

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE LABOUR COMMISSIONER
5 SHAM NATH MARG, DELHI- 110054

No.F.5(900)/LC/Acctts./Misc./2014-15/

Dated :

CIRCULAR

Sub:- Use of Standardized Format of Sanction Orders.

Enclosed please find herewith a copy of letter No.F.2(105)/Pr.AO/Comp/2012-13/Pt. File/90 dated 16.02.2015 received from Spl. Secretary (Finance), Principal Accounts Office, Govt. of NCT of Delhi on the subject cited above.

All the concerned Officers are requested to submit the bills with expenditure sanction on the "Standardized Format of Sanction Orders" strictly.

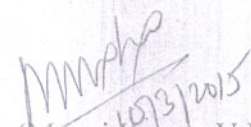
(Manoj Kumar V.M.)
Accounts Officer

No.F.5(900)/LC/Acctts./Misc./2014-15/2666

Dated : 10/03/15

Copy forwarded for necessary action to:-

1. The Addl. Labour Commissioner/Member Secretary, Delhi Child Labour Rehabilitation-cum-Welfare Society, 5-Sham Nath Marg, Delhi-110054.
2. Member Secretary, Delhi Swastha Kutumb Society, 5-Sham Nath Marg, Delhi-110054.
3. The Addl. Labour Commissioner, Delhi Swalamban Yojana, Labour Department 5-Sham Nath Marg, Delhi-110054.
4. Secretary, DBOCWWB, Labour Department, 7th Floor, A-Wing, Vikas Bhawan-II, Upper Bela Road, Delhi-110054.
5. Joint Labour Commissioner (HQ), Labour Department, Delhi-110054.
6. Welfare Commissioner, Delhi Labour Welfare Board, 7th Floor, A-Wing, Vikas Bhawan-II, Upper Bela Road, Delhi-110054.
7. Dy. Labour Commissioner (Plg.)/Head of Office, Labour Department, 5-Sham Nath Marg, Delhi-110054.
8. Assistant Labour Commissioner (Care Taking Branch), Labour Department, 5-Sham Nath Marg, Delhi-110054.
9. Assistant Labour Commissioner (Admn.), Labour Department, 5-Sham Nath Marg, Delhi-110054.
10. Librarian, Labour Department, 5-Sham Nath Marg, Delhi-110054.
- ✓ 11. System Analyst, Labour Department, to follow the instructions & upload the circular on the website of Labour Department.
12. Litigation Assistant, Labour Department, 5-Sham Nath Marg, Delhi-110054.
13. PA to Commissioner (Labour) for information.
14. PA to Spl. Commissioner (Labour) for information.


(Manoj Kumar V.M.)
Accounts Officer

6979/Addl.LC

03/03/15

7027/LC
27/02/15

PRINCIPAL ACCOUNTS OFFICE
- GOVT. OF NCT OF DELHI
A-B BLOCK, VIKAS BHAWAN
I.P. ESTATE, NEW DELHI

No. F.2(105)/Pr.AO/Comp/2012-13/Pt. File/ 90

Date: 16/2/15

To ✓

The All Heads of the Department,
Govt. of NCT of Delhi.

Sub : Use of Standardized Sanction Orders by the Departments of the Government.

Sir/Madam,

Kindly refer to letter No. F.2(105)/Pr.AO/Comp/2012-13/Pt. File/1145 dated 28-07-2014 (copy enclosed) in which it was requested to advise all offices under your control to use the Standardized Format of Sanction Order to avoid the misclassification of expenditure in the account and to exercise of the checks by the Pay & Accounts Offices on the expenditure sanction. On review the Pay & Accounts Offices have reported that most of the Departments are still not issuing the sanction on the Standardized Format of Sanction Orders despite the PAOs have also advised Heads of the Offices to submit the bills with expenditure sanction prepared/issued on the Standardized Format of Sanction Orders.

It is therefore again requested to advise the Heads of Offices under your control to issue the expenditure sanction on the Standardized Format of Sanction Orders. (Copy enclosed). The copy of the Standardized Format of Sanction Orders is also available on the website of the Principal Accounts Office i.e. <http://coa.delhigovt.nic.in> and also on the website of the Delhi Government i.e. <http://http://delhigovt.nic.in>.

