

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

No. F.5(1048)/LC/Acctts./Misc./2015-16/ 2221

Dated: 16/10/2015

Sub:- Guidelines regarding the procedures and formalities to be completed by the department before submitting proposals.

Enclosed please find herewith a copy of letter No.F. 4(14)/Fin.(T&E)/08-09/dsv/639 dated 22.09.2015 received from Pr. Secretary Finance, Finance (Budget) Department, Govt. of NCT of Delhi with the request to follow the direction while submitting any proposal to the Department for obtaining concurrence with prescribed proforma.

Encl: As above.

*MMPV*  
16/10/2015  
(Manoj Kumar V.M.)  
Sr. Accounts Officer

No. F.5(1048)/LC/Acctts./Misc./2015-16/

Dated:

Copy forwarded for necessary action to :-

1. Secretary, (DBOCWWB), 7<sup>th</sup> Floor, A-Block, Vikas Bhawan-II, Civil Lines, Delhi.
2. Welfare Commissioner, DLWB, 7<sup>th</sup> Floor, Vikas Bhawan-II Delhi.
3. Dy. Labour Commissioner (CT), Labour Department.
4. Sr. System Analyst, Labour Department.
5. S.O. (Planning), Labour Department.
6. Inspecting Officer, Dilli Swavalamban Yojna/ Rehabilitation of Child Labour, Labour Department.
7. Inspecting Officer, Delhi Un-organized Workers Social Security, Labour Department.

(Manoj Kumar V.M.)  
Sr. Accounts Officer

*EOPLSSA/2015/81*  
*16.10.15*

*filed*

3240/16  
29/9/15

No.F.4(14)/Fin.(T&E)/08-09/88/639  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE (ESTT.III) DEPARTMENT  
'A' Wing, 4<sup>th</sup> Level, Delhi Secretariat, I.P. Estate, New Delhi.

SLC/805(CHD)/Lab  
11/10/15

Dated: 14.07.2015  
22.9.


CIRCULAR

During the meeting of the Pr. Secretaries / Secretaries / HODs in the chamber of Hon'ble Deputy CM / FM, it has been desired that Finance Department should issue guidelines regarding the procedures and formalities to be completed by the departments before submitting proposals, to Finance Department for obtaining concurrences.

All the departments are, therefore, requested to submit the proposals relating to works along with the certificate that the estimate is prepared in consultation with PWD and it fulfills the principle of technical and financial prudence and the estimates are economical to fulfill its objective. The department should also certify that all administrative formalities, statutory clearance, green building features, rain water harvesting and recycling of water, parking facilities, etc., have been complied. In respect of all EFC / Cabinet proposals relating to works, the departments are requested to submit their proposals as per FD's Circulars dated 12.07.2011, 21.07.2011 and 24.08.2011 on the subject.


Similarly, in respect of procurement of goods and / or services, the department should certify that the assessment is realistic with reference to the consumption pattern of last five years. It should also ensure that all procedures laid down in GFR, 2005, has been followed and the proposed rate is responsive in all respects. All the departments are requested to submit their proposals relating to expenditure sanction, release of grant-in-aid and relaxation of economy ban in the format enclosed as Annexures "A", "B" and "C".

This issues with the prior approval of the competent authority.

  
(S.N. Sahai)  
Pr. Secretary (Finance).


To

1. All Pr. Secretaries/Secretaries/ HODs of Departments of Government of NCT of Delhi.
2. Pr. Secretary to Hon'ble Lt. Governor, Delhi.
3. Pr. Secretary to Hon'ble Chief Minister, Delhi.
4. Secretary to Hon'ble Deputy CM / FM, Delhi.
5. Secretaries to Hon'ble Ministers, Delhi.
6. Controller of Accounts, Pr.AO/ Controller of Accounts, Audit / All PAOs.
7. Deputy Secretaries/Under Secretaries, Finance Department.
8. Guard File / Web Site of FD.

  
7/10/15 DHC/CT  
A.O.  
A2C(A)

~~SLC/805~~

1100/10048  
08/10/15  
M. concurrences to  
all concurrences.

