

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVT. OF N.C.T. OF DELHI
ISBT MAHARANA PRATAP, KASHMERE GATE, DELHI
(ACCOUNTS BRANCH)**

Subject: - Timeline for submission of Sanction/Files for the month of March, 2021.

During the closing month of the Financial Year 2020-21, generally a large number of Sanctions & Files are likely to be presented to the Head Quarter of Department of Women & Child Development on daily basis in Accounts Branch, consequently increasing the work load of Accounts Branch. Moreover, the Sanctions & Files presented in Accounts Branch are required to be cleared before the last day of the Financial Year. Although, the Accounts Branch have been duly instructed to take appropriate action to streamline their working for dealing with the temporary increase in the volume of work and extend full co-operation in accepting Sanctions & Files on daily basis, it is also desirable that Department should maintain an even flow of Sanctions & Files to avoid unnecessary accumulation of Sanctions & Files during the last days of March.

Considering, the increased volume of Sanctions & Files presented in March compared to other months of the Financial Year, and in order to clear the Sanctions & Files timely by the Accounts Branch, Sanctions/Files be submitted on day to day basis as per expenditure sanctioned and to avoid accumulation of Sanctions & Files at the fag-end of the Financial Year.

Principal Account Office GNCT of Delhi vide circular no. F.68(01)/2020/T-1/Pr.A.O./72-167 Dated 24/02/2021 has issued timeline for submission of bills in PAOs for the month of March, 2021.

Accordingly, all branch incharge of DWCD are requested to adhere to the below mentioned timeline for submission of proposal/bills for the month of March, 2021.

- 1977/104/WCD
09/03/21
- | | |
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| a. File containing proposal required Sanctions/approval of F.D | : Upto 15 th March, 2021 |
| b. Issue of Sanctions for other than contingency | : Upto 21 st March, 2021 |
| c. Proposal required Sanction of HOD/Secretary | : Upto 25 th March, 2021 |
| d. Issue of Contingency Sanctions | : Upto 26 th March, 2021 |
| e. Submission of Bills along with sanction to D.D.O. | : Upto 30th March 2021 at 1:00 p.m. |


No Proposal/Sanction shall be entertained after **1:00 p.m. on 30.03.2021**. All Officers/Officials of Accounts Branch are directed to attend the office on coming **Saturdays/Sundays/Holidays** during the month of March 2021 to complete the work in time bound manner.

This issues with the prior approval of Head of Department.

(Ramesh Chander)
Controller of Accounts (DWCD)

To,

1. OSD to Secretary (DWCD).
2. P.S. to Director (DWCD).
3. All the HOO/DDOs under DWCD.
4. Assistant Programmer to upload on Website.


(Ramesh Chander)
Controller of Accounts (DWCD)