

4th Level, "A" Wing, Delhi Sachivalaya,
I.P. Estate, New Delhi- 110 002.
Dated:- 06/02/2014

To

All HODs

Sub:- Procedure for drawl of funds form PAOs against the sanction issued by the Government of India for implementation of Centrally Sponsored Schemes (CSS).

Sir/Madam,

While processing some of the proposals of the departments dealing with Centrally Sponsored Schemes, it has been observed in the Finance Department that some of the Departments are not following the guidelines issued by FD on the subject. The Administrative Departments are approaching the Finance (Budget) Department to authorize them to incur expenditure under CSS without ensuring the release of funds from the Ministry. Instances have also come to notice where the department have incurred expenditure under CSS in excess of the funds released by the Government of India year after year without proper follow up action of persuading the concerned Ministry of the Government of India to release sufficient funds. The guidelines/ instructions issued on the subject are again been reiterated for strict compliance **by the administrative departments as well as concern Pay & Accounts Offices.**

1. The budget proposals relating to the Centrally Sponsored Schemes (CSS) have to be sent in the prescribed proforma to the Govt. of India directly by concerned Department with copies endorsed to the Finance (Budget) Department and their respective Associate Finance. The Administrative Department shall, thereafter, follow up the case with the concerned Ministry of Government of India to ensure that necessary sanction to release grants is issued by the Ministry in favour of the implementing Department. On receipt of sanction orders, the PAO concerned of the Ministry should be approached for issuance of a cheque in favour of the 'Controller of Accounts, GNCT of Delhi'. Such cheques as and when received by the Department should promptly be passed on to the Controller of Accounts along with a copy of the sanction order for crediting the same to the Accounts of Delhi Government.

The Departments should ensure that projections are made in RE and BE for each Centrally Sponsored Schemes on a realistic basis taking into consideration sanctions issued / to be issued by the Government of India and unspent balances of the previous year.

2. On receipt of sanction in the case of a new scheme, proposal should be sent to the Finance (Budget) Department of the GNCT of Delhi by the administrative department through its Associate Finance for opening of a new head of account furnishing relevant details and photocopies of the sanction etc.
3. On receipt of sanction order from Government of India administrative departments should seek authorization from the Finance (Budget) through their Associate Finance before incurring any expenditure. Such proposals should, however, be sent through Principal Accounts Office and must clearly indicate the revalidation by the Ministry of any unspent amount lying with the Departments on 31st March out of the grant released in preceding year(s) and also the funds released by the Government of India during current year

specifically under the concerned CSS. The Principal Accounts Office on receipt of any file of CSS from the HOD concerned shall after verifying from the record maintained by his office, indicate (i) the Cr./Dr – balance in the account of CSS as on 31st March, (ii) funds received from the Ministry in the current year for that specific Scheme and (iii) any funds revalidated by the Ministry. The file, thereafter, be sent, by Principal Accounts Office to the Associate Finance of the Department.

4. The sanctions received from the Government of India should be got endorsed by the Associate Finance. The extent of delegated financial powers to HOO and HODs shall apply in the case of CSS also. Every expenditure sanction and bill under CSS must indicate proper Head of Account as allotted by the Finance (Budget) Department. So that the expenditure is properly classified and debited to the correct Head of Account.
5. The Department must reconcile its accounts regularly with the Principal Accounts Office / PAO concerned and ascertain the exact amount of debit/credit balance as on 31st March of each year and discrepancies noticed, if any, be sorted out.
6. In case any amount that remains unutilized as on 31st March under any CSS in a financial year, the department itself shall seek the approval of the concerned Ministry for revalidation to utilize such unspent balance in the following/subsequent financial year. Such unspent balance in no case shall be utilized without express revalidation by the Ministry.
7. It is clarified that in a Centrally Sponsored Scheme, the entire expenditure has to be incurred out of the funds released by the Government of India and no portion of such expenditure is to be met out of the funds of Government of NCT of Delhi. It is, therefore, incumbent upon the concerned Department to keep a close liaison with the concerned Ministry of the Government of India and follow up vigorously their case for timely release of adequate funds for implementing the CSS.

Henceforth, concerned PAOs must ensure that no bill under CSS is passed without proper authorization of funds issued by Finance (Budget) Department for that financial year. Such expenditure should in no case exceed the funds so authorized by the Finance (Budget) Department.

Non-compliance of these shall be viewed serious. This is being issued with the prior approval of Principal Secretary (Finance)

Yours faithfully,



(Vikas Chhabra)

Under Secretary Finance (Budget)

F. 9(2)2013-14/Fin.(B)/

Dated :-

Copy to:-

1. All Pay & Accounts Officers of GNCT of Delhi through Dy. Controller of Accounts, Principal Accounts Office, Vikas Bhawan, ITO, New Delhi.
2. All Deputy Secretaries (Finance) to ensure compliance of these guidelines.

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(Vikas Chhabra)

Under Secretary Finance (Budget)