

**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/

8842-49

Dated 8/12/15

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. All Branch incharges, DTTE (HQ).
6. P.S. to Pr. Secretary, Director, TTE.
7. DDO, DTTE(HQ)
8. 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.	Add. Dir. (DIP), Office of the Chief Executive Officer (SHABDARTH) Directorate of Information & Publicity, GNCTD, Blk-IX, Old Secy, Delhi-110054	NO. F.44 (3)/2015- 16/DIP/ADVT/2015- 16/14-18, Dated:- 28/10/2015	Regarding payment of the advertisement/public notices/tender notice to the publications.
2.	Spl. Secy. (Fin), Pr. AO, Vikas bhawan, GNCTD	F.No.1(1)/14/Vig./Pr.AO /Admn-I/2014/4414- 4415, Dated-06/11/2015	Authorization of Government servant to handle money and payment of bills etc.

  
(K.N.SUBHASH BABU)  
ACCOUNTS OFFICER

DTT

2131-R&P  
23/11

669/PA/Dir  
27/11/15

PRINCIPAL ACCOUNTS OFFICE  
GOVT. OF NCT OF DELHI  
'A' BLOCK:VIKAS BHAWAN:NEW DELHI

6719/PA/Dir  
27-11-15

No.F.No.1(1)/14/Vig./Pr.A.O./Admn-I/2014/ 244 - 2015

Dated: 27/11/15

To

All Head of Departments,  
New Delhi/Delhi

DW TTE  
Sri DW

37/11/2015  
JCA

**Sub: Authorization of Government servant to handle money and payment of bills etc.**

Sir/Madam,

In terms of provisions as contained in Rule-18 of the Receipts and Payment Rules, 1983, the government revenue, dues and other moneys should be accepted/received by the Head of Offices. Further, in terms of provisions of Rule -28 of Rules ibid, Head of Offices are authorized to withdraw money from the government account on presentation of bill who could further authorize any Gazetted Officer serving under him to sign a bill or order on his behalf. Such Head of Office/Authorized Officer is responsible for seeing that payments are made to a person handle to receive it.

The handling of Government money is a very sensitive and responsible work, which should be carried out as per the provisions contained in Receipt and Payment Rules to prevent any sort of mishandling of Government money leading to pecuniary loss to the government exchequer. Accordingly, in Rule-13 of the R&P Rules and Chapter-2 of the Civil Accounts Manual, it has been provided that employment of peons to fetch or carry money should be discouraged and when it is absolutely necessary to employ one for this purpose, a man of some length of service and proved trust worthiness should only be selected.

Now most of the payments are although made through electronic mode i.e. ECS, NEFT, RTGS etc. and their receipts are also received through electronic mode only but still to ensure full proof security, employees of some length of service and proven trustworthy should only be allowed in the departments to handle the moneys, bills and liason with the Pay & Accounts Offices in connection with the receipts and payments matters as per the requirement of the above said provisions of the Receipt and Payment Rules and Civil Accounts Manual.

1546/AC  
7/12/15

It has been noticed that in violation to the above said Receipt & Payments Rules and Civil Accounts Manual, one of the Head of Office had entrusted the job of preparation of bills, liaison with Pay & Accounts Offices for receipt and payment to an outsourced employee who attempted to draw the fake claims which was timely noticed by the concerned Pay and Accounts Officer and his plan was slumped immediately.

21/11/15  
A/c (the) - PR circulate.  
A copy to me.

me G. K. Dali  
4/12

30/11/15

All Head of Department are, therefore, requested to advise all Head of Offices under their control to ensure the employment of a person with length of service and proven trustworthy to handle the cash/money, bills and liaison with the Pay and Accounts Office in the connection with receipt and payments as per requirement of the above said provisions of the Receipts and Payments Rules and Civil Accounts Manual. Any lapse on this account would be the personal responsibility of the Head of Office and stringent action would be taken against the defaulters.

Yours faithfully,



(S.P Singh)

Special Secretary(Finance)

① F.NO1 (1)/14/Vig./Pr.AO/Admn-1/2014 / ~~ADMN - 1/14~~

Dated : 6/11/15

4 Copy to Pay & Accounts Officers (1-25 Pay & Accounts Offices), Govt.of NCT of Delhi.

(PARKASH CHAND)

DCA (Admn. /Tech.)

Ph.23370766

6282/PAD/Dis  
4-11-15

OFFICE OF THE CHIEF EXECUTIVE OFFICER (SHABDARTH)  
DIRECTORATE OF INFORMATION AND PUBLICITY  
GOVERNMENT OF NCT OF DELHI  
BLOCK NO. IX, OLD SECRETARIRAT, DELHI-110054

No. F. 44(3)/2015-16/DIP/Adv/2015-16/114-18

Dated: 28/10/15

To

HODs of all Departments,  
Autonomous Bodies, Boards,  
Corporations of Government of NCT of Delhi

Dir. DIP  
Asst. Dir. DIP

Sub: Regarding payment of the advertisement/public notices/tender notices to the publications

Madam/Sir,

The Directorate of Information and Publicity, Government of NCT of Delhi has registered a Society titled 'Shabdarth'. Since, 12.08.2015, the 'Shabdarth' has started releasing day-to-day tenders/ notices published by various departments/autonomous bodies of GNCT of Delhi.

The payment for these tenders/notices of various departments, being released through 'Shabdarth' since 12.08.15, would be directly made from DIP budget through Shabdarth on the basis of requisition for releasing tenders/notices given by different departments.

The respective departments' are therefore advised that payment on account of these tenders/notices published through 'Shabdarth' with the key no. 'DIP/Shabdarth/000 /15-16 may not be made to the Publications by the concerned department.

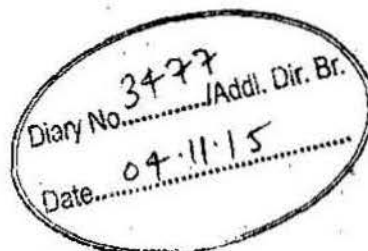
This issues with the prior approval of Hon'ble Deputy Chief Minister.

Yours sincerely,

Additional Director (DIP)

Copy for information to:

1. Secretary to Dy. Chief Minister
2. OSD to Chief Secretary
3. Pr. Secretary (Finance)
4. Secretary (PR)



DD (Rly.)

DLA ✓

AO (Cdn)

Pl. note

AXO S

AO (Hq)

6/11/15

6/11/15

Pl. circulate to all institute for compliance

21.11.15

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