

**GOVERNMENT OF N.C.T. OF DELHI
DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI**

No. F. DTTE/AC/X (5)/Cir./2008-09/ 7378-83

Dated: - 12/10/15

ENDORSEMENT

A copy of the under mentioned paper is forwarded for information & necessary action to the following:-

1. N.S.I.T./D.T.U./DIPSAR/C.O.A./S.U.S.A./G.B.P. Eng. College/Govt. Eng. College Jaffarpur/Ambedkar Institute of Technology/ IIIT Okhla
2. The Principals of Polytechnics/ITIs /BPIBS/CSI/BTC.
3. The Registrar, Board of Technical Education, Delhi.
4. The Dy. App. Advisor, Office of the Dy. App. Advisor, Delhi.
5. P.S. to Pr. Secretary, Director, TTE.
6. Programmer, DTTE (HQ) for uploading on the website under the link circulars.

List of paper forwarded:-

S.No.	Name of the Department	Letter No. and date	Subject
1.	Dy. Secy, Fin.-V Finance (Establishment-III) Department, Delhi Sectt.	No. F.4(86)//FD/Estb-III/2010-2011/DSV/631 dated 24/09/2015	Endorsement regarding payment of Dearness Allowance to Central Government employees-Revised Rates effective from 1.7.2015.
2.	Dy. Secy., Fin-V Finance (Establishment-III) Department, Delhi Sectt.	No.F.4(14)/Fin.(T&E)/08-09/DSV/639 dated 22/09/2015	Circular regarding procedures and formalities to be completed by the departments before submitting to Finance Department for obtaining concurrences and three Proforma's for submission of grant-in-aid, Expenditure Sanction proposals which are beyond the delegated powers of HOD and proposals require relaxation of economy ban from Finance Department



**(K.N. SUBHASH BABU)
ACCOUNTS OFFICER**

8/c

of Training and Technical Education.

CD-012147679

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GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (ESTABLISHMENT-III) DEPARTMENT
4TH LEVEL, 'A-WING' DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002,

No.F.4(86)/FD/Estb-III/2010-2011/cls/631

Dated: 24/9/15

ENDORSEMENT

The copy of the under mentioned papers are forwarded herewith for information and necessary action to the following:-

1. All Heads of Department, Govt of NCT of Delhi.
2. All Pay & Accounts Officers, Pay and Accounts Office, Vikas Bhawan, Govt of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi
4. Commissioner MCD(North, East & South), Town Hall, Chandni Chowk, Delhi.
5. Chairpersons', NDMC, Palika Kendra, New Delhi
6. Chief Executive Officers, Delhi Cantonment Board, Delhi
7. CEO, Delhi Urban Shelter Improvement Board, IP Estate, New Delhi
8. Guard File
9. Website of Finance Deptt.

Encls. As above

(VINOD KUMAR)
Dy. Secy, Fin.-V

List of papers forwarded

S. No	Name of Ministry/Deptt.	O.M No and Date	Subject
1	Ministry of Finance, Deptt of Expenditure, Govt of India	1/3/2015-E-II(B) dated 23.09.2015	Payment of Dearness Allowance to Central Government Employees-Revised Rates effective from 01.07.2015

Delhi Sachivalaya
R&I Br.
Govt. of NCT of Delhi

No. 1/3/2015-E-II (B)
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated the 23rd September, 2015.

24 SEP 2015

909/2015/46766

OFFICE MEMORANDUM

Subject: Payment of Dearness Allowance to Central Government employees - Revised

Dy. No. Rates effective from 1.7.2015.

The undersigned is directed to refer to this Ministry's Office Memorandum No. 1/2/2015-E-II (B) dated 10th April, 2015 on the subject mentioned above and to say that the President is pleased to decide that the Dearness Allowance payable to Central Government employees shall be enhanced from the existing rate of 113% to 119% with effect from 1st July, 2015.

2. The provisions contained in paras 3, 4 and 5 of this Ministry's O.M. No. 1(3)/2008-E-II(B) dated 29th August, 2008 shall continue to be applicable while regulating Dearness Allowance under these orders.

3. The additional installment of Dearness Allowance payable under these orders shall be paid in cash to all Central Government employees.

4. These orders shall also apply to the civilian employees paid from the Defence Services Estimates and the expenditure will be chargeable to the relevant head of the Defence Services Estimates. In regard to Armed Forces personnel and Railway employees, separate orders will be issued by the Ministry of Defence and Ministry of Railways, respectively.

5. In so far as the employees working in the Indian Audit and Accounts Department are concerned, these orders are issued with the concurrence of the Comptroller and Auditor General of India.

(A. Bhattacharya)

Under Secretary to the Government of India

To

All Ministries/Departments of the Government of India (as per standard distribution list).

Copy to: C&AG, UPSC, etc., as per standard list, (with usual number of spare copies).

No.F.4(14)/Fin.(T&E)/08-09/88v/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

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.

Proforma for submission of grant-in-aid proposals

No.	Particular	
1	Name of approved Scheme	
2	Plan or Non-Plan	
3	Head of Account and Availability of approved budget/fund during CFY	
4	Total amount released till date:	
5	The details of unspent balance, if any, of the previous grant	
6	Proposed grant is recurring or non-recurring	
7	Whether applied for grants for the same purpose or activity from any other Ministry or Department	
8	The Utilization Certificate (UC) in respect of grants disbursed in the previous FYs:	
9	The Annual Report and Audited statement of the accounts of the grant-in-aid institution:	
10	Is there any objection/para of the Audit (CAG/AG) or Dte. of Audit pending and, if so, action taken by the Institution as well as the Administrative Department to settle such paras:	
11	Whether Previous advances, if any, drawn have been settled or are pending settlement and if so, the reasons for non-settlement and the timeline when they are expected to be settled. Details may be given.	
12	Physical performance-cum-achievement report with regard to grant-in-aid received during previous FYs may also be explained.	
13	Whether the specified, quantified and qualitative targets that should have been attained against the amount released, were in fact attained, and if not, the reasons thereof;	
14	The details of internal resources generation, if any, by the grantee institution.	
15	Copy of the Minutes of Statutory meetings, i.e. Finance Committee, Governing Council, etc., held in the previous FY may be appended. In case the meetings are not held, the reasons may be recorded.	

Forma 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.	

C u

**Proforma for submission of proposals require relaxation of economy ban
from Finance Department**

Sl. No.	Particulars	
1.	Name of item to be procured	
2.	Whether it is a purchase against condemnation or it is an additional procurement.	
3.	In case it is a purchase against condemnation, copy of the minutes of the condemnation board and the approval accorded by the competent authority for the same may be furnished.	
4.	In case it is an additional procurement, proper justification may be furnished.	
5.	Details of disposal of condemned articles along with the details of depositing of sale proceeds in Government Account.	
6.	Details of Technical clearance of IT Department in respect of IT equipments.	
7.	Details of Head of Accounts (Major/Minor/Object Head) under which the expenditure is being proposed	
8.	Proposed Expenditure is under Plan or Non-Plan and Voted or Charged	
9.	Availability of approved budget/fund during CFY under BE/RE.	
10.	Expenditure incurred out of above till date:	
11.	Balance amount available under Object Head.	
12.	Competent authority to sanction the proposed expenditure as per the existing delegation:	