

I/64253/2023

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

Sub : Response time w.r.t. observations of Finance Department

Finance Department, in general ensures that there is no pendency of files for more than two weeks. However it has been observed that there is avoidable rush of files and pressure on FD to clear the files before the Council Meeting(s) or for other emergencies which limits the scope for due advice and can be detrimental to interest of NDMC. Since Council meetings are held on fourth Wednesday of every month, the disposals can very well be planned to avoid such situation.

2. Though FD in general disposes of all the cases within two weeks, an internal analysis of cases received during FY 2022-23 indicates that:

- i. Average time taken by various departments for submission of reply to the observations of FD, is more than a month,
- ii. In about 30 cases, the response time was more than six months.
- iii. In more than 20 cases, where observations were recorded six months back, the cases are yet to be received back with reply/ requisite information/ position etc.

3. It is, therefore, advised to render reply to the observations of FD expeditiously but in any case not later than 2 weeks.

4. It is reiterated that the timeline of disposal within two weeks by Finance Department can be consistently adhered to only if the reply is furnished by the department(s) within reasonable time. Further the cases where FD has processed the cases in a rushed manner due to urgency cited, further action should also meet the urgency criteria otherwise the process becomes redundant and financially not prudent.

This issues with the approval of Chairman, NDMC.

Signed by Ram Singh

Date: 16-05-2023 19:15:45

Head(s) of Departments

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|------------------------|--|
| 1. P.S. to Chairperson | - for information of Chairperson, NDMC |
| 2. P.S. to F.A. | - for information of F.A., NDMC |
| 3. P.S. to Secretary | - for information of Secretary, NDMC |
| 4. Copy in E 88879 | |