

**DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORP. LIMITED**  
**Office of The Divisional Accounts Officer (HQ)**

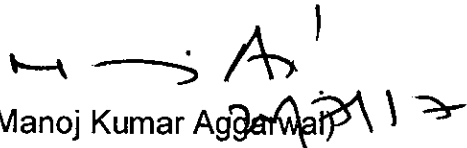
No. DSIIDC/Misc. Correspondence/2015-16/

Dated: 20.07.2017

Subject:- Provision of Contingency and its utilization

Please find attached herewith Office Memorandum No. F.1(9)/2015-16/Fin./Infra/012318065/jsfina/323-344 dated 12.07.2017 issued from the office of Joint Secretary (Accounts), Finance (Infra) Department, GNCT of Delhi.

All concerned are advised to adhere the procedure as laid down in the above mentioned Memorandum.

  
(Manoj Kumar Aggarwal)  
Divisional Accounts Officer (HQ)

Encl:- As stated above

All Associates Finance

Copy for kind information to –

1. PA to Executive Director
2. Sr. PA to Director (Finance)
3. PA to Finance Controller
4. CE-I
5. CE-II
6. CE-III
7. CE-IV
8. CAO (HQ)
9. CAO (Relocation/IMFL)
- ✓ 10. DM (IT) for uploading on website.

Finance (Infra) Department  
4<sup>th</sup> level, 'A' wing, Delhi Secretariat  
New Delhi-110002

Dated: 12/07/2017

**OFFICE MEMORANDUM**

**Subject: Provision of Contingency and its utilization**

1045  
14/7/17

It has been brought to the notice of Finance Department that no significant improvement has been observed in the matter of compliance of the directions issued by Finance department vide O.M. No. F.1(9)/2015-16/Fin-Exp-4/Infra/6277-6416 dated 22.12.2015 and 28.12.2016 regarding utilisation of contingency. The contingency provisions are continued to be utilised for incurring miscellaneous expenditures not related to the Project, in contravention to the guidelines as prescribed in para 4.1.5. of the CPWD Works Manual.

02. Therefore, it was decided by the Competent Authority that henceforth, following procedure shall be followed before utilisation of contingency provisions;

- i. Letter of Credit (LOC) will be issued by Pr. Accounts Office after deducting 1% Contingency.
- ii. Contingency expenditures, even for the work related one, shall be incurred by the Work Executing agencies only after getting the approval of Finance Department.
- iii. Bills in respect of contingency charges shall be preferred as per procedure specified in the Civil Accounts Manual.
- iv. Bills for contingencies shall be presented through departmental D.D.O to the Pay & Accounts Office after compliance of procedure as laid down in Receipts & Payments Rules.

12.00  
14.7.17

03. The instructions issued by Finance Department are to be strictly adhered and any deviation brought to the notice would be viewed seriously.

875/44  
17/7/17

17/07/2017  
eAD(HB)  
Pl. Pinkerton file  
DA (Audit)  
17/07/17

(L.D. Joshi)  
Joint Secretary (Accounts)  
23392133

Div 40  
724  
17/7/17

No.F1(9)/2015-16/Infra/012318065/323-344 Date: 12/07/2017

1. All Administrative Secretaries, GNCT of Delhi
2. All Heads of the Departments, GNCT of Delhi

AAJ (Auditor)  
P.T.O.

3. Chairman, NDMC
4. Commissioner, EDMC/NDMC/SDMC
5. CMD, DSIIDC/DTTDC/DIMTS/DTIDC/DTL/DTC
6. CEO, DJB/DUSIB
7. Engineer-in-Chief, PWD, Delhi
8. Accountant General (Audit), AGCR, Delhi.
9. Controller of Account, Pr. Accounts Office, New Delhi..  
**(Henceforth, 'LOC' shall be issued only after deducting 1% contingency).**
10. Controller of Audit, Directorate of Audit, New Delhi
11. All Deputy Secretaries in Finance Department
12. Programmer, Finance department
13. Guard file.

Copy for information to:

- 1) Secretary to Hon. Dy. Chief Minister/Minister(Finance),GNCTD
- 2) Secretary to Hon. Minister (UD/Health/ Industries/PWD /Home), GNCTD
- 3) Secretary to Hon. Minister (Employment/Development/ Labour/ I&FCD ), GNCTD
- 4) Secretary to Hon. Minister (Law & Justice/Transport), GNCTD
- 5) Secretary to Hon. Minister (Food & Supply/Environment), GNCTD
- 6) Secretary to Hon. Minister (Social Welfare/Tourism), GNCTD
- 7) Pr. Secretary (Finance/Planning)
- 8) Director (Planning)
- 9) Guard file



**(L.D. Joshi)**  
**Joint Secretary (Accounts)**