

No.F.9/2/2013-14/Fin (B)/ 1041-1043  
GOVT OF NCT OF DELHI  
FINANCE (BUDGET) DEPARTMENT:

4<sup>th</sup> Level, A-Wing,  
Delhi Secretariat, New Delhi  
Dated: 07/08/2018

To

All Head of departments,  
Government of NCT of Delhi,  
Delhi/New Delhi.

Sub: Procedure/SOP for release of Grant-in-Aid under Centrally Sponsored Schemes.

Sir/Madam,

It has been reported that funds under Centrally Sponsored Schemes (CSS) are not being released within the stipulated period to the Implementing Agencies. Finance Department has issued detailed guidelines to be followed for release of funds from time to time. Vide letter dated 25.11.2014 a specific time schedule was also prescribed. But these instructions have not been followed in letter and spirit resulting in unwanted delays and adverse remarks from Ministries of Government of India.

2. Finance Department has again reviewed the procedure for release of funds to the Department implementing CSS in view of the procedural changes in mode of payment and receipt of funds from Government of India. To streamline the process at various levels and minimize time to process files, following procedure/SOP will be followed henceforth in release of funds:-

- (i) Proposal for Grant-in-aid in respect of ongoing CSS or new CSS relating to the Government of NCT of Delhi is submitted to the Nodal Ministry in Government of India for budget provision as well as release of grants directly by the concerned Administrative Department implementing the Scheme. Administrative Department is well aware of the progress of the processing of scheme at different levels. Therefore, it is emphasized that Departments implementing centrally sponsored scheme should ensure to keep adequate budget provisions under Central/State share in relevant Head of Accounts/Object Heads for incurring expenditure.
- (ii) Only in exceptional cases, when a scheme is introduced in mid of the financial year provision may be made at Revised Estimates stage or Supplementary Demands for Grants as the case may be.
- (iii) With the introduction of the payment through Inter Government Advice (IGA) by the Ministries/Departments of Government of India, the payments now being received within a day in the account of Government of NCT of Delhi. To further expedite the process, the Principal Accounts Office, GNCT of Delhi will intimate the receipt of funds to the concerned Departments, Finance Department and Planning Department **within 02 days** of receipt of funds into the Government account.
- (iv) After the receipt of the communication regarding receipt of funds from Principal Accounts Office, the Administrative Department should submit duly completed case containing following information/documents:-
  - (a) copy for the sanction letter from Government of India,
  - (b) letter of confirmation of credit of funds by the Principal Accounts Office,
  - (c) Head of Accounts upto 15 digit level with detailed nomenclature,
  - (d) opening balance as on 1<sup>st</sup> April of relevant year,

- (e) copy of permission granted for utilization of unspent balances in subsequent year from Government of India.  
(f) and any other relevant documents relating to the proposal.

The case file should be sent to the Planning Department within 02 days of receipt of the communication from the Principal Accounts Office with regard to credits of funds into the accounts of Government of NCT of Delhi.

- (v) The Planning Department after examining the proposal will submit the case file to Finance (Budget) Department for authorization of funds under Centrally Sponsored Schemes (CSS) within 02 days.
- (vi) The process of issue of letter of authorization of funds to be completed by the Finance (Budget) Department within 02 days and thereafter file may be sent to the Associate Finance for necessary concurrence of proposal of the Department.
- (vii) The Associate Finance will process the case wherever approval of the Finance Department is required within 03 days and necessary concurrence given to the Administrative Department who will take necessary action for drawal of payment. In those cases which are within the power of Administrative Secretary/HOD, file may be immediately sent to the Department after receipt from the Finance (Budget) Department. The budget provision available in the Detailed Demands for Grants and the authorization issued by the Finance (Budget) Department to be kept in by the Associate Finance, while expenditure concurrence is given.
- (viii) Administrative Department will process the bill and drawal of payments from Pay & Accounts Office for transmission to the respective agencies on top priorities within 04 days of concurrence of the Finance Department.
- (ix) It may please be ensured that entire process of release of funds under CSS to Implementing Agency is completed within 15 days of receipt of funds from Government of India.
- (x) The reconciliation, opening of head and other instructions relating to Centrally Sponsored Schemes shall be as per the instructions already issued by Finance Department.

Yours faithfully,

  
(Neeraj Bharti)

Special Secretary Finance

Dated: 3/8/2018  
7/8/2018

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Copy forwarded to the following for information & necessary action to:-

1. Joint Secretary (Acs)/Expenditure, all Deputy Secretaries (Finance), Finance Department, GNCT of Delhi.
2. All Pay & Accounts Officer of GNCT of Delhi through Controller of Accounts, Principal Accounts Office, Vikas Bhawan, New Delhi.

  
(Neeraj Bharti)

Special Secretary Finance