural projects).
- iii) Assessment of actual requirement, preparation of estimates, inviting of tenders, processing /finalization of tender, placing of orders, installation/distribution of goods/ equipment, operation/ utilization of equipment/ goods (in case of schemes/projects involving procurement of goods/ equipment)
- iv) Schedule/mechanism of coordination with other departments in respect of schemes/projects involving more than one department.

The proposals thus framed may be submitted to Finance Department for concurrence by 20th of May, 2011. The progress in this regard will be reviewed at the level of Hon'ble Chief Minister in the second week of June, 2011.

With regards

Yours sincerely,

D.M. Spolia
- 3/5/11
(D.M. SPOLIA)

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