Encl: As above.

Yours faithfully,

(S.P. Singh)

Special Secretary (Finance)

No. F.2(105)/Pr.AO/Comp/2012-13/Pt. File/

Date :

Copy for information and necessary action to :-

All the PAOs, Govt. of NCT of Delhi

Dy. Controller of Accounts
(Admn./Tech.)

M. circulate copy
AP
9/3/15

ABOJ

1420/ACcts
09-02-15

Addl. Secy
11/2/15

GOVT.OF NCT OF DELHI

(Name & Address of the Department/Office)

SANCTION ORDER

Sanction of the Competent Authority is accorded/conveyed for
incurring _____ an _____ expenditure _____ of
Rs. _____ (Rupees _____ only)
on account of _____.

This sanction has been accorded in exercise of the powers
delegated by the Finance Department, Govt.of NCT of Delhi and in
consultation with the accounts functionaries of the department. The
expenditure involved on this account would be debitable to the under
mentioned Head of Account for the year. _____ under Demand-for-
Grant No. _____.

Head of Account

Complete details of Head of Account to which the expenditure
would be debitable mentioning the ALFA and Numerical Code.

This issues with the concurrence of the Finance Department,
Govt. of NCT of Delhi vide their U.O.No. _____
dated _____.

(Name & Designation of signing authority)

F.No. _____

Dated: _____

Copy to: (All concerned authorities including PAO)

(Name & Designation of signing authority)

3
28/4

**PRINCIPAL ACCOUNTS OFFICE
GOVERNMENT OF NCT OF DELHI
'A' BLOCK:VIKAS BHAWAN:NEW DELHI**

F.No.2(105)/Pr.AO/Comp/2013-14/Pt.File/1145

Dated: 28-7-14

To ✓

All Heads of the Department,
GNCT of Delhi

Sub: Use of Uniform Sanction Orders by the departments of the Government.

Sir/Madam,

As per the existing instructions, the Pay & Accounts Offices while discharging their duties of releasing the payments are required to see that there exists sanctions, either Special or General, accorded by the Competent Authority authorizing the expenditure and there is provision of funds authorized by the Competent Authority fixing the limit within which the expenditure can be incurred.

This could be ensured by the Pay & Accounts Offices if sanctions are issued by the authorities in the proper format mentioning therein the item of expenditure as per the powers delegated by the Finance Department to the Pr. Secretaries, Secretaries, Head of the departments, Head of Office and mentioning the Alpha-Numeric Codes and the Standard Numeric Codes as per the detailed Demand-for-Grants. Also, where the sanctions are issued with the concurrence of the Finance Department the U.O. number should be mentioned in the Sanction Order.

It is, however noticed that in the sanctions being issued by the authorities of the government neither item of expenditure nor the Standard Numeric Code is mentioned in the sanction order.

Due to non-mentioning the item of expenditure in the Sanction Orders, PAOs are unable to exercise the prescribed checks. Similarly, due to issue of sanctions with the Alfa-Numeric Codes without mentioning 15 digit Standard Numeric Codes, PAOs themselves are booking the expenditure under 15 Standard Digits Codes. This sometimes lead to incidents of misclassifications. It has also been observed that in certain cases, the modified/corrected Alfa-Numeric Codes are not noticed by the Departments/DDOs and the Sanction Orders are issued with the previous similar codes as before which sometimes leads to misclassification of the expenditure.

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In order to avoid such misclassifications, and to exercise the proper check by the Pay & Accounts Offices on the expenditure sanctions, a format of Sanction Order is enclosed with the advice to ensure issuance of sanctions in the said sanction order in future. The standardized common sanction order is placed on the websites of the Principal Accounts Office i.e. <http://coa.delhigovt.nic.in> and also on the website of the Delhi Government i.e. <http://delhigovt.nic.in>.

Yours faithfully,

[Signature]
21.07.14

(ALKA DIWAN)
Special Secretary (Finance)

F.No.2(07)/2013/T-I/Pr.AO/

Dated:

Copy to : All PAOs, Delhi/New Delhi.

[Signature]
Dy. Controller of Accounts
(Admn./Tech.)