

**MOST URGENT/TIME BOUND**

**Delhi Urban Shelter Improvement Board  
Office of the Budget & Finance Officer  
Room No 45, Punerwas Bhawan, IP Estate, New Delhi-110002**

**No.:PA/BFO/DUSIB/2016/D-19**

**Dated: 28.12.2016**

**OFFICE MEMORANDUM**

**Pr. Secretary (Finance), Govt of NCT of Delhi has issued an OM bearing No No. 68(01)/2013/ T-I/ Pr. AO/ 4139- 4142 dated: 09.12.2016 wherein attention has been invited towards the OM No. 3(2)(1)/2016/R&P Rules/Amendment/649 dated 05.12.2016 and circular No. 68(01)/2013/T-Pr.AO/106-2016 dated 29.01.2016 in which it was advised to all the Departments, Autonomous Institutions, Public Sector Undertakings to make payments to the suppliers/ vendors above Rs. 10000/- through RTGS/ NEFT/ ECS mode to reduce office work, increased speed of payments and to improve the transparency.**

Further the office of Controller General of Accounts, Ministry of Finance, Govt. of India has issued instructions through OM No.3(2)(1)/2016/R&P Rules/Amendment/649 dated 05.12.2016 to all the Ministries/ Departments of Govt. of India to ensure the payment above Rs. 5000/- (five thousand) to suppliers contractors, grantee/ loanee Institutions etc. through payment advice. These instructions already circulated through both e-office and e-mail to all concerned.

However, it is again re-iterated that in DUSIB, all payments to the Suppliers, Contractors, Grantee/ Loanee Institutions may be made through electronic mode i.e. RTGS, NEFT, ECS etc and the amount of imprest of all the concerned to whom imprest was sanctioned earlier is to be restricted upto Rs.5000/- with immediate effect.

**The concerned Directors / Dy. Director looking after Management branch will also ensure that the demand notices issued by concerned branch clearly indicate that all payment will be received in the DUSIB Accounts through Central Bank of India only by electronic mode. No cash payment will be received in DUSIB Accounts. Detail of Account No along with IFSC code in which payment will be received is already reflected in the DUSIB website <http://delhishelterboard.in/main/>**

All Concerned are requested to strictly adhere to above instructions to achieve the goal of cashless transactions in DUSIB.

This issue with the prior approval of the Competent Authority

*Handwritten signature*  
28/12/2016

**(Budget and Finance Officer)**

Copy to the following:-

1. PS to CEO for information of the later.
2. Member (Finance)
3. Member (Power)
4. Member (Engineering)
5. Chief Engineer-I and II
6. Pr. Directors
7. Director / Dy. Director
8. All Suptd Engineers
9. All Executive Engineers
10. FO to CE-I and CE-II, ACA-I, II, III, IV & E&M.
11. All AAO's
12. Sr. Regional Manager, Central Bank of India
13. Chief Manager (Marketing), Central Bank of India.
14. Branch Manager, Central Bank of India, Vikas Kuteer.
15. Branch Manager, Central Bank of India, SUBZI Mandi,
16. Branch Manager, Central Bank of India, Shivaji College.

**Delhi Urban Shelter Improvement Board  
Office of the Member (Power)  
Punerwas Bhawan, IP Estate, New Delhi-110002**

**No.:PA/Member (Power)DUSIB/2016/D-213**

**Dated: 27.12.2016**

**Sub:- Cashless transactions in DUSIB, Government of NCT of Delhi**

1. Delhi Urban Shelter Improvement Board came into existence w.e.f. 01.07.2010 vide notification No. F.14(18)/LA-2007/Law/227 dated 31.05.2010 read with Notification F.No.1(7)UD/DUSIB/2010/9736 dated 01.07.2010. After its formation, it was decided to discontinue all the receipt in cash except in Old Cloth Market where meager amount of Rs.10/- per coupon is received.

