

**NODAL CELL
FINANCE DEPARTMENT
NDMC : NEW DELHI**

Sub : Expeditious Disposal of Cases and project progress

In order to ensure expeditious disposal of cases, Finance Department has recently taken many initiatives like stage reduction within Finance Department, issue of checklists so as to receive examination ready cases from departments, constitution of committee for taking up emergent works besides issue of various orders for process standardization.

2. In addition to the initiatives of the FD to speed up disposal of cases there are certain issues that need to be addressed by the department.

i. Time frame for submission of reply to FD observations is still non standardized and un-monitored. In certain cases, reply has been submitted after a year. This delays projects as they can progress expeditiously only if the whole system works at the same pace.

ii. There are times when FD accords conditional concurrence(s) to to keep the work moving, though returning such cases would have been more appropriate. These concurrence(s) need to be treated in right earnest and with utmost sincerity. They are not expected to be received in FD for confirmation again and the responsibility for compliance of the conditions vests with both, the H.o.D and concerned A.O/S.A.O. Special care is required to be exercised so as to ensure due compliance before submitting the proposal for consideration of competent authority.

iii. Counter observations of the departments for trivial reasons such as seeking description of words used which can be clarified in discussion, further delays the case and their avoidance would serve NDMC better.

iv. F.D. has facilitated various checklists with the objective to reduce shuttling of files. The checklists were issued with the instructions that the cases shall be submitted for examination with duly filled in checklists wherever applicable. However, the same is not being complied or not being complied in spirit i.e. the checklists are not being appended and if appended, appropriate information is not being filled in thereby defeating the very purpose of issuing checklists.

3. The analysis of cases received in the past one year has revealed that some observations have become a matter of routine due to these aspects being ignored by the departments. The common observations are annexed herewith for perusal and for ensuring that necessary corrective measures are initiated within departments to rule out recording of such observations by F.D.

4. F.D. views that return of a proposal should rather be a matter of exception and everyone involved in the process should accordingly endeavor to avoid the same by proper documentation and following the spirit.

This issues with the approval of Financial Advisor

Director-Finance

All HoDs

Copy to :

1. P.S. to Chairperson – for information of Chairperson
2. P.S. to F.A. – for information of F.A.
3. P.S. to Secretary – for information of Secretary
4. Office copy

Annexure

Common observations

1. No checklist or incomplete checklists are placed
2. Minutes on the basis of which proposal is initiated / AIP, if applicable are not furnished/attached.
3. Examination of cases by Associate Finance not ensured before submitting the same for examination in FD and in turn no indication of position in r/o (i)availability of funds (ii) competency, besides other aspects of particular case including complete checklist.
4. Non preparation of Detailed Project Report (in r/o Works of capital nature exceeding Rs 50 lakh)
5. Actual expenditure of three years in case of works of recurring nature and/or AR-MO works and position w.r.t. consideration of stock balance
6. Open call in spite of availability on GeM and/or not placing NA certificate of GeM
7. Preparation of separate or multiple estimates/files for execution at one site
8. Scope of work is not well defined (in case of PE)
9. In case of replacement, no mention of details w.r.t. last purchase price/period, prescribed life, up-to-date expenditure on repairs/AMC/CAMC, justification for procurement/proposal prior to completion of prescribed life
10. Requisite certificates are not recorded i.e. estimation is non inflated and on actual basis, no duplicity of execution, generic specifications not favouring particular brand/firm, availability of funds and correctness of information
11. In case of extension of existing contract or execution on nomination basis or proprietary article- compliance of GFR 194/166 as per applicability is not furnished, satisfactory performance report, justification for not opting to open tenders, rate reasonability, consent letter of the firm, details of initial contract.
12. In case of ex post facto renewal/extension- reasons for violation of GFR 22 and Standing Order No. 2 dtd. 10.03.2021 are not furnished
13. In case of tender- complete set of bid documents is not uploaded. Certificate (i) on financial comparative statement by AAO (ii) reg. rate reasonability/LAR/justification

(iii) in r/o opening of financial bids of eligible bidders/samples approved by APSC
(iv) clarification/receipt of deficient documents only (v) no additional documents and
no post tender developments initiated for ascertaining eligibility are not furnished.
Another major aspect is non finalization of tender within bid validity.

14. In case of deviated quantities- prior approval for execution of deviations, non-finalization of rates before execution and delay in processing the case for approval are common observations.
15. In case of extension of time- delay in processing and non-placing of 'time and progress chart of work' are generally not available.
16. In case of Draft NIT/RfP- appropriate clauses for ascertaining eligibility criteria, arbitration clause are not mentioned.
17. Reg. Cases of Personnel Department, non adherence to instructions issued vide Standing Order No. 12 of 2004-05 dated 15.06.2004