

6. In several cases, departments also seek *post-facto* approval long after the expenditure responsibility has been assumed. While the need for incurring expenditure in anticipation of concurrence of the Finance Department may be necessitated in some emergent situations, the following guidelines shall inevitably be followed:

- (i) **Approval of the Administrative Secretary** shall always be obtained for such expenditure.
- (ii) Administrative Secretary while according approval will record, *inter alia*, the specific reasons and circumstances in which prior approval of Finance Department was not possible.
- (iii) **Post facto approval of Finance Department** shall be obtained within 30 days of the expenditure having been incurred.
- (iv) Such expenditure will not be incurred for any running or continuous items. It can only be for a one-time exception.

7. This issues with the approval of the Hon' Finance Minister / Hon' Chief Minister.

Amforche 2/3
(D.M. SPOLIA),
Principal Secretary (Finance),
Government of NCT of Delhi.

To

- 1. All Pr. Secretaries/Secretaries/ HODs of Departments of Government of NCT of Delhi.

Copy to:-

- 1. Pr. Secretary to Lt. Governor, Delhi.
- 2. Pr. Secretary to Chief Minister, Delhi.
- 3. Staff Officer to Chief Secretary, Delhi.
- 4. P.A. to Addl. Secretary (Finance), GNCT Delhi.
- 5. All Deputy Secretaries/Under Secretaries of Finance Department.
- 6. All Branches in Finance Department.
- 7. Office Order file/Guard file/Web-site of FD.

Amforche 2/3/12
D.M. SPOLIA),
Principal Secretary (Finance),
Government of NCT of Delhi.

ENCLOSUREMENT

Copy of the above letter is forwarded for information & necessary action to:-

- 1. H.S.T. & D. TU (H.S.T. & D. TU) U.S.A. & B.P. Eng. College, Govt. Eng. College
- 2. The Registrar, Board of Technical Education, Delhi
- 3. The Dy. App. Officer, Office of the Dy. App. Officer, Delhi.
- 4. The Dy. App. Officer, Office of the Dy. App. Officer, Delhi.
- 5. The Principal of Polytechnic (I) (B-1) D.C. Delhi.
- 6. DDO, DELHI (H.O)
- 7. P.S. to Pr. Secretary, Govt. Secy., D.T.E.
- 8. All Branches in Finance, D.T.E. (H.O)
- 9. The Dy. App. Officer, Office of the Dy. App. Officer, Delhi.
- 10. The Registrar, Board of Technical Education, Delhi.
- 11. H.S.T. & D. TU (H.S.T. & D. TU) U.S.A. & B.P. Eng. College, Govt. Eng. College
- 12. The Registrar, Board of Technical Education, Delhi
- 13. The Dy. App. Officer, Office of the Dy. App. Officer, Delhi.
- 14. The Dy. App. Officer, Office of the Dy. App. Officer, Delhi.
- 15. The Principal of Polytechnic (I) (B-1) D.C. Delhi.
- 16. DDO, DELHI (H.O)
- 17. P.S. to Pr. Secretary, Govt. Secy., D.T.E.
- 18. All Branches in Finance, D.T.E. (H.O)
- 19. The Dy. App. Officer, Office of the Dy. App. Officer, Delhi.
- 20. The Registrar, Board of Technical Education, Delhi.