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**OFFICE OF PAY & ACCOUNTS OFFICER-XIII
GOVT. OF NCT OF DELHI
DELHI FIRE STATION BUILDING
SHANKAR ROAD, NEW DELHI-110060**

All DDOs of PAO XIII

NO. 6812
Dt- 10/3/15

Sub: Use of Standardized Sanction Orders by the Department of the Government.


Sir/Madam


Please find enclosed herewith the copy of order of Dy. Controller of Accounts (Admn/Tech) Principal Accounts Office, Vikas Bhawan, New Delhi alongwith Draft Specimen Sanction Order regarding use of Uniform Sanction Orders by the Department of the Government.

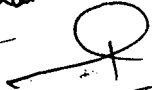
You are therefore requested to issue sanction in the requisite Standardized Sanction Order.

Yours faithfully

Encl: As above.



(R.C. SUNDRIYAL)
PAO XIII


11/3/15
A. M. J. (Hd)

PD. Circulate

13/3/15

Asstt. Programmer, I may circulate the same on portal of the deptt.

1868/AC
16/3/15

Asstt. Programmer (IT)

16/3/15

PRINCIPAL ACCOUNTS OFFICE
GOVT. OF NCT OF DELHI
A-B BLOCK, VIKAS BHAWAN
I.P. ESTATE, NEW DELHI

✓ (24)
(Only this page)

No. F.2(105)/Pr.AO/Comp/2012-13/Pt. File/

Date :

To

The All Heads of the Department,
Govt. of NCT of Delhi.

Sub : Use of Standardized Sanction Orders by the Departments of the Government.

Sir/Madam,

Kindly refer to letter No. F.2(105)/Pr.AO/Comp/2012-13/Pt. File/1145 dated 28-07-2014 (copy enclosed) in which it was requested to advise all offices under your control to use the Standardized Format of Sanction Order to avoid the misclassification of expenditure in the account and to exercise of the checks by the Pay & Accounts Offices on the expenditure sanction. On review the Pay & Accounts Offices have reported that most of the Departments are still not issuing the sanction on the Standardized Format of Sanction Orders despite the PAOs have also advised Heads of the Offices to submit the bills with expenditure sanction prepared/issued on the Standardized Format of Sanction Orders.

It is therefore again requested to advise the Heads of Offices under your control to issue the expenditure sanction on the Standardized Format of Sanction Orders. (Copy enclosed). The copy of the Standardized Format of Sanction Orders is also available on the website of the Principal Accounts Office i.e. <http://coa.delhigovt.nic.in> and also on the website of the Delhi Government i.e. <http://delhigovt.nic.in>.

Encl: As above.

Yours faithfully,

(S.P. Singh)
Special Secretary (Finance)

No. F.2(105)/Pr.AO/Comp/2012-13/Pt. File/ 91

Date : 16/2/15

Copy for information and necessary action to :-

All the PAOs, Govt. of NCT of Delhi

1AO-XII

Dy. Controller of Accounts
(Admn./Tech.)

Ms. Chatterjee
Please circulate
4/3/2015

28/4

**PRINCIPAL ACCOUNTS OFFICE
GOVERNMENT OF NCT OF DELHI
'A' BLOCK:VIKAS BHAWAN:NEW DELHI**

F.No.2(105)/Pr.AO/Comp/2013-14/Pt.File/1145

Dated: 28-7-14

To ✓

All Heads of the Department,
GNCT of Delhi

Sub: Use of Uniform Sanction Orders by the departments of the Government.

Sir/Madam,

As per the existing instructions, the Pay & Accounts Offices while discharging their duties of releasing the payments are required to see that there exists sanctions, either Special or General, accorded by the Competent Authority authorizing the expenditure and there is provision of funds authorized by the Competent Authority fixing the limit within which the expenditure can be incurred.

This could be ensured by the Pay & Accounts Offices if sanctions are issued by the authorities in the proper format mentioning therein the item of expenditure as per the powers delegated by the Finance Department to the Pr. Secretaries, Secretaries, Head of the departments, Head of Office and mentioning the Alpha-Numeric Codes and the Standard Numeric Codes as per the detailed Demand-for-Grants. Also, where the sanctions are issued with the concurrence of the Finance Department the U.O. number should be mentioned in the Sanction Order.

It is, however noticed that in the sanctions being issued by the authorities of the government neither item of expenditure nor the Standard Numeric Code is mentioned in the sanction order.

Due to non-mentioning the item of expenditure in the Sanction Orders, PAOs are unable to exercise the prescribed checks. Similarly, due to issue of sanctions with the Alfa-Numeric Codes without mentioning 15 digit Standard Numeric Codes, PAOs themselves are booking the expenditure under 15 Standard Digits Codes. This sometimes lead to incidents of misclassifications. It has also been observed that in certain cases, the modified/corrected Alfa-Numeric Codes are not noticed by the Departments/DDOs and the Sanction Orders are issued with the previous similar codes as before which sometimes leads to misclassification of the expenditure.

Contd.....P/2

In order to avoid such misclassifications, and to exercise the proper check by the Pay & Accounts Offices on the expenditure sanctions, a format of Sanction Order is enclosed with the advice to ensure issuance of sanctions in the said sanction order in future. The standardized common sanction order is placed on the websites of the Principal Accounts Office i.e. <http://coa.delhigovt.nic.in> and also on the website of the Delhi Government i.e. <http://delhigovt.nic.in>.

Yours faithfully,

[Signature]
21.07.14

(ALKA DIWAN)
Special Secretary (Finance)

F.No.2(07)/2013/T-I/Pr.AO/

Dated:

Copy to : All PAOs, Delhi/New Delhi.

[Signature]
Dy. Controller of Accounts
(Admn./Tech.)

Draft Specimen Sanction Order

GOVT. OF NCT OF DELHI

(Name & Address of the Department/Office)

SANCTION ORDER

Sanction of the Competent Authority is accorded/conveyed for incurring _____ an _____ expenditure _____ of Rs. _____ (Rupees _____ only) on account of _____.

This sanction has been accorded in exercise of the powers delegated by the Finance Department, Govt. of NCT of Delhi and in consultation with the accounts functionaries of the department. The expenditure involved on this account would be debitable to the under mentioned Head of Account for the year _____ under Demand-for-Grant No. _____.

Head of Account

Complete details of Head of Account to which the expenditure would be debitable mentioning the ALFA and Numerical Code.

This issues with the concurrence of the Finance Department, Govt. of NCT of Delhi vide their U.O.No. _____ dated _____.

(Name & Designation of signing authority)

F.No. _____

Dated: _____

Copy to: (All concerned authorities including PAO)

(Name & Designation of signing authority)