

**DEPARTMENT OF SOCIAL WELFARE
GOVERNMENT OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE, DELHI- 110002**

F. No. MISC/AAO-II/DSW/2019-20/24690 - 24749


Dated:- 30/12/19

CIRCULAR

On Scrutiny of the files/proposals relating to School Examination, it has been observed that the files were forwarded without placing on record the necessary information/documents which resulted in delay in taking the decision. Before forwarding the files/proposals for seeking Administrative Approval/Expenditure Sanction, it may be ensured that following instruction be complied with strictly:

1. Initially proposal should be forwarded for seeking Administrative Approval giving details of number of students appearing & estimate cost of counting the Exam.
2. Estimated cost to be justified on the basis of previous year expenditure.
3. While processing the case for expenditure sanction, original bill be attached.
4. Good and Services which are available on GeM are mandatorily be purchased through GeM only as per provision of Rule 149 of GFR 2017.
5. Procurement authority should satisfy itself that the price is reasonable vide Rule 144 (vii).
6. In case, a certain item is not available on the GeM portal, goods may be procured without inviting any quotation or on the recommendations of a duly constituted Purchase Committee as per provisions of Rule 154 or 155 of GFR 2017, as applicable.
7. Original bills should be verified by the competent authority.
8. Certificate of stock entry and completion of codal formalities be recorded on the body of every bill.
9. Expenditure Sanction should be sought after completion of event/programme/Activities for which A/A has been obtained.
10. Unspent balance, if any must be deposited to the Government account without any delay.

This issues with the prior approval of the Director (SW).


(SUDHIR SINGH VERMA)
Deputy controller of Accounts

Copy to:-

1. All DSWO's/HOO's of Schools/Institutions & Homes under the Department of Social Welfare.
2. Sr. System Analyst for uploading on the website of the Department.

(SUDHIR SINGH VERMA)
Deputy controller of Accounts

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01/01/2020

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