2. DUSIB is receiving receipt through accredited bank i.e. Central Bank of India from various sources as per detail given below:-

- i) Liquidation cost of tenements,
- ii) SCP shops,
- iii) Jhuggi Jhopri Resettlement (JJR),
- iv) Institutional allotment,
- v) Sale of tender form,
- vi) Earnest money deposits,
- vii) Parking fee,
- viii) Rent from chunks,
- ix) Maintenance charges of Jan Suvidha Complexes,
- x) License fee of community hall booking,
- xi) Allotment of BVKs,
- xii) Recovery of License fee and damages from properties in walled city area,
- xiii) Fee for RTI/DRIA etc.

3. All the above receipt except from OCM are being received through RTGS/NEFT, bank drafts/challans and postal orders. The detail of receipts is as under:-

S.N.	Type of receipt	Location	Received in the form of	Volume of Transactions in lakhs (Rs.)
1.	Capital receipt-Dev of plot (Commercial)/ Institutional	HQ	Through Bank by challan / Bank Draft/ Cheque	1401.22
2.	Liquidation of tenements	HQ	Through Bank by challan / Bank Draft/ Cheque	138.43
3.	EMI of Spl. regd scheme 1985 Housing	HQ	Through Bank by challan / Bank Draft/ Cheque	836.63

4.	Liquidation of SCP shops	HQ	Through Bank by challan / Bank Draft/ Cheque	147.36
5.	Conversion of JJR plots into freehold	HQ	Through Bank by challan / Bank Draft/ Cheque	29.45
6.	Dairy form receipt	HQ	Through Bank by challan / Bank Draft/ Cheque/ Cash	46.71
7.	Licence fee of Tenements/institutional allotment/JJR plots etc	HQ	Through Bank by challan / Bank Draft/ Cheque	344.94
8.	Rent from chunk/vacant land	HQ	Through Bank by challan / Bank Draft/ Cheque	841.02
9.	Damages from properties in wall city & others	HQ	Through Bank by challan	7.12
10.	Sale of tender forms	RP Cell/Divis ional Offices	Thro RTGS/NEFT	18.43
11.	Earnest Money	RP Cell/ Night shelter/ CT/ Computer Branch/D ivisional Offices	Thro RTGS/NEFT in Divisions, and through DD in RP/Night shelter/Care Taking branch/Computer cell	1951.19
12.	Cleaning charges	Divisional Offices	Demand draft	68.14
13.	RTI/DRIA Fee	All Branches of DUSIB	Bank challan/Postal orders	0.47
14.	Old cloth Market (coupon fee)	Raghubir Nagar	Cash	12.06
15.	Parking fee	HQ	Through bank challan/Draft	6.51
16.	Loan/Grants from GNTCD	HQ/Plan section	Through RTGS/NEFT	33542.65
17.	Funds from DUDA/MLA funds/MP funds/SCST Basties funds/Other deptt	HQ/Plan	Through RTGS/NEFT	2079.58
18.	Licence fee of Community Hail	Division officer	Through Demand Draft	132.65
19.	Maintenance charge of Jan Suidha Complexes (JSC)	Division officer	Through Demand Draft/NEFT	40.55

4. Besides above, the **payment to staff on account of salary and other contingent payments, payment to contractors/suppliers** for executing various works are being made in the following mode, the details of which are as under:-

S.N.	Type of Payment	Location	Payment in the form	Volume of Transactions in lakhs (Rs.)
1.	Payment of salary to staff of DUSIB	HQ/Div offices	Through RTGS/NEFT	10879.47
2.	Payment of contractors/suppliers	Divl offices/CT /Computer/Night shelter	Through RTGS/NEFT	2881.84
3.	Refund of enhanced compensation	Land section	Through Cheque	900.00
4.	Refund of earnest money/security deposit	Divl offices/CT/ Computer/Night shelter	Through RTGS/NEFT	1964.81
5.	Refund of unspent balance of MLA/MP/SCST basties fund/other deptt	HQ	Through RTGS/NEFT	131.00

5. Further it is also stated that DUSIB is already complying all the instructions issued by Pr. Secretary (Finance) vide letter dated 09.12.2016 through electronic mode i.e. RTGS, NEFT, ECS etc, regarding payments of amount above Rs.5,000/- to supplier, contractors, Grantee/Loanee Institutions.

