

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (ESTT-III) DEPARTMENT
4th LEVEL, 'A' WING: DELHI SECRETARIAT: NEW DELHI**

No.F.(18)/Fin(E-III)/PFMS/2020/dsv/541

Dated: 06/05/2020

To

**All Head of Autonomous Bodies,
Govt. of NCT of Delhi,
DELHI.**

Sub: **Submission of information/documents.**

Sir/Madam,

It is to inform that the Finance Department has been dealing with proposals for releasing of Grant-in-Aid in the Current Financial Year 2020-21 and as well as other matter. While examining such proposal, it has been observed that the complete information with regard to the previous financial year is not available in the respective proposals.

I am directed to request you to provide the following information/documents to Finance Department:-

- 1) Most recent Audited Annual Accounts.
- 2) Most recent Annual Report.
- 3) Annual Accounts for Financial Year 2018-19 (audited or non-audited whichever is available).
- 4) Copy of Rules/Acts/MOA related to the important bodies of the Institution e.g. Governing Body/Executive Body/Finance Committee etc.
- 5) Present composition of the aforementioned Bodies/Committee/Council.
- 6) Details of the last meetings of the aforementioned Committees.

The above information should be sent to the Finance Department within 15 days. The soft copy of the above information may also be emailed address – manoj.kr68@gov.in.

Yours faithfully,



(MANOJ KUMAR)
Dy. Secretary (Finance-V)

Copy to:- All DSFs to coordinating the Autonomous Bodies under their respective division for compliance.