  
Circulate to  
EDP, CT, Planning,  
DBOCW, DLWB,  
10 (Ruhya & Dept).

  
STX

DA



Proforma for submission of grant-in-aid proposals

S.No.	Particular		
1	Name of approved Scheme		
2	Plan or Non-Plan		
3	Head of Account and Availability of approved budget/fund during CFY		
4	Total amount released till date:		
5	The details of unspent balance, if any, of the previous grant		
6	Proposed grant is recurring or non-recurring		
7	Whether applied for grants for the same purpose or activity from any other Ministry or Department		
8	The Utilization Certificate (UC) in respect of grants disbursed in the previous FYs:		
9	The Annual Report and Audited statement of the accounts of the grant-in-aid institution:		
10	Is there any objection/para of the Audit (CAG/AG) or Dte. of Audit pending and, if so, action taken by the Institution as well as the Administrative Department to settle such paras:		
11	Whether Previous advances, if any, drawn have been settled or are pending settlement and if so, the reasons for non-settlement and the timeline when they are expected to be settled. Details may be given.		
12	Physical performance-cum-achievement report with regard to grant-in-aid received during previous FYs may also be explained.		
13.	Whether the specified, quantified and qualitative targets that should have been attained against the amount released, were in fact attained, and if not, the reasons thereof;		
14	The details of internal resources generation, if any, by the grantee institution.		
15	Copy of the Minutes of Statutory meetings, i.e. Finance Committee, Governing Council, etc., held in the previous FY may be appended. In case the meetings are not held, the reasons may be recorded.		



**Proforma for submission of Expenditure Sanction proposals which are beyond the delegated powers of HOD/Secretary/Pr.secretary**

S.No.	Particular	
1	Detailed Head of Accounts (Major/Minor/Object Head)	
2	Proposed Expenditure is under Plan or Non-Plan and Voted or Charged	
3	Availability of approved budget/fund during CFY under BE/RE.	
4	Expenditure incurred out of above till date:	
5	Balance amount available under Object Head	
6	Competent authority to sanction the proposed expenditure as per the existing delegation:	
7	If HOD is competent to concur the proposal, reasons for referring the proposal to FD	
8	If the proposed purchase is of office equipments, it may clarify if it is a banned item under economy instructions;	
9	If the proposed purchase is of office equipments, it may clarify as to whether it is proposed against condemnation or otherwise:	
10	Certificate to the effect that the proposed item is the most cost effective as well as economical.	
11	If the proposal is of purchase of new vehicle, the details regarding number of vehicles available with the Department, owned/hired, may be given. Whether it is against condemned vehicle or otherwise. The details of filled/vacant posts of Drivers may also be given.	
12	In case the proposed expenditure is out of the object head "Office Expenses", it may certify that the balance funds will be sufficient to meet the committed expenditure like electricity, Water, Telephone charges, etc., for the remaining part of FY	
13.	In case the proposal is for advance drawal, it may certify that no outstanding advances are pending. If any outstanding advance is pending, the reasons for non-settlement of such advance may be given.	



" C "

**Proforma for submission of proposals require relaxation of economy ban  
from Finance Department**

Sl. No.	Particulars	
1.	Name of item to be procured	
2.	Whether it is a purchase against condemnation or it is an additional procurement.	
3.	In case it is a purchase against condemnation, copy of the minutes of the condemnation board and the approval accorded by the competent authority for the same may be furnished.	
4.	In case it is an additional procurement, proper justification may be furnished.	
5.	Details of disposal of condemned articles along with the details of depositing of sale proceeds in Government Account.	
6.	Details of Technical clearance of IT Department in respect of IT equipments.	
7.	Details of Head of Accounts (Major/Minor/Object Head) under which the expenditure is being proposed	
8.	Proposed Expenditure is under Plan or Non-Plan and Voted or Charged	
9.	Availability of approved budget/fund during CFY under BE/RE.	
10.	Expenditure incurred out of above till date:	
11.	Balance amount available under Object Head.	
12.	Competent authority to sanction the proposed expenditure as per the existing delegation:	