6. Bank Accounts No of all the Divisions and HQ alongwith their IFSC code are displayed on the website of DUSIB and notice board of all the offices of DUSIB.

7. Further as a precautionary measure it is also proposed to install POS machines at 18 locations of the office of DUSIB for the general public. The matter has been taken up with accredited bank i.e. Central Bank of India who have informed that POS machines will be supplied to DUSIB within a period of 15 days. Till then public can use other electronic means of transfer like RTGS, NEFT, ECS etc at all in division offices and Headquarters.

8. A branch of Central Bank of India is functioning in HQ at Vikas Kuteer, I.P.Estate, New Delhi-110002, where all facilities of payments including electronic modes are available.

*Ravi Dadhich*  
**(RAVI DADHICH)**  
**MEMBER (POWER)**

**For kind information of  
Staff Officer to Chief Secretary, GNCTD**

e-office : 79928/2016/Finance  
28/1/16

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**FINANCE DEPARTMENT  
GOVERNMENT OF NCT OF DELHI**

No. 68(01)/2013/T-I/Pr. AO/4139-4142

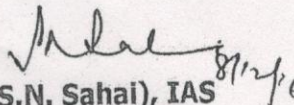
Date : 09/12/2016

**Office Memorandum**

Attention is invited towards the OM No. 3(2)(1)/2016/R&P Rules/Amendment/649 dated 05-12-2016 and circular No. 68(01)/2013/T-/Pr.AO/106-2016 dated 29-01-2016 in which it was advised to all the Departments, Autonomous Institutions, Public Sector Undertakings to make payments to the suppliers/vendors above Rs. 10000/- through RTGS/NEFT/ECS mode to reduce office work, increased speed of payments and to improve the transparency.

The Office of CGA, Ministry of Finance, Govt. of India has issued instructions through OM No. 3(2)(1)/2016/R&P Rules/Amendment/649 dated 05-12-2016 to all the Ministries/Departments of Govt. of India to ensure the payment above Rs. 5000/- (five thousand) to suppliers contractors, grantee/loanee institutions etc. through payment advise.

It has been decided to implement the above said instructions of the Office of CGA, Ministry of Finance, Govt. of India in the Departments, Autonomous Institutions, Public Sector Undertakings and Corporations of the Govt. of NCT of Delhi. Accordingly all payments to the Suppliers, Contractors, Grantee/Loanee Institutions etc. above Rs. 5000/- may be made through electronic mode i.e. RTGS, NEFT, ECS with immediate effect. Copy of the OM dated 05-12-2016 is enclosed.

  
(S.N. Sahai), IAS

**Principal Secretary (Finance)**

To

1. Pr. Secretaries/Secretaries/HODs of Govt. of NCT of Delhi.
2. All Autonomous Institutions/Public Sector Undertakings/Corporations Delhi/New Delhi.
3. Controller of Accounts with the advise to instruct all the Pay & Accounts Offices to ensure the payment to above Rs. 5000/- to Suppliers Contractors, Grantee/Loanee Institutions through Electronic Transfer System.
4. The GM (Govt. Business), Reserve Bank of India and the GM (Govt. Business), State Bank of India, New Delhi.

63/C

F. No. 3(2)(1)/2016/R&P Rules/Amendment/649  
Ministry of Finance  
Department of Expenditure  
O/o Controller General of Accounts  
Mahalekha Niyantarak Bhawan,  
GPO Complex, E-Block, INA  
New Delhi-110023

Date: 05-12-2016,

**OFFICE MEMORANDUM**

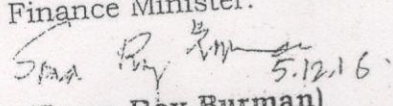
**Subject: Payment to Suppliers etc. by Government Departments through e-Payment**

A reference is invited to this office O.M. No. 1(1)/2011/TA/366 dated 1st August 2016 regarding payment to Suppliers etc. above Rs. 10,000/- by Government Departments through e-Payment.

