

Important

DEPARTMENT OF SOCIAL WELFARE
Government of NCT of Delhi
GLNS Complex, Delhi Gate, New Delhi

F.1/Misc/DCA/Accts/2020/ 1459 — 1462

Dated: 27/3/2020

Order

Attention of the all Heads of Offices, working in the Department of Social Welfare, is drawn to GFR 2017 wherein responsibility of Department to control the expenditure of funds and formulation of budget are clearly spelt out. Duties of Drawing and Disbursing Officer are also properly laid down in various statutory Rules and instructions issued by the finance Department from time to time. This Department also clarified that the HOOs/DDOs were to furnish monthly expenditure on sub-head wise basis and it is found that many are still not furnishing the data.

Therefore, it is hereby directed that all the HOOs/DDOs henceforth shall submit the data as per performa enclosed (Annexure A, B, C) before 6th of every month to the office of DCA without failure from March, 2020 onwards.

Encls: Annexure A, B and C.



(S.B. Shashank)
Director (DSW)

1. Integrated Financial Advisor, Department of Social Welfare, GNCTD.
2. All HOOs/DDOs, Department of Social Welfare, GNCTD.
3. Dy. Controller of Accounts, Department of Social Welfare, GNCTD for further action.
4. Sr. Accounts Officer, Department of Social Welfare, GNCTD.

Name of the Institutions/Homes/Offices-

Annexure-A

Financial Year-

Statement for the month-

(Amount in Rs.)

Sl. No.	Detailed Head	Object Head	B.E./R.E.	Details of object head sanction wise	Expdt. upto previous month	Expdt. for current month	Progressive Expenditure
		Salary		Gazetted			
				Non-Gazetted			
				Gr.D			
				Total			
		Wages		Ex-cadre staffs			
				MTS			
		O.T.A.					
		M.T.					
		D.T.E.					
		O.E.		Sanction-wise details in Annexure-B			
		S & M		Sanction-wise details in Annexure-C			
		P.O.L.					
		Total					

Name & Sign. Of DDO/HOO

