

No.F.2 (5)/2015-16/Finance E-IV/Infra/ 012274603/DSIV/4878-4957  
Government of NCT of Delhi  
Finance (E-IV/Infra) Department  
4<sup>th</sup> level; A-wing; Delhi Secretariat  
New Delhi-2

Dated: 10/09/2015

To

1. The Principal Secretaries/Secretaries,  
Government of NCT of Delhi.
2. Head of Departments,  
Government of NCT of Delhi.

Sub: Preparation for capital infrastructure projects for consideration of the Expenditure Finance Committee/Finance Department

Sir,

Government of NCT of Delhi has provided funds of ₹6784.91 crore under Capital Section (Plan) in the budget for the financial year 2015-16 for creation of capital infrastructure / assets.

2. As per existing delegation of financial powers followings are Competent Authorities for sanctioning capital (infrastructure) projects:

SN	Estimated Cost	Competent Authority for sanction
1	Upto ₹2.00 crore	Head of Department
2	Above ₹2.00- upto ₹10.00 crore	Administrative Secretary
3	Above ₹10.00- upto ₹15.00 crore	Finance Department
4	Above ₹15.00- upto ₹100.00 crore	Expenditure Finance Committee
5	Above ₹100.00 crore	Cabinet

3. While preparing their proposals for approval / execution, Administrative departments shall abide by Government Orders issued vide nos:

- i. F:3/30/CS/2007/DS-IV/3051-64 dated 12<sup>th</sup> July 2011
- ii. F:PA-DSF(infra)/Misc./2010-11/DSIV/3037-50 dated 12<sup>th</sup> July 2011
- iii. F.NO. PA/DSF(Infra)/FD/2011-12/DSIV/3386-3400 dated 25.07.2011
- iv. F.No. PA/DSF/Misc./2012-13/Exp-4/538-45 dated 17.5.2012,
- v. F.NO.No.F.8/2/2007-AC/CD-01295543/2014-15/Exp-4/667-796  
dated September, 10, 2014

4. The salient points to facilitate the Administrative department for initiation/approval/execution of Capital Infrastructure proposals are elaborated as under and the same **shall be strictly adhered while submitting project proposals for seeking approval of the competent authority.**

- i. Availability of encumbrance free land, along with relevant documents establishing the ownership and change of land use etc.
- ii. Completion of pre-sanction requirements, viz. preparation of concept plans, building plans, architectural as well as structural design and drawings as per CPWD Manual and Government Orders/Guidelines/ Instructions etc. including action plan & financial implication of post completion Operational & maintenance scheme as well as man power planning, procurement of equipments, furniture etc. for the functional requirement of the created assets after completion of building construction works.
- iii. Procurement of statutory clearances from concerned agencies viz local bodies, DUAC, UTTIPEC etc.
- iv. Preparation of relevant documents including History report, Proposal (Part 'A' & Part 'B'), EFC memo (only for EFC proposal), Abstract of cost, Note for consideration, CPM & PERT charts as per CPWD Manual and Government Orders/Guidelines/Instructions.
- v. Estimates shall be based on DSR 2014 at minus 5% (for bridge work) /12% (for building, roads and drain works) for scheduled items and market rates for non-scheduled items besides provision of contingency, 3<sup>rd</sup> party quality control, labour cess, art work (wherever necessary) @ 1% each, departmental charges @ 5% to agencies other than PWD and I&FC and consultancy charges (if any) as lump sum subject to maximum of 3% of the project cost.
- vi. A Project Monitoring Committee shall be constituted by the administrative department to monitor the progress of execution of the project. Schedule for functioning/reporting of the Committee shall also be incorporated in therein.
- vii. An Officer of the department shall be appointed as Project Implementation Officer. Project shall be monitored as per CPM / PERT Chart. The emerging obstacles / impediments during the execution stage shall be got settled with the intervention of all concerned so as to save time to complete the work as per given schedule.
- viii. The proposal shall be got cleared from all the concerned departments including Planning department.
- ix. The Administrative Department shall place the proposal before the Minister-in-charge of the department before submitting it to Finance Department for consideration and placement before EFC.

5. In view of the above Administrative department are requested to take action for initiation/approval/execution of capital infrastructure project as per the contents of the annual plan and within the financial provisions in the budget. It is further advised that necessary action for A/A and E/S for the project may be solicited from the competent authority. Department shall take utmost care in initiating proposals. For convenience of sanction proposal should be neither bifurcated / multifaceted nor shall be clustered.

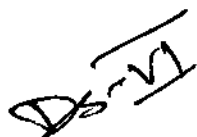
Yours faithfully


  
(HARIP SHARMA)  
Deputy Secretary(E-IV/Infra)  
011-23392133

No.F.2 (5)/2015-16/Finance E-IV/Infra/ 012274603/DSIN 48784957 Date: 10/09/2015

Copy for information to:

1. Secretary to Hon. Chief Minister, GNCTD
2. Secretary to Hon. Dy. Chief Minister, GNCTD
3. Secretary to Hon. Minister (Transport Department), GNCTD
4. Secretary to Hon. Minister (Health Department), GNCTD
5. Secretary to Hon. Minister (Art & Culture, Tourism Department), GNCTD
6. Secretary to Hon. Minister (Food & Supply Department), GNCTD
7. Secretary to Hon. Minister (Social Welfare Department), GNCTD
8. Staff Officer to Chief Secretary, GNCTD
9. PS to Pr. Secretary (Finance), GNCTD
10. Director, Planning Department, GNCTD
- ✓ 11. Deputy Secretaries, Finance Department, GNCTD
12. PA to Spl. Secretary, Finance Department, GNCTD
13. Programmer, Finance Department, GNCTD
14. Guard File



  
(HARIP SHARMA)  
Deputy Secretary(E-IV/Infra)  
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