

**OFFICE OF THE MEMBER (FINANCE)
DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVERNMENT OF N.C.T. OF DELHI**

No.F.2384/38/AO(P)/2018-19/D-101

Dated: 19/12/2018

CIRCULAR

Sub: - SOP for incurring expenditure out of DUSIB Estate Management Fund.

1. 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 for release of payment out of DUSIB Estate Management Fund for maintenance of flats constructed under JNNURM.

2. Funds to the tune of Rs.30, 000/- (Rs. Thirty Thousand only) are collected from JJ Dwellers to whom, flats have been allotted for utilizing it for a period of 5 years for the purpose as approved by DUSIB Board. Funds collected from the JJ dwellers for allotting flats in a particular complex i.e. Baprola, Dwarka etc will only be utilised for the maintenance of flats in that particular complex only as envisaged in the provisions of DUSIB Estate Management Funds approved by the board.

3. It has to be ensured by all concerned that Funds collected for the particular complex will not be used / utilised for maintenance work of under other complexes. Funds so collected from J.J Dwellers are kept in DUSIB Estate Management Fund during the period of 05 years. So. Funds are required to be utilized economically & for specific work which are essentially required. It is also added that DEMF will have to be only utilised essentially and usually in cases where beneficiaries have been shifted to the housing complexes and not in those where no shifting has happened.

4. An Action Plan for taking up maintenance works out of DUSIB Estate Management Fund should be prepared annually which should be in accordance with Delhi Slum & JJ Rehabilitation & Relocation Policy 2015 approved by the Govt. Expenditure out of DEMF should be restricted to those items of works which are specified in the policy and should have sufficient reasons for taking up the works with the approval of Competent Authority.

5. **All the Estimates irrespective of amount shall be prepared by the concerned Ex. Engineer after conducting joint inspection by Ex. Engineer, SE concerned and Director(Reheb.) along with photo graphs of area where proposed work are to be executed.** The estimate must be specified all details and it should also be got cleared from Member (Finance) in DUSIB, so as to ensure that work is covered within the approved policy of Rehabilitation/DUSIB Estate Management Fund. The concerned divisions will raise demands in those cases, which are already approved by Member (Finance) on the basis of recommendations of joints inspection team.

6. The Plan section of the finance wing of DUSIB will examine all the demands as per policy of DEMF and process the case after consolidating all the demands division wise for release of fund to the divisions and obtain the approval of the Competent Authority i.e

Member Finance/ CEO for releasing demands/ funds. Funds will be released on fortnightly basis. The amount will be released as per the availability of fund with the Plan Section of Finance wing under DUSIB Estate Management fund.

7. The Divisional Accountant/ACA/EE concerned shall be responsible for releasing payment within two days as per Bill Register and after completing all the codal formalities including maintenance of all relevant and requisite registers/records.

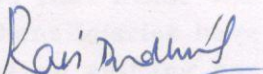
8. The proposal of works/project for accord of financial concurrence should be submitted along-with Photograph of the site along-with site inspection report of SE concerned.

9. All the proposal of works/ projects of 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(Finance) comments of ACA and FO concerned must be recorded in the file.

10. 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.

11. All efforts should be made to avoid Extension of time (EOT). However, if circumstances require for extension of time approval of Competent Authority may be obtained with sufficient reasons.

This issues with the approval CEO (DUSIB).


(Ravi Dadhich)
Member (Finance)

Copy to:-

1. CEO, DUSIB for kind information please.
2. Chief Engineer (DUSIB)-I & II & CE(E) with the direction to implement it.
3. Director (P&M)/ BFO /FA (Consultant) for information.
4. Director (Rehabilitation), DUSIB.
5. All Superintending Engineers (Civil/Electrical).
6. Dy. CA-II.
7. All Executive Engineers (Civil and Electrical).
8. AO (Plan)/ All ACAs/FO to CE's/ All AAOs.
9. DD (System/IT) with the direction to place circular in Website and E-office.
10. Office copy.