

No. F.3(1)/2009-Fin(B)/ Dsf(B) 1403-1406
Finance (Budget) Department
Govt. of NCT of Delhi, Delhi Secretariat

4th Level, "A" Wing,
I.P.Estate, New Delhi 1100 013
Dated 29.6.2009

To

All the Secretaries/Head of Departments
Govt. of N.C.T. of Delhi.
Delhi/ New Delhi.

Subject. **Demands for Grants for the year 2009-10**

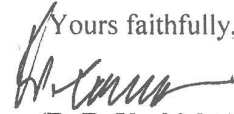
Sir/Madam,

I am directed to say that the Demands for the year 2009-10 have been voted by the Legislative Assembly of Delhi and the connected appropriation bill has also been assented to by the Lt. Governor, Delhi. The Demands for Grants for the year 2009-10 may, therefore, be treated as final.

2. All departments are advised to allocate the provision retained under the object head "Office Expenses" into different items of expenditure, in such a way that sufficient funds are available during the entire year to pay the bills of electricity, water and telephone etc. It may be clarified here that preference should be given to essential expenditure because Finance Department shall not consider the requests for augmentation of provision under Office Expenses simply on the ground that electricity, water, telephone and petrol etc. bills are pending.

This issues with the approval of the Principal Secretary (Finance)

Yours faithfully,



(R. B. Vashisht)

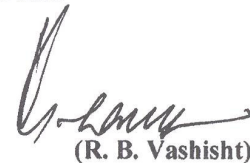
Dy. Secretary Finance (Budget)

Tel. No. 23392136

No. F.3(1)/2009-Fin(B)/ Dsf(B) 1403-1406 Dated the 29 June, 2009

Copy forwarded for information: -

1. The Controller of Accounts, Govt. of NCT of Delhi. Vikas Bhawan, New Delhi.
2. All the Pay & Accounts Officers, Govt. of NCT of Delhi.
3. The Director (Plg.) Planning Department, Govt. of NCT of Delhi.
4. All the wings of Finance Department.



(R. B. Vashisht)

Dy. Secretary Finance (Budget)

List. Of items/sub heads into which the lump sum provision retained in BE 2009-10 under object head "Office Expenses" may be allocated.

1. Books and periodicals, newspapers etc.
2. Furniture including purchase and maintenance.
3. Stationery.
4. Printing of forms, file covers and registers etc.
5. Service postage stamp.
6. Liveries to Class IV employees and to other entitled category.
7. Electricity bills.
8. Water bills
9. Telephone bills.
10. Petrol, Diesel etc.
11. Maintenance of ACs, Coolers and heaters etc.
12. Professional charges.
13. Purchase and repair of photocopier, typewriter and duplicators etc.
14. Purchase of Staff Car etc.
15. Advertisement and Publicity.
16. Maintenance and repairs of Cars other then petrol, Diesel and Lubricants etc.
17. Entertainment and refreshment etc.
18. Miscellaneous.