

**DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVERNMENT OF NCT OF DELHI
OFFICE OF THE BUDGET & FINANCE OFFICER**

F.No-2384/AO(Plan)/DUSIB/2019-20/D-32

Date: 26.07.2019

CIRCULAR

Instructions regarding smooth implementation of various schemes were issued vide Circulars bearing F.No.2384/AO(Plan)/DUSIB/2018-19/D-71 dated 26.07.18 and F.No-2384/AO(Plan)/DUSIB/2018-19/D-45 dated 20.8.18 respectively. It was categorically stated that Divisional Accountants/ACAs/EE concerned are responsible for releasing payments timely (within two days) to the contractors on receipt of funds (Plan and Non-Plan) from Finance (HQ).

2. But it has been observed by the undersigned and higher authorities that expenditure booked by the divisions do not match with the fund released by the Finance (HQ). It clearly indicates that after release of funds from (HQ), the payment are not being made to the concerned contractors/agencies/NGOs despite the fact that demands are being raised by the Divisional Engineers after passing of bills as per the certificate furnished by them in the demands forwarded by them. The non release of timely payment, after release of funds from Finance (HQ), may result in resentment/complaints from the beneficiaries.

3. **All the Divisional Officers/ACAs/AAOs are once again directed to strictly ensure that payment to the contractors/agencies/NGOs must be made within 2 days of the receipt of funds from Finance (HQ) against the demands raised by the divisions and simultaneously all such demands be closed in the PMS. Any laxity in the matter shall be reviewed seriously and action shall be taken against the defaulting officer as deemed fit.**

4. In addition to above, **PLA in respect of Plan/JNNURM, DEMF, Land owing agency fund, TYDAB, SBM under Plan schemes and MLALAD, SC/ST Basties, Deposit etc must be reconciled with the concerned branch of Finance (HQ) upto 7th of the following month.** The audit from time to time have raised audit para that huge balance are lying in cash book of the divisions, which is also required to be reduced by refunding the same to Finance (HQ) at the close of the month regularly.

This issue with the prior approval of Member (Finance).

H.S. Nanra
26.07.19

(H.S.NANRA)

**Budget & Finance Officer
DUSIB**

Distribution:-

All SE's (Civil and Electrical),

All EEs (Civil & Electrical)

Director (NS)

Dy Dir (Hort)/ Dy. Director (System) with the request to post in DUSIB website & e-office.

AO(HQ),AO(P),AO(PF/Pension)/FO to CE

All ACAs/Divisional Accountants

Copy to:-

1. PS to CEO- For the information of the later.
2. PS to Member (Admn/Finance/CVO)- for the information of later.
3. Chief Engineer-I, Chief Engineer-II & Chief Engineer (Electrical)

33/C

OFFICE OF THE BUDGET AND FINANCE OFFICER,
DELHI URBAN SHELTER IMPROVEMENT BOARD
ROOM No-45, PUNERWAS BHAWAN, I.P.ESTATE, NEW DELHI;-110002

No:-DCA-III/BFO/DUSIB/2013-14/D-06

Date:- 26.04.2016

CIRCULAR

Subject: General instruction regarding booking of Budget and incurring Expenditure.

It has been observed that the various Divisions of DUSIB could not utilize their entire budget allocated for plan schemes during the financial year and that finance department of DUSIB has to seek permission from Government every year for using the unspent funds of previous year during the ensuing financial year. It is a cumbersome procedure and takes time to obtain approval of Planning and Finance Department of Government of NCT of Delhi.

Further, it has also been noticed that this is mainly on account of the fact that funds as per BE are received in the month of May and June. The preliminary estimates (PE) for any work as per action plans are held up at divisional level in the absence of allocation and availability of funds. Similarly, approval for the revised budget estimates is normally received during the month of February of the financial year and a major portion of funds are also being released during the month of March by the Delhi Govt. By the time the revised budgets are allocated, there is no time left to complete the tendering formalities and award the works for execution and there by utilizing the budget.

The Rule 129 of GFR 2005 envisaged that no works shall commence or liability incurred until funds to cover the expenditure during the relevant year have been provided. Yet to ensure proper booking of expenditure and to minimize unspent funds, it has been decided that the divisions concerned shall strictly adhere to the following additional formalities apart from complying all the relevant rules and provisions contained in GFR, CPWD Manual-III and CPWD Work Manual in this regard:-

- 1) To accord expenditure sanction to the extent of 50% over and above the allocated budget.
- 2) 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 allocation at the end of the financial year.
- 3) The divisional accountant shall keep a proper watch of the budget booking at the time of according expenditure sanction and also at the time of awarding of works/creating committed liabilities. The records for both of the above shall be kept separately.

Handwritten signature
26/4/16

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

Dated 12.08.2016

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

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. SI.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) duly 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

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OFFICE OF THE BUDGET & FINANCE OFFICER
DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI

NO: F-2384/AO(Plan)/DUSIB/2018-19/D-45

Dated: 20/08/2018

CIRCULAR

1. It has come to the notice of undersigned that after release of fund from HQ(Finance) to the Divisional Engineers, the same are not being released in favour of contractors immediately inspite of the fact that the demands are raised by the Divisional Officers after passing of the bills. The non release of timely payment to the contractors has resulted resentment /complaints from contractors and defeats the very purpose of issue of SOP (System of operation) vide No.F-2384/AO(Plan)/2013/DUSIB/ 2018-19/d-71 dated 26/07/2018 the clause 12 of which makes the Divisional Accountant/ACA/EE concerned responsible for releasing payment within 2 days of the receipt of fund from (HQ).

2. In view of above, it is once again directed that payment to the contractors must be released within 2 day of the receipt of fund from Head Quarter(Finance). Any laxity in the matter shall be viewed seriously by the Higher Authority and action will be taken against the officer at fault as deemed fit.

3. The following schedule of returns may also be strictly adhered to:

1. The closing balance at the end of month in respect of Plan Cash Books (Revenue & Capital) and Non plan cash Book may be submitted on 3rd of the following month.
2. The PLA in respect of Plan/JNNURM and DUSIB Estate Management Fund (DEMF), MLALAD, SC/ST Basties, Deposits, Securities etc may be reconciled with HQ (Finance) upto 7th of the following month.

This issue with the prior approval of Member (Finance).

H.S. Nanra
20/8/18

(H.S. NANRA)

Budget & Finance Officer (DUSIB)

Distribution:-

All EEs(Civil & Elect.)
Dy.Dir.(Hort),
AO(HQ), AO(Plan), AO(PF/Pension)/FO to CE-I/II
All ACAs/Divisional Accountants

Copy to the following:-

PS to CEO, for the information of the later.
PS to Member (Admin/Finance/CVO) for the information of the later.
Chief Engineer -I, Chief Engineer-II and Chief Engineer (E)