

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT
4TH LEVEL, A-WING, DELHI SECRETARIAT, NEW DELHI

No. F.4(175)/Fin.(E-III)/2019-20/Pt. File/DSIV-25 Dated: 11-01-2021

ORDER

Sub : Re-organisation of Divisions of Finance Department

In supersession of earlier orders issued on the subject cited above, the work of Finance Department is hereby re-organised into 06 Divisions as follows :

(1) **Administration Division**

a)	Internal administration of Finance Department
b)	Co-ordination amongst different Divisions of Finance Department
c)	Coordination of Legislative Matters
d)	RTI
e)	Grievance Redressal (PGMS, LG Listening Post, Other miscellaneous grievances, etc.)
f)	Banking and NBFC matters, SLBC Meetings, etc.
g)	Matters related to Capital Market, Stock Exchange, Foreign Trade, Commodity Market
h)	Coordination of all legal matters referred to FD
i)	Endorsement of Circulars/ OMs/ Orders of Govt. of India
j)	Training of employees of Finance Department
k)	Implementation of GeM in departments of GNCT of Delhi
l)	LG/CM Relief Fund
m)	Central Diary & Dispatch

(2) **Human Resource Division** : The Division will have two units as follows :-

a)	Cadre Control Unit (CCU) : to deal with recruitment, promotion, transfer, vigilance and all other service matter related issues of Accounts Cadre.
----	---

b)	Service Matter Unit (SMU) :
	(i) To provide advice and approvals on service matter related issues received from Administrative Departments.
	(ii) Grant of GPF to All India Service Officers of AGMUT Cadre, Grant of Imprest

(3) **State Resources Division**

a)	Fiscal Policy and Financial Management
b)	Policy proposals relating to Tax Revenue Departments (GST, Excise, Transport and Land Revenue/Stamp Duty)
c)	Matters related to Non-Tax Revenue
d)	Studies, Research, And Analysis of Tax and Non Tax Revenue
e)	Policy matters relating to State PSUs, Performance & Profitability, Corporate Governance, Financial & Dividend issues of PSUs
f)	Centre-State Financial Relation/ Central and State Finance Commission related matters
g)	Monitoring of Recovery of Loans
h)	Matters relating to NSSF Loans
i)	State Budget Analysis of Revenue Resources and Expenditure of States

(4) **Budget Division**

a)	Preparation of Budget, including printing of DDG & other related Budget Documents and passing of Appropriation Bill, co-ordination and processing of Legislative and Administrative matters related to Budget.
b)	Processing proposals for Re-appropriation
c)	Conveying the Authorisation to Departments on receipt of funds for Centrally Sponsored Schemes and Central Sector Schemes.
d)	Monitoring of Expenditure and Receipts of GNCT of Delhi
e)	Economy Measures
f)	Pension, Provident Fund and issues related to Public Accounts

g)	Refund of Revenue
h)	Fixing of amount of imprest of different Departments
i)	Implementation of PFMS
j)	Allocation of Budget for HBA, Computer Advance etc.

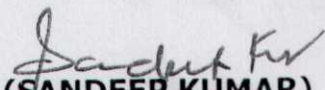
(5) **Expenditure Division**

a)	Examination of proposals of Administrative Departments pertaining to expenditure sanctions/ release of Grant-in-Aid/ concurrence, as per distribution of work from time to time.
b)	Providing support to Budget Division in preparation of Budget of the respective Administrative Departments, as and when required.
c)	Matters related to DKS, Chit Fund, Small Savings
d)	Laying of Annual Accounts and Report before Assembly

(6) **Policy Division**

a)	Issuance of Policy circulars/ OMs/ Orders
b)	Advisory services on Contract Management, NITs, Agreement on PPP.
c)	Delegation of Financial Powers
d)	Furnishing comments on Cabinet Notes and Bills of Administrative Departments
e)	Processing the proposals to be placed before the Expenditure Finance Committee
f)	Monitoring of Projects approved by the EFC/ Cabinet
g)	Work not assigned to any Division

This shall be effective with immediate effect.


(SANDEEP KUMAR)
SECRETARY (FINANCE)

Copy to :-

1. Spl. Secretary (I & II), Finance Department, GNCTD
2. Jt. Director (Budget), Finance Department, GNCTD
3. Controller of Accounts (Finance Department), GNCTD
4. All Dy. Secretaries, Finance Department, GNCTD