2. In order to attain the goal of complete digitization of Government payments, the existing limit of Rs. 10,000/- prescribed in paragraph 2 of this office O.M. dated 1st August 2016 has been further reviewed. It has now been decided to lower the threshold limit to Rs. 5,000/- (Rupees five thousand only).

3. All Ministries/ Departments of the Government of India shall ensure with immediate effect that all payments above Rs. 5,000/- (Rupees five thousand only) to suppliers, contractors, grantee/loanee institutions etc. are made by issue of payment advices only.

This issues with the approval of the Finance Minister.

  
(Soma Roy Burman)  
Joint Controller General of Accounts

To

1. Secretaries of all Ministries/Departments of the Government of India
2. Dy. C&AG, O/o C&AG
3. Secretary, Defence Finance
4. Financial Commissioner, Railways
5. Member Finance, Department of Telecommunications
6. Controller General of Defence Accounts
7. Financial Advisers of all Ministries/ Departments
8. All Pr. CCAs/ CCAs/CAs of the Civil Ministries/ Departments

**FINANCE DEPARTMENT  
GOVERNMENT OF NCT OF DELHI  
DELHI SECRETARIAT, IP ESTATE, NEW DELHI-110002**

No. F.68(01)/2013/T-I/Pr.A.O.1106-215

Dated: 29 .01.2016.

**CIRCULAR**

Attention is invited towards O.M. of even number dated 6.5.2015 in which it was advised to arrange payments to vendors/suppliers above Rs.10,000/- through electronic mode to improve transparency, reduce office work, increase speed of payments and minimize delays in payment.

In order to implement the system of payments through electronic mode, Head of Offices/DDOs under the control of departments would require to obtain details of bank accounts of the vendors/suppliers in the prescribed mandate form at the time of awarding the job/work order to them and further to send the said details to the Pay & Accounts Offices concerned along with bills of payment. Also, there is a need to develop an internal mechanism in the departments to monitor the disposal of bills of vendors/suppliers to ensure clearance of bills at their level in a time bound manner.

It is therefore advised that administrative department shall issue instructions to their subordinate offices to obtain the details of bank accounts of the vendor/suppliers in the prescribed form while awarding job/work order to them and further to send the said details to the Pay & Accounts Offices concerned along with the bills of payment.

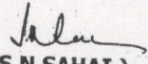
It is also advised that the Administrative Department shall develop an internal mechanism to monitor disposal of bills of vendors/suppliers at the level and their submission to Pay & Accounts Offices within a period of 6 weeks. In cases, where delayed had happened, a certificate containing therein reasons of delay beyond 6 weeks would be submitted along with payment bills to PAO concerned.

Contd..P/2



It is also informed that the departments shall strictly adhere to the time frame of 6 weeks fixed for clearance of bills of vendors/suppliers and shall also regularly monitor the implementation of the time schedule on monthly basis. Delay beyond the specified period without convincing and justifiable reasons will not be accepted in any circumstances.

The Principal Accounts Office will obtain monthly reports on delayed cases from Pay & Accounts Offices and submit the said report along with reasons of delay as submitted by the departments along with payment bills to the Finance Department. In the Finance Department, the facts and circumstances of delays would be considered taking into account the gravity of the misconduct in individual cases and appropriate action would be recommended against the officials/officer responsible for non-clearance of bills in a prescribed time period of 6 weeks.

  
( S.N.SAHAI )  
Pr. Secretary (Finance)

To

All Pr. Secretaries, Secretaries/HODs  
Govt. of NCT of Delhi,  
Delhi/New Delhi

No. F. 68(01)/2013/T-1/Pr.A.O./

Dated:

Copy to: All PAOs., Govt. of NCT of Delhi, Delhi/New Delhi with the advise to send monthly reports to the Headquarter in the proforma already circulated in respect of those cases where payments, bills have not been finalized at the level of Administrative Department within a period of six weeks.

(PARKASH CHAND)  
DCA (Admn./Tech.)