

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

Sub : Instructions for 'entities receiving financial aid / Grant-in-Aid' from NDMC and other entities under administrative control of the Chairperson, NDMC

There are certain entities, independently constituted under provisions of different acts with their own governing structure. NDMC extends full/partial financial aid to some of these entities for execution of specified business. The Governing Body of these organizations and some other entities have Chairperson, NDMC as Chief Controlling Officer and /or Secretary/Financial Advisor, NDMC as office bearers.

2. These entities have Governing Council/Body as well as Managing Committee to cater day-to-day needs. For smooth execution of business, financial powers have been defined for respective Governing Body/Managing Committee and/or office bearer(s). Qualified Asstt./Accounts Officers have also been deployed with most of these entities.

3. Considering that NDMC officers are also ex officio dignitaries with the entities under administrative control of Chairperson, NDMC (as Chairman of respective entity), the following is advised so as to ensure that there is no overlapping of business with the functioning of NDMC.

(a) There should be separate filing/e-filing system for separate entities. Use of NDMC e-file system is not appropriate. Smart City SPV has now switched to separate e-file system which is independent of NDMC e-filing system. The same practice needs to be adopted by all the separate entities.

(b) There is noted irregularity in conduct of meeting(s) of respective Governing Body/Council. The Governing Body shall meet at well-defined intervals and as per statutory provisions. This may be taken up by the entities in subsequent meeting of the Governing Body, if not being complied.

(c) The financial delegation in r/o NSES was done in the year 2002 and has not been revised thereafter albeit the delegation w.r.t. medical bills / reimbursement thereof in the year 2022. The financial delegation in r/o SKS was last done in the year 2013. It has come to notice that there is no delegation of financial powers in ABC Society. Administrative and

financial delegation enables day-to-day activities in hassle free and prompt manner. Apparently, there is dire need for financial delegation and/or review thereof for smooth functioning of day-to-day activities. The Governing Body/Council of each entity may consider from time to time, revision of financial delegation and/or subsequent review.

(d) Similar is the position w.r.t. record of the entities, which is not well documented. Record Keeping should be extensive so as to keep track of all the activities of the entity, transfer(s)/posting(s) of office bearers, decisions of the Governing Body or Management Committee as well as Accounts, Annual Reports and Budget of the Entity.

4. Further, various proposals pertaining to these entities are received in Finance Department for examination/advice. The mandate(s) of these organizations does not include examination of proposals by Finance Department of NDMC. Referring of proposals to Finance Department of NDMC may seem as interference to the integral set up of the entities. The advice of Finance Department of NDMC may be solicited on an exception basis as an additional input to the governing body. As such, no proposals shall be marked directly to Finance Department by the office bearers of these entities unless their governing body seeks such input in case of which a full statement of case bringing out advice sought only be sent instead of marking the internal files in a routine manner.
5. Any proposal that requires consideration/examination/advice outside of the entity shall invariably be routed through or forwarded by Member-Secretary of the entity i.e. proposals for examination or advice by Law and/or Finance Department. The proposal(s) for consideration of Chairperson of the entity i.e. Chairperson NDMC shall also be forwarded only with due recommendation of member Secretary of the entity.
6. This issues with the approval of Chairperson, NDMC and may be noted for strict compliance.

Director-Finance

1. Director-Education for NSES, Nirmal Primary School
2. Secretary PSOI/Director Tax for PSOI
3. Director -Welfare for SKS
4. G.M. Smart City
5. MOH - for ABC Society.

Copy to :

1. P.S. to Chairperson - for information of Chairperson, NDMC
2. P.S. to Secretary - for information of Secretary, NDMC
3. P.S. to FA - for information of FA, NDMC
4. Copy in E 116171

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