

No.F.20/28/2016-AC/1547-1551
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT (POLICY DIVISION)
CD No. 012386348

4TH Level, A-Wing, Delhi Secretariat,
I.P. Estate, New Delhi- 110002.

Dated :- 22/07/2025

CIRCULAR

Subject: Guidelines for Submission of Proposals to the Finance Department.


It has been observed that despite of issuance of instructions/guidelines on the subject from time to time, certain proposals such as vetting of tender documents, MoUs, rules to be framed in accordance with statutory provisions of any Act etc., which are exclusively in the domain of the administrative departments in terms of implementation/decision-making, continue to be forwarded to the Finance Department for concurrence/approval.

Similarly, other proposals especially cabinet notes are sent by the departments to FD for concurrence/ approval/opinion/comments without due verification of department's own schemes and allocation of funds thereto which amounts to contravention of the provisions of Transaction of Business Rules, 1993 and instructions issued by GAD, especially the one issued under the signatures of Chief Secretary vide Note dated 12/11/2024, to this effect.

In the above context, attention is invited to Finance Department circular No. F.20/05/2019-AC/Pt. File/2554-2653 dated 07/09/2021 wherein emphasis has been laid down amongst all the departments under GNCTD for adherence of delegated financial powers to HoDs/Administrative Secretaries vide O.Ms dated 07/08/2019 and 28/03/2017 issued in terms of Delegation of Financial Power Rules, 1978. Exercising of such powers by HoDs/Administrative Secretaries was further stressed by FD vide OM dated 21/03/2022 wherein departments were advised that once Administrative Approval and Expenditure Sanction of FD is obtained by the department, no approval of the Finance Department would be required for preparation of NIT, terms and conditions of the contract, awarding of work and making payment to vendors etc.

The said circular dated 07/09/2021 also emphasizes on the provisions laid down under Rule -5 of Transaction of Business of Government of NCT Rules read with Rule-26 ibid, which provides for the departments to consult Finance Department only in those matters in which FD's prior concurrence is necessary, whether such proposals have financial bearing involving expenditure or otherwise.

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In order to streamline decision-making and reduce unnecessary delays, all the departments are reminded to ensure that only proposals or requests that require FD's intervention, approval, concurrence or comments are accordingly forwarded. Proposals that can be decided or handled within the respective departments must be processed and finalized without the need to involve FD.

Action Required:

1. **Departmental Decision-Making:** All routine operational and administrative proposals should be resolved at the department's own level. Concerned HoDs/Administrative Secretaries to review and prioritize them accordingly before deciding to forward any of them to FD.
2. **Submission Criteria:** Only those proposals that require FD's approval/concurrence in terms of GFR 2017, DFPR or any other statutory rule position should be submitted. Necessary recommendation of IFA concerned should also be obtained in accordance with FD's O.M. dated 21/05/2020. FD's O.M. dated 28/01/2022 regarding roles and responsibilities of the IFAs should also be taken into account.
3. **Clarity and Efficiency:** Proposals forwarded to FD should be accompanied by a clear justification as to why and under which rule approval/concurrence of FD is required, to avoid unnecessary delays and duplication of efforts.

By adhering to above guidelines, it will be ensured that the workflow remains efficient, and FD could focus on more strategic and cross-functional issues that require centralized attention.


22/07/25
(S.S. Parihar, IAS)
Special Secretary (Finance)

To

**All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/
Head of Departments of Govt. of NCT of Delhi.**

Copy for information to :-

1. Secretary to Hon'ble Chief Minister/Finance Minister, Govt. of NCT of Delhi.
2. Secretaries to the Ministers of Govt. of NCT of Delhi.
3. Staff Officer to Chief Secretary, Govt. of NCT of Delhi.
4. System Analyst, Finance Department, GNCT of Delhi for uploading the above order on the website of the Finance Department.