

URGENT  
TIME BARRED

No.F.2/2/2011-12/Fin(B)/DS IV/1834-89/1983  
Govt. of NCT of Delhi  
Finance (Budget) Department

4<sup>th</sup> Level, 'A' Wing,  
Delhi Secretariat,  
New Delhi.  
Dated: 21/04/11

OFFICE MEMORANDUM

Subject: Guidelines on release of funds to the Local/  
Autonomous Bodies for the year 2011-12.

In order to avoid delay in sanction/release of grant-in-aid to the grantee Institutions/Organisations and to the Local/Autonomous Bodies it has been decided that the following procedure/schedule shall henceforth be followed:-

- (i) Proposal for release of grant of first instalment equal to 25% of approved budget estimates may be sent to Finance Department through the Administrative Department latest by April 30, 2011.
- (ii) Proposal for release of grant of second instalment equal to 50% of the approved budget estimates may be sent to the Finance Department through the Administrative Department latest by September 30, 2011. The Administrative Department shall submit the Utilization Certificate while seeking the release of the second instalment. In case of release of second and subsequent instalment of Plan funds, the physical targets and achievements of the previous year as well as achievement upto the previous month in the current year, unspent amount of previous year etc. shall be indicated in the recommendations note.
- (iii) The Administrative Department may submit the request for the third and final instalment of funds on the basis of Revised Estimates issued by the Finance Department latest by December 31, 2011. The request for the third instalment must accompany audited statement of accounts for the previous year.

All the Heads of Departments are, therefore, requested to send the proposals for release of grant-in-aid in time and in accordance with approved pattern of release.

The previous year's file should also be attached/linked while sending proposals for release of funds to local/autonomous bodies etc.

This issues with the prior approval of Pr.Secretary (Finance).



(B.L.Sharma)  
Spl.Secretary, Finance

to:-

1. All Administrative Secretaries/Heads of Departments, Govt. of NCT of Delhi, Delhi.
2. Heads of all Local/Autonomous Bodies of Govt. of NCT of Delhi.
3. Secretary to Finance Minister for kind information of Hon'ble Finance Minister, Govt. of NCT of Delhi, New Delhi.
4. OSD to Chief Secretary for kind information of Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
5. PS to Pr.Secretary, Finance for information of Pr.Secretary, Finance, Govt. of Delhi, Delhi Sectt., New Delhi.
6. All Deputy Secretaries, Finance Department, Govt. of NCT of Delhi, New Delhi.