

No.F.4(7)/2023-24/Fin./Policy/1107-1115
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (ADMINISTRATIVE DIVISION) DEPARTMENT
4TH LEVEL, 'A' WING, DELHI SECRETARIAT
IP ESTATE, NEW DELHI - 110002

Dated :-20.04.2023

OFFICE MEMORANDUM

Sub:- **Guidelines regarding release of Grant-in-Aid**

Attention of Department is invited towards FD's Order dated 18.07.2011 detailing the instructions and guidelines regarding Expenditure Management in Autonomous Bodies/Grantee Institutions. Further, FD vide OM dated 06.09.2011 forwarded the draft 'Pattern of Assistance' with the advice to formulate 'Pattern of Assistance' in respect of all Autonomous Bodies (ABs)/Grantee Institutions (GIs) falling under their administrative control with the approval of Finance Department.

2. It has been observed that the proposals being received in Finance Department for release of Grants-in-Aid to Autonomous Bodies(ABs)/ Grantee Institutions (GIs) are not in consonance with FDs order dated 18.07.2011 and OM dated 06.09.2011.

3. It is reiterated that the proposals for release of 1st instalment of GIA for ABs/GIs not exceeding 25% of BE may be forwarded by the administrative departments to Finance Department latest by 25th April, so as to enable FD to release the fund by 1st week of May.

4. The proposals for second instalment must include the following:

- a) Audited Accounts for the Last Financial Year;
- b) Minutes of Meeting of the Governing Body / Finance Committee approving the Budget for the Current Financial Year;
- c) Unspent Balance of the Last Financial Year along with reasons and proposal for revalidation, if needed;
- d) Recommendation of the administrative department for the capital works proposed to be undertaken in the CFY under GIA (Capital) funds;
- e) Copy of the Pattern of Assistance and MOU executed with the administrative department;
- f) Copy of Delegation of Financial Power duly approved by the Governing Body;
- g) Details of fund balances, including those which contain funds from revenue generated by the autonomous body itself;
- h) If funds are being allocated for execution of scheme / works on behalf of the Government, copy of Cabinet decision and relevant orders.

Contd....P/2-

The proposals for release of second instalment in respect of ABs/GIs having budgetary support of more than Rs.5.00 crore per annum from the Government, would only be considered if the same is supported alongwith the copy of Memorandum of Understanding (MoU) entered with the administrative department.

5. All the Departments are requested to instruct the autonomous bodies under their administrative control to commence the required activities needed for the above mentioned information in time so that the second instalment is not delayed.
6. The proposals where unspent balance needs urgent validation due to cash flow urgency may be submitted any time alongwith due justification and the same will be processed by FD on priority.
7. Besides, all the departments are strictly advised to formulate the 'Pattern of Assistance' for release of Grants-in-Aid to Autonomous Bodies(ABs)/Grantee Institutions (GIs) under their administrative control with the approval of Finance Department. Administrative Departments should also ensure that the release of grants-in-aid in future should confirm to the approved pattern of assistance.
8. Fund release to DJB, DTC and DUSIB will be dealt separately.


(NIHARIKA RAI)
Secretary (Finance)

To,

- 1) All Additional Chief Secretaries/Pr. Secretaries/Secretaries/Head of Departments, GNCTD.
- 2) Executive Heads of all Autonomous Bodies/Grantee Institutions of Govt. of NCT of Delhi.

Copy for information to:-

- 1) Secretary to Hon'ble Minister (Finance), GNCTD.
- 2) SO to Chief Secretary, GNCTD
- 3) Spl. Secretary (I&II), Finance Department, GNCTD
- 4) Controller of Accounts, Pr. Accounts Office, Vikas Bhawan, New Delhi.
- 5) Controller of Accounts, Directorate of Audit, Delhi Secretariat, Delhi.
- 6) All Jt. Secretary/ All Deputy Secretaries of Finance Department
- 7) Guard File/Website of Finance Department.