

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

No.F.10/42/2022-23/SRD/FIN/1999-2018

Dated 29/05/2023.

To

All the ACS/Pr. Secretaries/Secretaries,  
(Departments as per list attached),  
Government of NCT of Delhi,

**Sub: Information/Documents required from Autonomous  
Bodies/Grantee Institutions for Expenditure Monitoring.**

Sir,

Government of NCT of Delhi provides funds to various Autonomous Bodies/Grantee Institutions as Grants-in-Aid under various head of accounts for execution of Capital Projects and to meet out their revenue expenditures. The funds (GIA) are released by Finance Department, in installments on the basis of recommendations made by the concerned administrative departments.

Since the funds are being provided by Government of NCT of Delhi, proper monitoring of the receipts and expenditure of all Autonomous Bodies/Grantee Institutions requires to be done for proper utilization of funds.

In view of the above, it is requested that all Autonomous Bodies/Grantee Institutions under your Administrative Control may be asked to provide the information in enclosed formats in respect of their receipts and expenditure for the financial year 2018-19 to 2022-23 and projected estimates for the year 2023-24. Further, Pattern of Assistance, Delegation of Financial Rules, Details of Sanctioned & Filled posts, Manpower engaged through outsource/ contract, Consultants engaged, Welfare/ Beneficiary orientated Schemes Implemented, Medical Facilities available to Regular/ Contractual/ Outsourced employees, Pension Schemes applicable, Annual Accounts/Audit Reports prepared & audited etc. in respect of these Autonomous Bodies/Grantee Institutions may also be provided. The above information may be provided to Finance Department by 05.06.2023.

Yours faithfully

Encl:- As above



(D.B.GUPTA)  
Joint Director (SRD)

**Format in respect of information / documents required from Autonomous Body for Expenditure Monitoring**

A Receipts (Rs. in Lakh)							
	Particulars	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24 (Estimated)
I	<b>Internal Revenue Receipts (a+b+c)</b>						
a)	Income from User Fee / Tuition Fee / Tariff etc. (i to iii)						
	i.						
	ii.						
	iii.						
b)	Interest Income from Bank Deposits						
c)	Other receipts (Specify the Item wise Receipts) (i to iii)						
	i.						
	ii.						
	iii.						
II	<b>GIA from GNCTD (i+ii+iii)</b>						
	i. GIA-General						
	ii. GIA-Salary						
	iii. GIA-Capital						
III	<b>External Grant Received, if any (GIA from Gov, other source etc.) (i+ii)</b>						
	i.						
	ii.						
<b>Total (A)</b>	<b>Total Receipts (I+II+III)</b>						
B Expenditure (Rs. In Lakhs)							
	Particulars	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24 (Estimated)
I	Salary & Allowances						
II	Wages / Remuneration (i+ii+iii)						
	i. Housekeeping and sanitation charges						
	ii. Security charges						
	iii. Other Wages / Remuneration						
III	Other Administrative Expenses (i to xiv)						
	i. Pension Contribution & Leave Salary Contribution						
	ii. Medical reimbursement						
	iii. Electricity Charges						
	iv. Water Charges						
	v. Postage & Telephones Charges						
	vi. Transport Charges						
	vii. Library Books, Newspaper & Journals						
	viii. Store & Stationary						
	ix. Other Terminal & Retirement Benefits						
	x. Ex-Gratia						

	xi. Pension						
	xii. Horticulture expenses						
	xiii. Lab expenses						
	xiv. Other Misc. Administrative Expenses (Please Specify)						
IV	Other Misc. Revenue Expenditure (i to vii)						
	i. Maintenance of Office Building						
	ii. Advertisement & Publicity						
	iii. Property tax						
	iv. Staff Welfare						
	v. Other Misc. Revenue Expenditure (Please Specify)						
	vi. Financial Assistance provided						
	vii. Survey & Research work						
V	Capital Expenditure (i to v)						
	i. Building construction (Non-residential)						
	ii. Building construction (residential)						
	iii. Purchase of office furniture & equipment's						
	iv. Purchase of vehicles						
	v. Other Misc. Capital Expenditure						
<b>Total (B)</b>	<b>Total Expenditure (I+II+III+IV+V)</b>						
C	<b>Unspent Balance</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24 (Estimated)</b>
I	Opening Balance as on 1 <sup>st</sup> April						
	i. Fixed Deposit						
	ii. Saving Account Balance						
	iii. Cash						
<b>Total (I)</b>	<b>Total Opening Balance as on 1<sup>st</sup> April</b>						
II	Closing Balance as on 31 <sup>st</sup> March						
	i. Fixed Deposit						
	ii. Saving Account Balance						
	iii. Cash						
<b>Total(II)</b>	<b>Total closing Balance as on 31<sup>st</sup> March</b>						
D	Year upto which Annual Account has been prepared						
E	Year upto which Annual Account has been audited						
F	Year upto which ELFA Audit is conducted						
G	Year upto which CAG Audit is conducted						

# One time information from the Autonomous bodies

## 1 Details of Sanctioned and Filled Posts

Sl. No	Name of Post	Pay Level	No of Posts created	Authority with whose approval posts were created	Mode of Recruitment (Direct/ Promotion/ Deputation/ Contractual) as per RR in force	No of Posts filled up		Agency through which recruited (UPSC/ DSSSB/ In-House Selection Committee)
						Regular	Contractual	

## 2 Manpower Engaged through Outsourcing

Sl. No	Designation of Manpower	No of engaged	No of manpower Authority with whose approval the number of manpower to be engaged was decided.

**One time information from the Autonomous bodies (contd..)**

**3 Welfare / Beneficiary Oriented Schemes Implemented**

(Either for Employees or other Stakeholders viz. Students in case of University or Colleges, Poets, Artists in case of Language Academies and likewise)

Sl. No	Name of Scheme	Category of Beneficiaries (Employees / Other Stakeholders, please specify)	Eligibility	Nature of Benefit (Cash / Kind, Please specify details)	Authority that approves the scheme

**4 Nature of Medical Facility available to**

- i. Regular Employees
- ii. Contractual Employees

**5 Whether any Pension Scheme is applicable for the employees of the organisation? If yes, furnish the details.**

One time information from the Autonomous bodies (contd..)

6 Details of Perks, Allowances, Honorarium etc. being given to Employees.

Sl. No	Facilities	Designation, amount/ quantity/ rate of reimbursement
1	Mobile	
2	Laptop	
3	Telephone Reimbursement	
4	Online Membership (Library, Journals etc.)	
5	Tab	
6	Entertainment allowance	
7	Honorarium	