

GOVERNMENT OF NCT OF DELHI
PRINCIPAL ACCOUNTS OFFICE
A-BLOCK, VIKAS BHAWAN, IP ESTATE, NEW DELHI-110002

No. F.1(1)/11/VAW/PrAO/Vig/2022/8788-95

Dated: 22/9/22

CIRCULAR

Sub.: Regarding Preventive Vigilance measures cum housekeeping activities: 03 months campaign (16th August 2022 to 15th November 2022) as a precursor to Vigilance Awareness Week-2022.

Kind attention is invited to the Dte. of Vigilance, GNCTD letter No. F.01/29/DOV/Admn/2021/9675-9676 dated 12.08.2022 and CVC Circular No. 14/07/22 dated 25.07.2022 on the subject cited above wherein it has been emphasized to undertake action during the campaign period on the preventive vigilance-cum-house keeping activities mentioned in the above referred letter/circular. Management of Assets and Record Management are amongst the activities to be undertaken during the aforesaid campaign period. Copies of the same have already been circulated to all the PAOs/Branches of HQ vide this office letter of even number dated 25.08.2022.

2. In this regard, it is informed that as per the instructions contained in Chapter-7 of General Financial Rules, Schedule-VII of Delegation of Financial Power Rules and instruction/guidelines issued by the Government of India/ Government of NCT of Delhi for the disposal of unused assets/goods from time to time, the assets/Items which are declared surplus or obsolete & unserviceable and is of no use to the department, on successful completion of the prescribed lifespan are condemned and auctioned after following the due procedures prescribed in the relevant rules and instructions issued by the Government from time to time. Further, instructions for disposal of unused assets to all units/offices of this organization were issued vide order No. F.1(1)/Pr.AO/A.II/2021/1561 dated 25.01.2021.

3. Apart from above, Para 105 of Manual of Office Procedure provides record retention schedule and Chapter 17.16 of Civil Account Manual prescribe preservation of record maintained by the departmentalized Pay and Account Offices.

4. In terms of the above provisions and instructions issued by the Dte. of Vigilance, GNCTD/CVC, it is impressed upon that action may be initiated to undertake the activities as mentioned in the DOV/CVC letter/circular mentioned above specifically on the Management of Assets and Record Management during the campaign period. The datewise details of the weeding out of old records and disposal of unused assets may be prepared and action taken may be furnished to this office by 17.11.2022 positively for onward submission to the Dte. of Vigilance, GNCTD.

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5. It is further emphasized to ensure that while undertaking above activities the relevant provisions contained in the GFR, Delegation of Financial Power Rules, Manual of Office Procedure, Civil Accounts Manual and instructions issued by the Govt. of India/GNCTD are adhered to in letter and spirit.

6. This issues with the approval of the Controller of Accounts.


(RAMAN T.V.)

DY. CONTROLLER OF ACCOUNTS (VIG.)

No. F.1(1)/11/VAW/Vig./Pr.A.O./2022/8188-95 Dated: 22/9/22

Copy for necessary action to:

1. PA to Controller of Accounts, Pr. AO, New Delhi.
2. All Pay & Accounts Officers, Govt. of NCT of Delhi.
3. Dy. Controller of Accounts (Funds), GPF Cell, Vikas Bhawan-II, Civil Lines, Delhi.
4. DCA(Admn)/DCA(Technical)/DCA(Accounts), Pr. AO (HQ), New Delhi.
5. All Branch Incharges, Pr. AO (HQ), New Delhi.
6. System Analyst, IT Cell, Pr. AO with the request to upload the circular on the official website of Pr. AO.

Copy for information to:

1. PPS to Pr. Secretary (Finance), GNCTD, Delhi Secretariat, New Delhi.
2. PS to Secretary (Vigilance), Dte. of Vigilance, GNCTD, Delhi Secretariat, New Delhi.


(RAMAN T.V.)

DY. CONTROLLER OF ACCOUNTS (VIG.)