

No. F.PA/SSF/2011-12/ds/461
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT

4th Level, 'A' Wing,
Delhi Secretariat,
I.P.Estate, New Delhi.

Dated the 3 May, 2012

OFFICE MEMORANDUM

Sub.: Guidelines for release of the grants-in-aid to the local/ autonomous bodies for the year 2012-13.

In order to avoid delay in sanction/release of grant-in aid to the grantee institutions/organizations and to the local/autonomous bodies, it has been decided that the following procedure/schedule shall, henceforth, be followed:-

- (i) Proposals for release of grant of 1st Installment equal to 25% of the approved budget estimates may be sent to the Finance Department through the Administrative Department latest by May 10, 2012.
- (ii) Proposals for release of grant of 2nd Installment equal to 50% of the approved budget estimates may be sent to the Finance Department through the Administrative Department latest by September 30, 2012. The Administrative Department shall submit the utilization certificate while seeking the release of the 2nd installment. In case of release of 2nd installment and subsequent installment 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 office note.
- (iii) The Administrative Department may submit the request for the release of grant of 3rd and final installment of GIA on the basis of revised estimates issued by the Finance Department latest by December 31, 2012. The request for the 3rd installment must accompany audited statement of the accounts for the previous year and also the audit report of ELFA/Directorate of Audit in respect of the accounts of the grantee organization alongwith action taken report.

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

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

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



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

To,

1. All Pr. Secretaries/Secretaries/HODs of the departments of Government of NCT of Delhi.
2. All Heads of all local/autonomous bodies of the Govt. of NCT of Delhi.

Copy to :-

1. Pr. Secretary to Finance Minister for kind information of Hon'ble Finance Minister, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
2. OSD to Chief Secretary for kind information of Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
3. All Dy. Secretaries, Finance Department, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.



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