

No. F.1/1/2020-21/Fin(B)/1350-1359
Government of National Capital Territory of Delhi
Finance Department
(Budget Division)

4th Level, 'A' Wing, Delhi Secretariat,
New Delhi-110002
Dated: 10th August, 2021

OFFICE MEMORANDUM

Subject: Expenditure Management and Rationalization of Expenditure – Sending proposals for seeking relaxation through letters instead of files.

Attention is invited to the O.M. No. F.1/1/2020-21/Fin(B)/1020-1059 dated 17.06.2021 on the subject cited above, whereby Administrative Secretaries/HoDs were directed, inter-alia, to obtain relaxation from the Finance Department for expenditure of Rs.1 crore and above on items other than those listed in para 2 of the aforesaid O.M.

2. It was also clarified in the O.M. that the above relaxation by the Finance Department is only for proper cash management of GNCT of Delhi. The Competent Authority for sanction of expenditure as well as the responsibility to ensure correctness of procedure and propriety of the expenditure as per provisions of GFR, instructions issued by the Government of India & GNCT of Delhi, adherence to guidelines issued by CVC etc. shall continue to remain with the Administrative Secretaries/HoDs.

3. It has been observed that a large number of proposals are being sent to the Finance Department for relaxation as above. The above relaxation is required only in cases where the expenditure is of an amount of Rs.1 crore and above, and is within the delegated Financial Powers of the Administrative Secretaries/HoDs. These proposals are in turn examined in Finance Department, which takes time and delays the process.

4. In partial modification of the instructions for relaxation issued vide OM dated 17.06.2021 referred to above, it has now been decided that the **Administrative Departments are not required to send files to the Finance Department for relaxation**. Instead, they will approve the proposals at their own level in accordance with the financial powers already delegated to them vide FD's OM dated 07.08.2019 and thereafter **send a letter on a weekly basis** to the Finance Department with the approval of the concerned sanctioning authority containing details of all such proposals which require relaxation from the FD in the format tabulated below:

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Proposals which have been sanctioned by <mention here the designation of the competent administrative authority i.e. Administrative Secretary/HoD as the case may be> and requiring relaxation for incurring expenditure from the FD in accordance with the OM dated 17.06.2021 read with O.M. No. F.1/1/5/2021-22/Fin(B)/ 1350-1359 dated 10.08.2021.

S.No.	Nature of Expenditure (in brief)	Estimated/ Actual amount of expenditure	Detailed Budget Head (15 digits) from which expenditure is proposed to be incurred	Tentative date by which the expenditure is proposed to be incurred.

5. Based on the above information furnished by the Administrative Secretary/HoD, the Finance Department would consider the proposal for relaxation depending upon the availability of resources.

6. All Administrative Secretaries/HoDs who are sanctioning the proposals in accordance with the Finance Department Delegation Order dated 07.08.2019, having expenditure of Rs.1 crore and above and on items other than those listed in para 2 of the FD's OM dated 17.06.2021 may accordingly send letters on weekly basis mentioning the particulars in a tabulated form, as indicated at para 4 above to the Joint Director, Budget Division, Finance Department, GNCTD, for according relaxation for incurring of expenditure.



(D.B. Gupta)
Joint Director (Budget)

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Copy forwarded for information and necessary action to :-

1. All Additional Chief Secretaries/Pr Secretaries/Secretaries/Head of Departments, Government of NCT of Delhi
2. The Secretary to Hon'ble Deputy Chief Minister/Finance Minister, Government of NCT of Delhi
3. The Secretary to all Hon'ble Ministers, GNCTD
4. The OSD to Chief Secretary, Government of NCT of Delhi
5. The Special Secretary (Finance), Government of NCT of Delhi
6. The Director, Planning Department, Government of NCT of Delhi
7. The Controller of Accounts, Pr. Accounts Office, Government of NCT of Delhi
8. The Joint Secretary (Accounts), Government of NCT of Delhi
9. The Deputy Secretaries, Finance Department (I/II/III/IV), Government of NCT of Delhi
10. Website of FD/Guard File.



(D.B. Gupta)
Joint Director (Budget)