

**DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVERNMENT OF NCT OF DELHI
OFFICE OF THE MEMBER (FINANCE)**

No:-DCA-III/DUSIB/2013-14/D-05

Dated:- 30.06.2014

OFFICE ORDER

It has been observed that photo copies of the note-sheet containing administrative approval and expenditure sanctions are submitted by the officials/officers to AO (HQ) for payment. Neither file number nor barcode number of the file is recorded by the concerned branch while forwarding photocopy to the accounts. It has been also noticed that the practice of issuing sanction order conveying administrative approval and expenditure sanction for all kind of expenses is not in vogue in DUSIB.

2. AO (HQ) branch on receiving photocopies of the note sheet containing administrative approval and expenditure sanction, claim for reimbursement of newspapers bills, medical claims and the claim of the individual beneficiary for refund of his/her deposit, prepare bills, pass it and then prepare cheque.


3. Such practice is clearly a violation of provisions laid down under Rule 21 to 29 of General Financial Rules, Rule 139 to 145 of Receipts & Payment Rules and Rule 6 & 25 of Delegation of Financial Power Rules. Under the provisions of these rules, method of obtaining sanction, recording budgetary provision, financial year upto which sanction is valid and procedure for communication of sanction as well as refund of individual claim out of the revenue receipts of the department has been broadly explained.

4. To streamline and to follow proper procedure, it has been decided that instead of forwarding photocopies of the file containing administrative approval and expenditure sanction, Dy. Director of the concerned branch will communicate the sanction in accordance with the procedure laid down under Rule 21-25 & 29 of GFR and Rule 6 & 25 of DFPRs.

5. A specimen of the draft sanction order is enclosed. AO (HQ) etc would draw cheque / make payment on the authority of sanction only in future.

6. In case of refund of claims/ revenue in individual cases, sanction may be issued mutatis mutandis under the provision of Rules 139 to 145 of Receipts and Payment Rules.

Encl:- Specimen of sanction

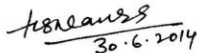

**(PANKAJ ASTHANA)
MEMBER (FINANCE)**

No:-DCA-III/DUSIB/2013-14

Dated:- 30.06.2014

Copy forwarded to the following for information and necessary action:-

1. PS to CEO
2. PS to Member (Finance/Administration)
3. Chief Engineer-I and Chief Engineer-II
4. Financial Advisor
5. All Directors
6. All SE's
7. BFO, DCA-I, DCA-II and DCA-III
8. All Dy. Directors. Dy. Director (System) with the request to place it on DUSIB website.
9. All Executive Engineers
10. AO(HQ)/ AO(Plan)/AO(PF/Pension)/ACA-I, II, III, & IV/ FO-I & II
11. AO (Internal Audit)
12. All Accountants


30.6.2014
Dy. Controller of Accounts-III

File No:- _____
Government of NCT of Delhi
Delhi Urban Shelter Improvement Board
(Name of the Branch _____)

Punervas Bhawan, I.P.Estate
New Delhi:-110002
Dated:- .06.2014

SANCTION ORDER

Sub:- Sanction for (_____)
Purpose to be recorded above

The administrative approval and expenditure sanction of the Competent Authority
is conveyed for Rs. _____/- only
(Rs in word) towards incurring expenditure on

2. The expenditure involved will be debited to the budget head
_____ of the DUSIB for the financial year 20 ____ - ____.

3. The sanction is issued as per item No _____ of the delegation of financial powers
as communicated vide office order No, order No PA/DIR(Admn)/2012/D-99 dated
14.03.2012, office order No PA/DIR(Admn)/2012/D-138 dated 13.04.2012 and other
order issued from time to time under DUSIB Act.

Name of the officer (_____)
Designation (_____)
Ph No _____

To

Accounts Officer (HQ),
DUSIB, Vikas Kuteer, I.P.Estate,
New Delhi:-110002

Copy forwarded for information and necessary action to:-

1. DDO _____
2. Bill Clerk
3. AO (Internal Audit), DUSIB.
4. Office order file.

Name of the officer (_____)
Designation (_____)