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

No D- 14 /M(Fin)/DUSIB/2013-14

Dated 12.08.2016

CIRCULAR

To ensure smooth implementation of various Plan Schemes and to ensure proper financial management, following instructions are issued, which must be scrupulously followed by all the Engineering Staff and all the Accounts Functionaries working in the Engineering Wing :-

2. An Action Plan for all the divisions in respect of all the schemes should be prepared annually which should be in accordance with budget allocation and expenditure should be restricted to the item of works included in the action plan. Any work proposed to be executed but not included in action plan should have sufficient reasons for taking up and should have approval of the Competent Authority.
3. The action plan should reflect scheme- wise and work wise committed liabilities for the previous year and proposed works to be executed during the particular year with estimated cost.
4. All the Estimates irrespective of amount shall be got cleared from Director (P&M), so as to ensure that work is covered under the write up of plan scheme and is as per action Plan. Sl.No of the proposed work in the action plan should be indicated in the estimate/tender proposal.
5. It was decided in August 2010 to implement Project Monitoring System (PMS) in DUSIB. The details of the works, budget allocation, expenditure incurred are to be entered regularly in PMS. All columns in PMS must be filled. PMS will be properly monitored and updated at the level of SE's and CE's.
6. The scheme wise demand for fund will be raised by Executive Engineers through Chief Engineer concerned to BFO. However, quarterly statement of fund release upto the last quarter, expenditure incurred, unspent balance, requirement for the next quarter and reasons for unspent balance should be clearly explained.
7. The Plan Section of the finance wing, DUSIB will examine and process the case after consolidating all the demand division wise/ scheme wise for release of fund to the divisions and obtain the approval of the competent authority for releasing demand/fund. Fund will be released on weekly/fortnightly basis. The amount will be released after adjusting the unspent amount and as per the fund availability with the Plan Section of Finance wing based on the receipt from GNCTD. No fund will be released in the last three days of the month. A communication will be sent to all concerned divisions that their demand for fund has been released by AO (Plan).
8. **Any Re-appropriation, deviation or diversion of funds in incurring expenditure from one head of A/c to another Head of A/c is not permitted.**
9. Incurring expenditure in accordance with fund released for particular scheme, as per approved Plan Works and after following the codal formalities shall be the responsibility of respective Executive Engineer, ACA and Divisional Accountant/ AAO.
10. The Divisional Accountant /ACA/EE concerned shall be responsible for releasing payment as per Bill Register and after completing all the codal formalities including maintaining all relevant and requisite registers/records. At the end of the financial year the Utilization Certificate for respective scheme should be submitted to Plan Section for onward submission to Government of Delhi.
11. The departmental charges levied on Plan Scheme works shall be reported by concerned DDO/Executive Engineer to the AO (Plan) on quarterly basis for book transfer to Non-Plan Head maintained by AO (HQ).

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12. All the Divisional Engineers/ACA's/AAO's shall supply information relating to expenditure incurred by them on the work by exercising the financial powers for accord of AA& ES and award of works by SE's and Executive Engineers upto 25 lacs and 10 lacs respectively on the prescribed format already circulated by FA vide letter No F.2384/17/AO (Plan)/2014/D-117 dated 21.08.2014 (copy annexed) dully signed by AAO/ACA/Ex.En on monthly basis to AO(Plan). Failure to submit the information will be viewed seriously.

13. The proposal of works/ project for accord of financial concurrence should be submitted along-with Check List already circulated by FA vide letter No F.2384/(1)/DCA-II/DUSIB/2014/D-21 dated 01.08.2014 (copy annexed). Budget Slip may also be included with the proposal.

14. The proposal of works/ project for accord of financial concurrence should clearly contain the facts that land on which work/project initiated belongs to DUSIB. If the land belongs to other agencies/department, then NOC should be obtained from the respective agency/department and should be placed on record to avoid any delay.

15. **All the proposal of works/projects for accord of financial concurrence which are beyond the delegated power of Superintending Engineer, should also be examined by ACA/FO concerned before sending it to CE/ME/BFO/FA/Member (F). Comments of ACA and FO concerned must be recorded in the file.**

16. The proposals received from Engineering wing (CE/SE/Ex En) must indicate whether the cluster will be shifted in near future, or not. No work relating to any construction activities be under taken which are proposed to be shifted in the near future.

17. The other instructions issued vide Circular No DCA-III/BFO/DUSIB/2013-14/D-46 dated 26.04.2016 should be strictly adhered to by all the Divisional Engineers/ACA's/AAO's (Copy enclosed).

18. Efforts should be made to avoid extra item/ substitute item. However, where there is an urgent need for extra /substitute item, it should be included only after approval of the competent authority and with full justification.

19. Similarly all efforts should be made to avoid EOT. However, if circumstances are compelling and unavoidable, then approval of the competent authority be obtained immediately after completion of work with full justification.

20. Information/Reports called from time to time as directed vide aforesaid circulars must be sent to Plan Section regularly.

Member (Finance)

Copy to

- 1 CEO, DUSIB for kind information pl.
- 2 Member (Engineering) with the request to implement it.
- 3 Chief Engineer (DUSIB) I & II with the direction to implement it.
- 4 FA, DUSIB for information.
- 5 Director (P&M)/BFO.
- 6 All Superintending Engineers.
- 7 DCA-II/DCA-I
- 8 All Executive Engineers.
- 9 AO(PLAN)/AO(HQ)/All ACA's/All AAO's
- 10 Office copy