

Government of NCT of Delhi  
**DEPARTMENT OF SOCIAL WELFARE**  
GLNS Complex, Delhi Gate, New Delhi  
(ACCOUNTS BRANCH)

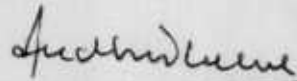
No.F.7(1)/DSW/ACCT-I/2016-17/ 12902-957 Dated: August/ /2017

**ENDORSEMENT**

07 AUG 2017

The copy of the under mentioned papers are forwarded herewith for information and strict compliance to the following with the direction that **the Competent Authority should clearly be defined in the Sanction Order:**

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

  
(Sudhir Singh Verma) 4/8/17  
Dy. Controller of Account (DSW)  
Ph.23392479

**List of paper forwarded**

S. No.	Name of the Deptt./Office	Letter No. and Date	Subject
1.	Pay & Accounts Officer No.-XIV, Govt. of NCT of Delhi	F.1/PAO-14/Pre-Check/2017-18/418 dated 18/07/2017	Use of Standardized Sanction Orders by the Departments of the Government.

Office of the Secretary/SW/WCD  
Deptt. of Social Welfare  
Govt. of NCT of Delhi  
20 JUL 2017  
3490  
No.F.17/PAO-13/Pr-check/2017-18/ 418  
Dy. No. ....  
To

OFFICE OF THE PAY & ACCOUNTS OFFICER NO.-XIV.  
GOVT. OF NCT OF DELHI  
DFS BUILDING, SHANKAR ROAD,  
NEW DELHI.

Dated: 18/7/17

The Pr. Secretary,  
Department of Social Welfare,  
Govt. of NCT of Delhi,  
New Delhi.

Subject : Use of Standardized Sanction Orders by the Departments of the Government.

Sir/Madam,

Mulh...  
D...  
20/7/17

Please find enclosed herewith the copy of orders No.F.2(105)/Pr.AO/Comp./2012-13/Pl. file/2019 dated 07.07.2017 of the Controller of Accounts, Pr. Accounts Office, Vikas Bhawan, New Delhi on the subject noted above. You are, therefore requested to please act in accordance with the orders of the Controller of Accounts, which is self-explanatory and henceforth, all the bills should be accompanied with the Standardized Sanction Order.

✓

*It would also be pertinent to mention here that the Competent Authority should clearly be defined in the Sanction Order.* The payment bills submitted without the sanction in the Standardized Format and without defining the Competent Authority (i.e. HOO/HOD/Finance etc.) will **not be accepted for payment** in Pay and Accounts Offices, Govt. of NCT of Delhi.

Complete details of 15 digit numerical code should also be incorporated in the Sanction Order.

Spl. Dir.  
to  
20/7/17  
DCA  
20/7/17  
Encl. : As above.

Yours faithfully,

*(Signature)*

(RAJESH GROVER)  
PAY & ACCOUNTS OFFICER NO.XIV  
Tel. 28745631

857/AOS  
25/7/17  
AAD-I. - PL dis...  
20/7/17

OFFICE OF THE SECRETARY  
DEPT. OF SOCIAL WELFARE  
3490  
21/7/17

2088/SF/PA  
24/07/17