

**GOVERNMENT OF NCT OF DELHI  
DEPARTMENT OF SOCIAL WELFARE  
GLNS COMPLEX : DELHI GATE : NEW DELHI  
(ACCOUNTS-I BRANCH)**

No.F.7(1)/DSW/ACCT-I/2016-17/ 9896-9966

Dated: 13 JUL 2017

**ENDORSEMENT**

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

1. All DD/DDOs/HOO/DSWO/Branch Incharges, Department of Social Welfare, Delhi/New Delhi.
2. Guard File.
3. Website of Social Welfare Department.

*Sudhir S. Verma*  
(SUDHIR S. VERMA)

**DY. CONTROLLER OF ACCOUNTS  
Ph.23392479**

**List of paper forwarded**

S. No.	Name of the Deptt.	O.M. No. and Date	Subject
1.	Principal Accounts Office, Govt. NCT of Delhi	No.F.2(105)/Pr.A.O./Comp/2012-13/Pt.file/2020Dt.07/07/2017	Use of Standardized Sanction Orders by the Departments of the Government

MB 13/07/2017

Sh. Kamal

189/CC  
13/7/17

**GOVT. OF NCT OF DELHI  
A-BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI**

No. F.2(105)/Pr.A.O./Comp/2012-13/Pt.File/

Date :

To,

All the Pr. Secretaries/Secretaries,  
Heads of the Departments,  
Govt. of NCT of Delhi, Delhi/ New Delhi

**Sub: Use of Standardized Sanction Orders by the Departments of the Government.**

Sir/Madam,

Kindly refer to letters No.F. No.F. 2(105)/Pr.A.O./Comp/2012-13/Pt.File/1145 dated 28.07.2014 and No.F.2(105)/Pr.A.O./Comp/2012-13/Pt.File/90 dated 16.02.2017 in which it was advised to all the departments of the Govt.of NCT of Delhi to issue necessary instructions to all Head of Offices under their control to use the Standardized Format of Sanction Order to avoid the misclassification of expenditure in the accounts and also to verify at the level of Pay & Accounts Offices that the expenditure sanctioned under particular item of expenditure has been issued with the approval of the authority delegated financial powers by the Finance Department, Govt.of NCT of Delhi or the Sanction has been issued with the approval of the Finance Department, Govt.of NCT of Delhi.

It has, however been observed that still sanctions are not being issued by the departments on the Standardized Sanction Order as circulated through the above said letters which is against the spirit of the issued instructions and would not be accepted along with payment bills in PAOs in future.

It is therefore advised that instructions may be issued to all offices under your control to issue the expenditure sanction on the enclosed Standardized Format of the Sanction Order. The payment bills submitted without the sanction in the Standardized Format will not be accepted for payment in Pay & Accounts Offices, Govt.of NCT of Delhi.

The Standardized Format of Sanction Order is available on the Website of the Principal Accounts Office i.e. <http://coa.delhigovt.nic.in> and also on the Website of the Delhi Government i.e. <http://delhigovt.nic.in>

This issues with the approval of Finance Department, Govt. of NCT of Delhi.

Yours faithfully,

*(Signature)*  
21/7/2017  
(Parkash Chand)

Controller of Accounts

Date : 7/7/17

No.F. 2(105)/Pr.A.O./Comp/2012-13/Pt.File/

Copy for information and necessary action to :- 2020

1. All Pay & Accounts Officers, Pay & Accounts Offices, Govt.of NCT of Delhi, Delhi, New Delhi with the advice to accept the payment bills from DDOs only on Standardized Sanction Format. w.e.f. August 2017.
2. Computer Cell for updation on the official website of the Principal Accounts Office, A-Block, Vikas Bhawan, I.P. Estate, New Delhi.

Controller of Accounts

182/SDP  
07/7/17

2020

**GOVT. OF NCT OF DELHI**

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(Name & Address of the Department/Office)

**SANCTION ORDER**

(where to be issued with the approval of the Departmental Authority)

Sanction of the Competent Authority is accorded/conveyed for  
incurring an expenditure of  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)  
on account of \_\_\_\_\_.

This sanction has been accorded in exercise of the powers delegated  
by the Finance Department, Govt. of NCT of Delhi under Object Head  
(\_\_\_\_\_) and in consultation with the accounts functionaries of the  
department.

The expenditure involved on this account would be debitable to the  
under mentioned Head of Account for the year \_\_\_\_\_ under  
Demand-for-Grant No. \_\_\_\_\_ (Complete details of Head of  
Account (15 Digits Numeral Codes) to which the expenditure would be  
debt able to be mentioned).

Copy to : (All concerned authorities including PAO)

(Name & Designation of the signing authority)

**GOVT. OF NCT OF DELHI**

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(Name & Address of the Department/Office)

**SANCTION ORDER**

(where to be issued with the approval of the Finance Department)

Sanction of the Competent Authority is accorded/conveyed for  
incurring \_\_\_\_\_ an \_\_\_\_\_ expenditure \_\_\_\_\_ of  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)  
on account of \_\_\_\_\_.

The expenditure involved on this account would be debitible to the under  
mentioned Head of Account for the year \_\_\_\_\_ under Demand-for-  
Grant No. \_\_\_\_\_. (Complete details of Head of Account (15 Digits  
Numeral Code.) to which the expenditure would be debitible to be mentioned).

This issues with the concurrence of the Finance Department, Govt. of NCT  
of \_\_\_\_\_ Delhi vide \_\_\_\_\_ their \_\_\_\_\_ U.O.  
No. \_\_\_\_\_ dated \_\_\_\_\_.

Copy to : (All concerned authorities including PAO)

(Name & Designation of the signing authority)