

DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DELHI  
GLNS COMPLEX, DELHI GATE, NEW DELHI-110002  
(ACCOUNTS BRANCH)

No. F.1(Misc)/A.O.-I/DSW/Pt.File/2016-17/ 6419-6478 Dated:

03 AUG 2021

**CIRCULAR**

The copy of the under mentioned letter is forwarded herewith for information and strict compliance to the following:-

1. All DD/DDOs/HOO/DSWO/Branch In charges, Department of Social Welfare, GNCTD.
2. Guard File.
3. Official Website of Social Welfare Department.  
*for uploading*

*(Signature)*

(ASHOK KUMAR AGGARWAL)  
DEPUTY CONTROLLER OF ACCOUNTS

**List of paper forwarded**

S. no	Name of Department	O.M. No. And Date	Subject
1.	Principal Accounts Office, Govt. of NCT of Delhi, A-Block, Vikashbhawan, I.P. Estate, New Delhi-110002.	Letter No. F.7(4)/Pr.A.O./Appro. /e-lekha/2018-19/737-887 dated 28.07.2021	De-Lekha: Expenditure Information System for Departments of GNCTD- USER MANUAL.

223/CC  
03/08/2021

*(Signature)*  
03/08/21

ABHISHEK (A.P.)

**PRINCIPAL ACCOUNTS OFFICE  
GOVT. OF NCT OF DELHI  
A-BLOCK, VIKASBHAWAN, 1.P.ESTATE, NEW DELHI-110002**

No.F.7(4)/Pr.A.O./Appro./e-lekha/2018-19/737-807 Dated: 28.07.21

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

**Subject: De-Lekha : Expenditure Information System for Departments  
of GNCTD - USER MANUAL**

Sir / Madam,

This is to inform that the Principal Accounts Office, Finance Department, Government of NCT of Delhi has developed a Web-based Application through NIC on the Receipts and Expenditure Information System called **De-Lekha (Delhi Lekha)**. This is an important e-governance initiative of Government of NCT of Delhi through which, all the PAOs of GNCTD upload Daily Abstracts of Accounts (Receipts and Expenditure) on day-to-day basis. Details of Receipts and Expenditure are consolidated daily/monthly in the Compact system of PAOs and then uploaded on De-Lekha on daily/ monthly basis.

2. Department can access the De-Lekha Application from the URL Address: <https://delekha.delhi.gov.in> through the User-ID and Password already provided by this office in its letter dated 30.11.2018.

3. Finance Department has developed various **Expenditure Reports** in **De-Lekha** using the uploaded details of Expenditure to enable Departments to monitor their expenditure. This can be used as an useful tool to monitor Budget and Expenditure of Departments on Daily/Monthly/Yearly basis. These Reports are **available to Departments on (T-1) basis** i.e. of previous working day.

4. The Departments can access 08 different kinds of Reports readily available in De-Lekha Application Dashboard on approved Budget (BE/RE/ME) and Expenditure. These Reports are:

SL. No.	Name of Report	Description of Report
A	<b>Budget and Expenditure Reports</b>	
A.1	Department Wise	Reflects Expenditure up to Primary Unit of Appropriation i.e. Object Head Level.
A.2	Department- Major head Wise	Reflects Expenditure at Major Head Level (04 Digit) which indicate the nature of the Expenditure.

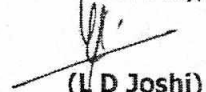
A.3	Department- Object head Wise	Reflects Expenditure at Object Head Level (02 Digit) such as Salaries, Wages, Office Expenses etc.
A.4	Autonomous Bodies Wise	Reflects Expenditure at scheme/ Object Head Level i.e., GIA General, GIA for creation of Capital Assets and GIA Salary.
A.5	Centrally Sponsored Schemes	Reflects Scheme-wise Expenditure
A.6	Scheme Wise	Reflects Expenditure separately for Revenue and Capital.
B	<b>Department Wise Budget &amp; Expenditure</b>	Expenditure During/Up to the period of transaction along with Saving/excess, at Major Head/Sub-Major Head/Minor Head/Subordinate Head/Detailed Head/Object Head/Transaction Level.
C	<b>Department Expenditure: Budget Utilization (in %)</b>	Expenditure for the period of Transaction/Accounting Month along with the percentage of Utilization.

5. The **USER MANUAL** prepared in detail to assist the Department for accessing De-Lekha and explaining the methodology for accessing the Expenditure Reports is enclosed.

6. Feedback on the utility of the De-Lekha Application and suggestion for improvement can be shared with the Pr. Accounts Office, GNCT Delhi.

7. In case any assistance is required; the Department may contact 011-23370765, 23370691 (Helpline No.) or email at [dcoaaccpao@nic.in](mailto:dcoaaccpao@nic.in).

Yours faithfully,



(L. D. Joshi)

Controller of Accounts

Copy forwarded for information to:

1. The Secretary to Hon'ble Deputy Chief Minister/Finance Minister, GNCTD, Delhi Secretariat, New Delhi.
2. The Joint Director (IT), Pr. Accounts Office, GNCTD to make it available on the website of the Department.



**User Manual**

**De-Lekha:  
A Web based  
Receipts & Expenditure  
Information System**

**[Developed by NIC, Delhi Unit]**

**Principal Accounts Office  
Finance Department  
Government of NCT of Delhi**

**De-Lekha User Manual on Expenditure Information System (July 2021)**