

Fin/2020/11983
20/10/2020

No.F.9/2/2013-14/Fin (B)/ 1525-1529
GOVT OF NCT OF DELHI
FINANCE (BUDGET) DEPARTMENT:

4th Level, A-Wing,
Delhi Secretariat, New Delhi
Dated: 19/10/2020.

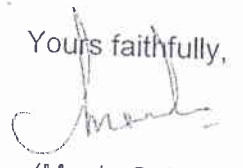
To
All Additional Chief Secretaries/Principal Secretaries/
Secretaries/Head of Departments,
Government of NCT of Delhi,
Delhi/New Delhi.

Sub: Procedure/SOP for release of Grant-in-Aid under Centrally Sponsored Schemes.

Sir/Madam,

I am directed to say that for the purpose of implementation of Centrally Sponsored Schemes by the Departments, a detailed procedure for release of funds was issued on 07.8.2018 (Copy enclosed) to streamline the process at various levels to minimize the time to process file. The same is being further modified to the extent as detailed below:

2. Finance (Budget) Department suo-moto will authorise the funds to the concerned Department implementing the Centrally Sponsored Schemes immediately on receipt of funds from Nodal Ministry, Government of India and confirmation of the same by the Principal Accounts Office, GNCT of Delhi without waiting for any request from the Department. This authorization shall be applicable to the extent of budget provisions as available in the Detailed Demand for Grant during the relevant financial year or the amount received from Government of India, whichever is lower. Department will thus not be required to send any specific request for authorisation of funds.
3. For the purpose of the expenditure, the Department will have to follow the procedure as per GFR and Delegation of Financial Powers issued from time to time by the Finance Department and conditions laid down in the sanction issued by the Nodal Ministry, Government of India.

Yours faithfully,


(Manju Sahoo)
Joint Secretary (Budget)

No.F.9/2/2013-14/Fin (B)/

Dated: _____

- Copy forwarded to the following for information & necessary action to:-
1. The Controller of Accounts, Principal Accounts Office, GNCT of Delhi.
 2. The Director (Planning), Planning Department, GNCT of Delhi.
 3. The Deputy Secretary (I, II, III & IV), Finance Department, GNCT of Delhi.
 4. All Pay & Accounts Officer of GNCT of Delhi through Controller of Accounts, Principal Accounts Office, Vikas Bhawan, New Delhi.

(Manju Sahoo)
Joint Secretary (Budget)

tel
20/10/20
DCAA (audit)
20/10/20
Asstt

20/10/20
DCAA
Ao (website)

Sh. Chandan
Asstt. Prop.
20/10/20

To
All Head of departments,
Government of NCT of Delhi,
Delhi/New Delhi.

Sub: Procedure/SOP for release of Grant-in-Aid under Centrally Sponsored Schemes.

Sir/Madam,

It has been reported that funds under Centrally Sponsored Schemes (CSS) are not being released within the stipulated period to the Implementing Agencies. Finance Department has issued detailed guidelines to be followed for release of funds from time to time. Vide letter dated 25.11.2014 a specific time schedule was also prescribed. But these instructions have not been followed in letter and spirit resulting in unwanted delays and adverse remarks from Ministries of Government of India.

2. Finance Department has again reviewed the procedure for release of funds to the Department implementing CSS in view of the procedural changes in mode of payment and receipt of funds from Government of India. To streamline the process at various levels and minimize time to process files, following procedure/SOP will be followed henceforth in release of funds:-

- (i) Proposal for Grant-in-aid in respect of ongoing CSS or new CSS relating to the Government of NCT of Delhi is submitted to the Nodal Ministry in Government of India for budget provision as well as release of grants directly by the concerned Administrative Department implementing the Scheme. Administrative Department is well aware of the progress of the processing of scheme at different levels. Therefore, it is emphasized that Departments implementing centrally sponsored scheme should ensure to keep adequate budget provisions under Central/State share in relevant Head of Accounts/Object Heads for incurring expenditure.
- (ii) Only in exceptional cases, when a scheme is introduced in mid of the financial year provision may be made at Revised Estimates stage or Supplementary Demands for Grants as the case may be.
- (iii) With the introduction of the payment through Inter Government Advice (IGA) by the Ministries/Departments of Government of India, the payments now being received within a day in the account of Government of NCT of Delhi. To further expedite the process, the Principal Accounts Office, GNCT of Delhi will intimate the receipt of funds to the concerned Departments, Finance Department and Planning Department within 02 days of receipt of funds into the Government account.
- (iv) After the receipt of the communication regarding receipt of funds from Principal Accounts Office, the Administrative Department should submit duly completed case containing following information/documents:-
 - (a) copy for the sanction letter from Government of India,
 - (b) letter of confirmation of credit of funds by the Principal Accounts Office,
 - (c) Head of Accounts upto 15 digit level with detailed nomenclature,
 - (d) opening balance as on 1st April of relevant year,

- (e) copy of permission granted for utilization of unspent balances in subsequent year from Government of India.
- (f) and any other relevant documents relating to the proposal.

The case file should be sent to the Planning Department **within 02 days** of receipt of the communication from the Principal Accounts Office with regard to credits of funds into the accounts of Government of NCT of Delhi.

- (v) The Planning Department after examining the proposal will submit the case file to Finance (Budget) Department for authorization of funds under Centrally Sponsored Schemes (CSS) **within 02 days**.
- (vi) The process of issue of letter of authorization of funds to be completed by the Finance (Budget) Department **within 02 days** and thereafter file may be sent to the Associate Finance for necessary concurrence of proposal of the Department.
- (vii) The Associate Finance will process the case wherever approval of the Finance Department is required **within 03 days** and necessary concurrence given to the Administrative Department who will take necessary action for drawal of payment. In those cases which are within the power of Administrative Secretary/HOD, file may be immediately sent to the Department after receipt from the Finance (Budget) Department. The budget provision available in the Detailed Demands for Grants and the authorization issued by the Finance (Budget) Department to be kept in by the Associate Finance, while expenditure concurrence is given.
- (viii) Administrative Department will process the bill and drawal of payments from Pay & Accounts Office for transmission to the respective agencies on top priorities **within 04 days** of concurrence of the Finance Department.
- (ix) It may please be ensured that entire process of release of funds under CSS to Implementing Agency is completed **within 15 days** of receipt of funds from Government of India.
- (x) The reconciliation, opening of head and other instructions relating to Centrally Sponsored Schemes shall be as per the instructions already issued by Finance Department.

Yours faithfully,


(Neeraj Bharti)

Special Secretary Finance

Dated: 3/8/2018

No.F.9/2/2013-14/Fin (B)/ 1041-1042

Copy forwarded to the following for information & necessary action to:- 7/8/2018

1. Joint Secretary (Acs)/Expenditure, all Deputy Secretaries (Finance), Finance Department, GNCT of Delhi.
2. All Pay & Accounts Officer of GNCT of Delhi through Controller of Accounts, Principal Accounts Office, Vikas Bhawan, New Delhi.


(Neeraj Bharti)
Special Secretary Finance