

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

No. F.2384/AO(Plan)/2013/DUSIB/2018-19/D-71 Dated: 26/07/2018

CIRCULAR

1. To ensure smooth implementation of various Plan Schemes and to ensure proper financial management, following instructions are again 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 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) in DUSIB, 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 2014 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 concerned AAO after booking the work in the proper head of accounts in PMS through Executive Engineers/SEs/Chief Engineer concerned to BFO. The demand in **r/o capital work and Revenue work** shall be sent separately classifying the expenditure as per **Clause 47.3.1 of CPWD Manual** and under the provision of **GFR 2017** on the subject. **The demand should be inclusive of departmental charges and all the statutory deductions to be remitted to concerned authorities.**
7. The Ex.En's/SE's/CE's should ensure that before generating any demand for fund through PMS, all the documentary work must be completed. The demand first generated through PMS should be forwarded first, then second and so on, to finance department. If the later demand is forwarded first and the first demand generated through PMS is forwarded later on then the finance will consider the demands for fund on the basis of first come first serve basis. If there is any delay in

release of fund, the responsibility will lie on the concerned Officer who has delayed in forwarding the demand. So it must be ensured that demands should not be delayed by any officer in forwarding to CE's/ Finance.

8. The demand in respect of Operation & Management of JSC shall be submitted latest by 10th of the month by CE's to the BFO (DUSIB), so that the funds are released to the divisions and payment made to NGOs in time by the concerned divisions.

9. The Plan section of the finance wing of DUSIB will examine all the demands and process the case after consolidating all the demands division wise/ scheme wise for release of fund to the divisions and obtain the approval of the Competent Authority (BFO/Member Finance/CEO) for releasing demands/funds. Funds will be released on fortnightly basis. The amount will be released after adjusting the unspent amount and as per the availability of fund with the Plan Section of Finance wing based on the receipt from GNCTD and approved outlay of the Scheme. No fund will be released in the last week of the month.

10. While incurring the expenditure, No Re-appropriation, deviation or diversion of funds from one head of Accounts to another Head of Accounts is permitted at any stage at division/SE/CE level.

11. 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 individually and collectively.

12. 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. At the end of the financial year the Utilization Certificate (UC's) for respective scheme shall be submitted to Plan Section for onward submission to the Government of Delhi.

13. All the Divisional Engineers shall provide 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 Executive Engineers and SEs up to Rs. 25 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 duly signed by AAO/ACA on monthly basis to AO(Plan).

14. 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. Budget slip may also be included with the proposal.

15. 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 must be obtained from the respective agency/ department and should be placed on record to avoid any delay and future problems.

16. 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 (F). Comments of ACA and FO concerned must be recorded in the file.

17. The proposals received from Engineering wing (CE/SE/Ex. Engineer) must indicate whether the cluster will be shifted in near future, or not. No work relating to any construction activities be undertaken which are proposed to be shifted in the near future without the approval of the competent authority.

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. All efforts should be made to avoid Extension of time (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. The instructions issued by Pr. Chief Commissioner (Vigilance) vide letter dt. 18.04.2016 relating to preventing measure must be followed while executing the work in true spirit.

21. The Divisional Engineer shall ensure that payment of high net worth items included in work shall be released only after verification of GST on the base material used in the work in accordance with the provisions of GST Act and Rules.

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


23. The Rule 129 of GFR 2015 envisages that no work shall be commenced or liability incurred until funds to cover the Expenditure is available. It shall be strictly adhered to fulfil additional formalities apart from complying all the relevant rules and provisions contained in GFR, CPWD Manual-III & CPWD works Manual in this regard:-

- I. To accord Expenditure sanction to the extent of 50% over and above the allocated budget.

- II. To award works/commit liability to the extent of 50% over and above the allocated budget subject to the condition that the overall total of such committed liability shall not exceed the total Budget allocated at the end of the financial year.
- III. The Divisional Accountant shall keep a watch of the Budget Booking at the time of according Expenditure Sanction and also at the time of awarding of works/creating committed liability. The record for both of the above shall be kept separately.

24. 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/ACAs/AAO's.

25. This circular issue with the prior approval of CEO, DUSIB.


(Ravi Dadhich)
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 & CE (E) with the direction to implement it.
4. FA, DUSIB for information.
5. Director (P&M)/ BFO for information.
6. All Superintending Engineers (Civil / Electrical).
7. DCA-III/DCA-II/DCA-I.
8. All Executive Engineers (Civil and Electrical).
9. AO (Plan)/AO (HQ)/All ACA's/FO to CE's/ All AAO's.
10. DD (System/IT) with the direction to place circular in Website and E-office.
11. Office copy.