

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE (ADMINISTRATION DIVISION) DEPARTMENT  
4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT  
I.P. ESTATE, NEW DELHI-110002.

F.No. F.25/Fin./AD/Cir./2021/dsV/44

Dated:- 19/1/21

CIRCULAR

**Subject:- Revised procedure regarding examination of GIA proposals directly by Finance Department without any duplication of examination by Planning Department**

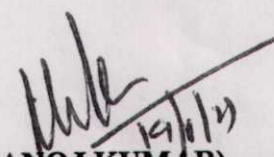
As per existing procedure, the proposals under GIA from various departments of GNCTD are initially received in Finance Department and then Finance Department forwards it to Planning Department for examination. Planning Department after examining the proposals returns the files to Finance Department with its observations. The Finance Department then approves the proposals for release of the GIA. Hence, the proposal regarding release of GIA gets delayed unnecessarily due to repetitive examination by both Finance and Planning Departments. These proposals are of routine nature and examined as per same set of norms/guidelines.

In this regard, it has been decided that there is no need of files of GIA to be sent to the Planning Department as being unnecessary and duplicate examination of same issues and Finance Department can directly examine and dispose off files of GIA after examining as per set norms/guidelines.

Henceforth, the Grant-in-Aid proposals should be directly examined and approved by Finance Department only without referring those files to Planning Department in accordance to guidelines issued by Finance Department vide Office Memorandum No. F.PA/SSF/2011-12/dsV/461 dated 03<sup>rd</sup> May, 2012.

This issues with approval of Secretary (Finance).

Encl.: As above

  
(MANOJ KUMAR)  
DY. SECRETARY-IV, FINANCE

To

1. Controller of Accounts, Finance Department, GNCTD.
2. Director (Planning), Planning Department, GNCTD
3. PPS to Secretary, Finance Department, GNCTD
4. PS to SPL. Secretary-I/II, Finance Department, GNCTD
5. All Dy. Secy., Finance Department, GNCTD
6. Web Site of Finance Department, GNCTD.
7. Guard File.

No. F.PA/SSF/2011-12/461  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE DEPARTMENT

4<sup>th</sup> Level, 'A' Wing,  
Delhi Secretariat,  
L.P.Estate, New Delhi.

Dated the 3 May, 2012

OFFICE MEMORANDUM

**Sub. : Guidelines for release of the grants-in-aid to the local/ autonomous bodies for the year 2012-13.**

In order to avoid delay in sanction/release of grant-in aid to the grantee institutions/organizations and to the local/autonomous bodies, it has been decided that the following procedure/schedule shall, henceforth, be followed:-

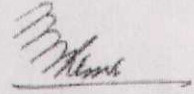
- (i) Proposals for release of grant of 1<sup>st</sup> Installment equal to 25% of the approved budget estimates may be sent to the Finance Department through the Administrative Department latest by May 10, 2012.
- (ii) Proposals for release of grant of 2<sup>nd</sup> Installment equal to 50% of the approved budget estimates may be sent to the Finance Department through the Administrative Department latest by September 30, 2012. The Administrative Department shall submit the utilization certificate while seeking the release of the 2<sup>nd</sup> installment. In case of release of 2<sup>nd</sup> installment and subsequent installment of plan funds, the physical targets and achievements of the previous year as well as achievement upto the previous month in the current year, unspent amount of previous year etc. shall be indicated in the office note.
- (iii) The Administrative Department may submit the request for the release of grant of 3<sup>rd</sup> and final installment of GIA on the basis of revised estimates issued by the Finance Department latest by December 31, 2012. The request for the 3<sup>rd</sup> installment must accompany audited statement of the accounts for the previous year and also the audit report of ELFA/Directorate of Audit in respect of the accounts of the grantee organization alongwith action taken report.

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All the Heads of Department are, therefore, requested to send the proposal for release of grant-in-aid, in time and in accordance with approved pattern of assistance.

The previous year's file should also be attached/linked while sending proposals for release of funds of local/autonomous bodies etc.

This issues with the prior approval of Pr. Secretary (Finance).



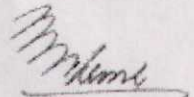
(B.L.Sharma)  
Spl. Secretary (Finance)

To,

1. All Pr. Secretaries/Secretaries/HODs of the departments of Government of NCT of Delhi.
2. All Heads of all local/autonomous bodies of the Govt. of NCT of Delhi.

Copy to :-

1. Pr. Secretary to Finance Minister for kind information of Hon'ble Finance Minister, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
2. OSD to Chief Secretary for kind information of Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
3. All Dy. Secretaries, Finance Department, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.



(B.L.Sharma)  
Spl. Secretary (Finance)