

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

**Sub : Timely submission of Council matters/Agenda for examination
in Finance Department**

In compliance of provisions U/S 23 of NDMC Act, 1994, Council Meetings are held regularly.

2. It has been noticed that there is sudden rush of proposals for concurrence /vetting by Finance Department after announcement of the date of next Council Meeting. Moreover, there are regular proposals in Finance Department and some of these may also require to be accorded priority. The overflow of proposals adversely affects examination/scrutiny in constrained time frame.

3. Considering that the Council in its meeting No. 02/2019-2020 held on 14.11.2019 unanimously decided for conducting ordinary meeting of the Council at 11.00 AM on fourth Wednesday of every month, henceforth all proposals which are required to be placed before Council in a particular month, shall be forwarded to Finance Department **by 10th of every month** so as to accord appropriate time for examination/observations and follow up examination, if required. Proposals received afterwards shall be automatically taken up for the next Council meeting except under exceptional circumstance(s), recorded reasons/justification and prior approval of the F.A.,NDMC.

4. Further, '**Council Matter**' should be specifically recorded on top of the final note submitted to Finance so as to accord sequential priority.

This issues with the approval of Financial Advisor

Jt. F.A.. (Nodal Cell)

Copy to :

1. All H.O.Ds
2. P.S. to FA - for information of F.A.
3. P.S. to Secretary - for information of Secretary
4. P.S. to Chairperson - for information of Chairperson