

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**FINANCE DEPARTMENT**  
**POLICY DIVISION**  
**4<sup>TH</sup> LEVEL, A-WING, DELHI SECRETARIAT**  
**I.P. ESTATE, NEW DELHI – 110002.**

No. F.4(7)/2023-24/Fin./Policy/COAF/39-48      Dated: 26/06/2023

To

1. All Additional Chief Secretaries/Pr. Secretaries/Secretaries/HoDs of the Departments of Government of NCT of Delhi.
2. All Heads of Autonomous Bodies/Grantee institutions of the Government of NCT of Delhi.

**Sub: Guidelines for release of the Grants-In-Aid to the Autonomous Bodies/Grantee Institutions.**

Sir/Madam,

Please refer to the Finance Department's OM No. F.4(7)/2023-24/Fin./Policy/1107-1115 dated 20.04.2023 (copy enclosed) vide which it was advised that the proposals for release of second installment of GIA for Autonomous Bodies (ABs)/Grantee Institutions (GIs), forwarded by the Administrative Department to the Finance Department, must include the documents/information as mentioned at Para 4 of the said OM dated 20.04.2023.

2. It is also mentioned in the said OM that the proposals for release of second installment in respect of ABs/GIs, having budgetary support of more than Rs.5.00 Cr. per annum from the Government, would only be considered if the same is supported alongwith the copy of Memorandum of Understanding (MoU) entered with the Administrative Department. Further, all Departments are requested to instruct the Autonomous Bodies/Grantee Institutions under their administrative control to commence the required activities/documents/information needed for release of GIA in time so that second installment is not delayed.

3. It is again reiterated that proposals for release of second installment of GIA must include the following documents/information :

- a) The utilization Certificate (UC) in respect of grants disbursed in the previous Financial Years;
- b) Audited Accounts for the Last Financial Year;
- c) Minutes of meeting of the Governing Body/Finance Committee approving the Budget for the Current Financial Year;
- d) Unspent Balance of the Last Financial Year along with reasons and proposal for revalidation, if needed;
- e) Recommendation of the administrative department for the capital works proposed to be undertaken in the CFY under GIA (Capital) funds;
- f) Copy of the Pattern of Assistance and MoU executed with the administrative department;

**Contd.....P/2**

- g) Copy of Delegation of Financial Power duly approved by the Governing Body;
- h) Details of fund balances, including those which contain funds from revenue generated by the autonomous body itself;
- i) If funds are being allocated for execution of scheme/works on behalf of the Government, copy of Cabinet decision and relevant orders.

4. In order to avoid delay in sanction/release of Grant-In-Aid to the Autonomous Bodies/Grantee Institutions, all Administrative Secretaries are, therefore, requested to examine the proposal of the Autonomous Bodies/Grantee Institutions under their Administrative Control regarding release of 2<sup>nd</sup> installment accordingly and ensure before forwarding to Finance Department that all conditions mentioned above have been fulfilled by the Autonomous Bodies/Grantee Institutions. The said proposal with due examination may be forwarded to Finance Department latest by 15<sup>th</sup> July so as to enable FD to release the fund on time.

5. The proposal should be submitted in Finance Department along with check list enclosed with this letter, duly verified by the I.F.A. of the Administrative Department.

6. The proposal for release of 2<sup>nd</sup> installment of GIA should be processed in the same file in which proposal for release of first installment of GIA was processed. In case the proposal for release of 2<sup>nd</sup> installment has been processed in a separate file by the Administrative Department due to justified reasons, the file wherein the 1<sup>st</sup> installment was release should also be attached/linked, while sending the proposals for release of funds for 2<sup>nd</sup> installment.

7. This issues with the prior approval of Principal Secretary (Finance).

Yours faithfully,

Encl: As above.

  
**(Niharika Rai)**  
**Secretary (Finance)**

Copy for information to:-

- 1. Secretary to Hon'ble Minister (Finance), GNCTD, Delhi Secretariat, New Delhi.
- 2. SO to Chief Secretary, GNCTD.
- 3. Special Secretary (I & II), Finance Department, GNCTD.
- 4. Controller of Accounts, Pr. Accounts Office, Vikas Bhawan, New Delhi.
- 5. Controller of Accounts, Directorate of Audit, Delhi Secretariat.
- 6. All Joint Secretaries/Joint Director/Deputy Secretaries of Finance Department.
- 7. PPS to Pr. Secretary (Finance).
- 8. Guard File/Website of Finance Department.

**Check List (to be enclosed with the proposal for release of GIA)**

<b>S. No.</b>	<b>Particulars</b>	<b>Yes/No</b>	<b>Remarks</b>
1.	The utilization Certificate (UC) in respect of grants disbursed in the previous FYs.		
2.	Audited Accounts for the Last Financial Year.		
3.	Minutes of meeting of the Governing Body/Finance Committee approving the Budget for the Current Financial Year.		
4.	Unspent Balance of the Last Financial Year along with reasons and proposal for revalidation, if needed.		
5.	Recommendation of the administrative department for the capital works proposed to be undertaken in the CFY under GIA (Capital) funds.		
6.	Copy of the Pattern of Assistance and MoU executed with the administrative department.		
7.	Copy of Delegation of Financial Power duly approved by the Governing Body.		
8.	Details of fund balances, including those which contain funds from revenue generated by the autonomous body itself.		
9.	If funds are being allocated for execution of scheme/works on behalf of the Government, copy of Cabinet decision and relevant orders.		

**Name and Designation of IFA alongwith signature**