

Government of NCT of Delhi
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, FERROZSHAH KOTLA, DELHI GATE
NEW DELHI-110002

CIRCULAR

Subject: - **Timeline for submission of Sanctions/Files for the month of March, 2021**

During the closing month of the financial year, generally a large number of Sanctions & files are likely to be presented to the Head Quarter of Department of Social Welfare on daily basis in Accounts branch, consequently increasing the work load of Account Branch. Moreover, the Sanctions & files presented in Account branch are required to be cleared before the last day of the financial year. Although, the Account branch have been duly instructed to take appropriate action to streamline their working for dealing with the temporary increase in the volume of work and extend full cooperation in accepting Sanctions & files on daily basis, it is also desirable that Department should maintain an even flow of sanctions & files to avoid unnecessary accumulation of Sanctions & files during the last days of March.

Considering, the increased volume of Sanctions & files presented in March compared to other months of the financial year, and in order to clear the Sanctions & files timely by the Account Branch, sanctions/files be submitted on day to day basis as per expenditure sanctioned and to avoid accumulation of Sanctions, & files at the fag-end of the financial year.

Principal Account Office GNCT of Delhi vide circular no F.68 (01)/2020/T-1/Pr.AO/72-167 Dated 24/02/2021 has issued timeline for submission of bills in PAOs for the month of March, 2021.

Accordingly, all DDS/ HOOs /DDOs of department of Social Welfare are directed to adhere to the below mentioned timeline for submission of proposal/bills for the month of March,2021 .

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|---|--|
| A. File containing proposal required Sanctions/approval of F.D: | : Upto 15 th March, 2021 |
| B. Issue of sanctions for other than Contingency | : Upto 21 th March, 2021 |
| C. Proposal required Sanction of HOD/ Secretary | : Upto 25 th March, 2021 |
| D. Issue of Contingency Sanctions | : Upto 26 th March 2021 |
| E. Submission of Bills along with sanction to DDO | : Upto 30th March 2021 at 2.PM |

No proposal/ sanction shall be entertained after 2 p.m. on 30.03.2021.

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

Dy. Controller of Accounts.

All DDs/HOOs/DDOs of Department of Social Welfare.

F.1/Misc/DCA/AAP-II/DSW/20-21/ 55-57

Dated: 03-03-2021

Copy to the following for information:

1. PA to Secretary, Social Welfare
2. PA to Director, Social Welfare.

Handwritten notes:
A-1
03/03/21

Handwritten note:
3/3/21 I.S.A. for uploading on the website of DSW

Dy. Controller of Accounts

Handwritten initials: o/c