MOST URGENT

OFFICE OF THE DISTRICT & SESSIONS JUDGE
SOUTH-WEST DISTRICT, DWARKA COURTS, NEW DELHI

No.4838-4872***F-4/Budget/Acctts./DWK/2018*** ***Dt.***22/02/18

Copy of letter no.5309-I/Account/2018 dated 08/02/2018 received from Sh. Raj Kumar Kundoo, DDO (HQ), Tis Hazari Courts, Delhi, alongwith circular no. F.4(14)/Fin.(T&E)/(08-09)/dsv/639 dated 14/07/2015 /22.09 is enclosed for information and necessary action to : -

1. The PS to Ld. District & Sessions Judge, South West District, Dwarka Courts, New Delhi.
2. The Administrative Officer (Judicial), Account Officer, All the Branch Incharges, South West District, Dwarka Courts, New Delhi.
3. Guard File / Web Site of South West District, Dwarka Courts, New Delhi.

(Ajay Mehrol) 22/2/18
Drawing & Disbursing Officer

Seen; Be uploaded on website.

Ld. O.I.C (Computer Branch)

OFFICE OF THE DISTRICT & SESSIONS JUDGE (H.Q.)
TIS HAZARI COURTS: DELHI

NO. 5309-T /Account/2018 Dated: 08 FEB 2018

Copy forwarded of Circular No.F.4(14)/Fin.(T&E)/08-09.dsv/639 dated 14.07.2015/22.09 information and necessary action to:-

- The Drawing & Disbursing Officer, North District, Rohini.
- The Drawing & Disbursing Officer, West District, THC, Delhi.
- The Drawing & Disbursing Officer, New Delhi District, Patiala House, New Delhi..
- The Drawing & Disbursing Officer, South District, Saket.
- The Drawing & Disbursing Officer, South-East District, Saket.
- The Drawing & Disbursing Officer, East District, Karkardooma Delhi..
- The Drawing & Disbursing Officer, North-East District, Karkardooma, Delhi.
- The Drawing & Disbursing Officer, Shahdra District, Karkardooma, Delhi.
- The Drawing & Disbursing Officer, North-West District, Rohini.
- The Drawing & Disbursing Officer, South-West District, Dwarka.
- The Officer In-charge, Mediation Cell, THC, Delhi.
- The Administrative Officer (Judl.), Computer Branch, THC, Delhi.
- The Administrative Officer (Judl.), Recruitment Cell, THC, Delhi.
- The Administrative Officer (Judl.), Purchase Cell, THC, Delhi.
- The Administrative Officer (Judl.), General Branch, THC, Delhi.
- The Administrative Officer (Judl.), Pool Car, THC, Delhi.
- The Administrative Officer (Judl.), Care Taking Branch, THC, Delhi.
- The Administrative Officer (Judl.), Litigation Branch, THC, Delhi.
- The Administrative officer, Admn. I, II, III, THC, Delhi.
- The Administrative Officer (Judl.), Audit & Fine Branch, THC, Delhi.
- The Assistant Librarian-Cum-information Officer, Library Branch, THC, Delhi.
- The Cashier, Room No. 4, THC, Delhi.

(RAJ KUMAR KUNDOO)
DRAWING & DISBURSING OFFICER (HQ)
TIS HAZARI COURTS, DELHI

Ms. Pooja Bisht
9.2.18

No.F.4(14)/Fin.(T&E)/08-09/dlv/639.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (ESTT.III) DEPARTMENT
'A' Wing, 4th Level, Delhi Secretariat, I.P. Estate, New Delhi.

Dated: 14.07.2015
11.9.

CIRCULAR

During the meeting of the Pr. Secretaries / Secretaries / HODs in the chamber of Hon'ble Deputy CM / FM, it has been desired that Finance Department should issue guidelines regarding the procedures and formalities to be completed by the departments before submitting proposals to Finance Department for obtaining concurrences.

All the departments are, therefore, requested to submit the proposals relating to works along with the certificate that the estimate is prepared in consultation with PWD and it fulfills the principle of technical and financial prudence and the estimates are economical to fulfill its objective. The department should also certify that all administrative formalities, statutory clearance, green building features, rain water harvesting and recycling of water, parking facilities, etc., have been complied. In respect of all EFC / Cabinet proposals relating to works, the departments are requested to submit their proposals as per FD's Circulars dated 12.07.2011, 21.07.2011 and 24.08.2011 on the subject.

Similarly, in respect of procurement of goods and / or services, the department should certify that the assessment is realistic with reference to the consumption pattern of last five years. It should also ensure that all procedures laid down in GFR, 2005, has been followed and the proposed rate is responsive in all respects. All the departments are requested to submit their proposals relating to expenditure sanction, release of grant-in-aid and relaxation of economy ban in the format enclosed as Annexures "A", "B" and "C".

This issues with the prior approval of the competent authority.

(S.N. Sahai)
Pr. Secretary (Finance).

To

1. All Pr. Secretaries/Secretaries/ HODs of Departments of Government of NCT of Delhi.
2. Pr. Secretary to Hon'ble Lt. Governor, Delhi.
3. Pr. Secretary to Hon'ble Chief Minister, Delhi.
4. Secretary to Hon'ble Deputy CM / FM, Delhi.
5. Secretaries to Hon'ble Ministers, Delhi.
6. Controller of Accounts, Pr.AO/ Controller of Accounts, Audit / All PAOs.
7. Deputy Secretaries /Under Secretaries, Finance Department.
8. Guard File / Web Site of FD.

30/01/18 02:44PM HP LASER 23392453 p.03

Proforma for submission of Expenditure Sanction proposals which are beyond the delegated powers of HOD/Secretary/Pr.secretary

S.No.	Particular	
1	Detailed Head of Accounts (Major/Minor/Object Head)	
2	Proposed Expenditure is under Plan or Non-Plan and Voted or Charged	
3	Availability of approved budget/fund during CFY under BE/RE.	
4	Expenditure incurred out of above till date:	
5	Balance amount available under Object Head	
6	Competent authority to sanction the proposed expenditure as per the existing delegation:	
7	If HOD is competent to concur the proposal, reasons for referring the proposal to FD	
8	If the proposed purchase is of office equipments, it may clarify if it is a banned item under economy instructions;	
9	If the proposed purchase is of office equipments, it may clarify as to whether it is proposed against condemnation or otherwise:	
10	Certificate to the effect that the proposed item is the most cost effective as well as economical.	
11	If the proposal is of purchase of new vehicle, the details regarding number of vehicles available with the Department, owned/hired, may be given. Whether it is against condemned vehicle or otherwise. The details of filled/vacant posts of Drivers may also be given.	
12	In case the proposed expenditure is out of the object head "Office Expenses", it may certify that the balance funds will be sufficient to meet the committed expenditure like electricity, Water, Telephone charges. etc., for the remaining part of FY	
13.	In case the proposal is for advance drawal, it may certify that no outstanding advances are pending. If any outstanding advance is pending, the reasons for non-settlement of such advance may be given.	