

**GOVERNMENT OF NCT OF DELHI  
FINANCE (E-IV/INFRA) DEPARTMENT  
4<sup>TH</sup> LEVEL, 'A' WING, DELHI SECRETARIAT  
NEW DELHI-110002**

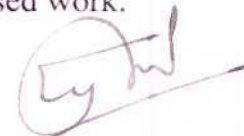
No.F1(9)/2015-16/Fin./E-IV/Infra/012318065/ DSIIV/3850-3984 Dated: 10/08/2015

**CIRCULAR**

**Subject : Entrustment of departmental works and settlement of advances thereof**

In supersession to previous circular of Finance department, Government of NCT of Delhi No.F.14(5)/2006/Fin(B)/dsfb/1533 dated 31.05.2007 regarding procedure for execution of original works and repair works through Work Executing Agencies/ Project Management Agencies like DSIIDC, DTTDC and SRDC, etc., the following procedure be adopted with effect from date of issue of this order:-

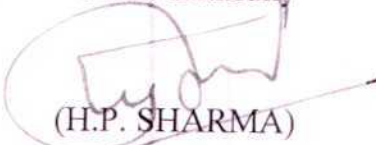
- i. The Public Works Department and Irrigation & Flood Control Department are entrusted to execute the Original Works and Repair Works in respect of the various Departments of Govt. of NCT of Delhi. The charges relating to these works are adjusted finally in the accounts of the divisions of the Public Works Department and Irrigation & Flood Control Department against the provisions of funds there for placed at their disposal.
- ii. DSIIDC, DTTDC, DTIDC, DUSIB etc. are government Companies/ Corporations/ Boards are also authorised to execute the Original Works and Repair Works for government departments. These organisations take up such works as Project Management Consultants (PMCs) on payment of Project Management Consultancy fee as fixed by the Government. The following procedure shall be followed by the Administrative Department and PMCs to provide funds, settlement of accounts and advances , etc
  - a) The Administrative department authorizing the execution of works by DSIIDC, DTTDC, DTIDC, DUSIB etc. shall issue an administrative sanction with the condition that the work assigned shall be completed within the scheduled time and shall also convey that the ownership in the created infrastructure shall vests with the Administrative department.
  - b) Administrative department shall pay sanctioned amount as per financial phasing of the project depending upon the requirement of funds in a particular period/year facilitating execution of the phased work.



- c) The funds placed at the disposal shall be taken as an advance which may be drawn on Abstract Contingent Bills with the approval of the Competent Authority strictly following the instructions contained in the Receipts & Payment Rules for drawal on AC Bills.
- Advances thereafter may be released in such a manner that may enable the PMCs to continue the work and also facilitate settlement of earlier advances. However, at any given point of time not more than one advance shall stand pending for settlement while releasing further advance.**
- d) The advance funds released by the Administrative Departments shall be kept in a separate bank account by the PMCs. Interest earned on such funds shall either be adjusted against the future release of funds or remitted to the Government.
- e) The Administrative Department shall strictly monitor the progress and completion of the work assigned to the Agency as per CPM/PERT through an internal mechanism including formation of a Monitoring Committee so as to ensure timely completion of work as per the assignment and compliance of quality standards as per the provision of Rule 134 of GFR.
- f) Administrative Department, on completion of work shall obtain the relevant information/documents including the followings from the PMCs for settlement of advances and future records:
- (i) Detailed bill on the project (including vouchers)
  - (ii) Work completion certificate
  - (iii) Utilization certificate of funds
  - (iv) Refund of unutilized funds and interest earned thereupon

02. This issues with prior approval of Competent Authority.

Yours faithfully

  
(H.P. SHARMA)  
Dy. Secretary (Finance)  
Ph. 23392133

Copy to :-

1. Principal Secretaries/Secretaries, Government of NCT of Delhi.
2. Head of Departments, Government of NCT of Delhi.
3. Controller of Accounts (Audit), Directorate of Audit, GNCTD.
4. Director, Planning Department, GNCTD.
5. Deputy Controller of Account, Pr. Accounts Office, GNCTD.
6. Deputy Secretaries / Under Secretary Finance Department, GNCTD.
7. Programmer, Finance Department.
8. Guard File.