

DELHI DEVELOPMENT AUTHORITY
[Finance & Expenditure]

No. FE.04(01)2014-15/Honorarium/DDA/68

Dated: 01/04/2021

F&E Circular No.02/2021

Vide F&E Circular No. 28/2013 dated 18.12.2013 and No. 8-A/2015 dated 05.05.2015, financial powers for sanction of honorarium have been delegated to the Officers of DDA as under:-


Sr. No.	Authority	Revised Powers (in Rs.)
1.	Vice-Chairman	Full Powers upto Rs. 4000/- in normal cases and additional Rs. 1000/- as a special incentive in a financial year.
2.	Finance Member / Engineer Member	Full Powers upto Rs. 3000/- in normal cases and additional Rs. 1000/- as a special incentive in a financial year.
3.	Principal Commissioners	Full powers upto Rs. 3000/- in each case in a financial year.
4.	Chief Accounts Officer/Financial Advisor (Housing)	Full powers upto Rs. 2000/- in each case in a financial year.
5.	Commissioner-cum-Secy./Commissioners/C.L.A.	Full powers upto Rs. 2000/- in each case in a financial year.
6.	Chief Vigilance Officer	Full powers upto Rs. 3000/- in each case in a financial year.

2. It has been observed that honorarium to the DDA employees is being sanctioned in routine manner by some of the HODs without giving due consideration to the basic provisions enumerated under FR11, FR-46 (b) and Instructions/Orders issued by the Government of India from time to time.

3. Accordingly, the Competent Authority has decided to issue the following instructions which may be kept in view by the HODs while recommending/sanctioning honorarium to the employees of DDA. It has been further decided that sanction for honorarium for the financial year shall be submitted in the prescribed proforma accompanied by a certificate prescribed in this Circular.

- a) The recommendation/sanction of honorarium should be in conformity with provisions of FR -11, FR-46 (b) and other instructions on the subject issued from time to time including DoP&T's OMs dated 17.07.1998 and 29.03.2001.
 - b) The basic criteria for recommending the Honorarium should be for laborious/exceptional/meritorious work of occasional/intermittent character.
 - c) Name of such persons who have been charge-sheeted or on whom any penalty/warning has been imposed/issued should not be included in the list.
 - d) The names of only those persons, who have worked at least 6 months in relevant financial year in the concerned Division/Office and have not been on any kind of leave exceeding two months, should be recommended.
 - e) Honorarium may be recommended to officers of the pay level-11 and below (i.e. equivalent or below to the level of Dy. Director/Dy.CAO).
 - f) The recommending authority should certify that honorarium has not been recommended for any items of work for which payment of honorarium is already prohibited in terms of DOPT's OM No. 17011/3/97-Estt.(Allowances) dated 17th July 1998.
4. The proposal for payment of honorarium shall be accompanied by a Certificate in the prescribed proforma (attached with this Circular) from the respective HODs/Sanctioning Authority.


This issues with the approval of VC, DDA.


[Sunita Jindal]
Dy. CAO (F&E)

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Copy to:

1. OSD to VC, DDA;
2. PS to FM/EM, DDA;
3. All Pr. Commissioners/CVO/CLA, DDA;
4. All Commissioners /Commissioner-cum-Secretary, DDA;
5. All Chief Engineers/Chief Architect, DDA;
6. FA(H)/Director(LC)/Director(Finance)/Director (P)-I&II/Director(System);
7. All Dy. CAOs;
8. Hindi Officer for Hindi Version;
9. Notice Board/Guard File


[Sunita Jindal]
Dy. CAO (F&E)

Proforma for sending the proposal of honorarium for the financial year:

Sr. No.	Name S/Shri/Ms/Smt.	Designation	Whether worked in the Division/Office for more than six months during the financial year	Whether any penalty imposed/warning issued/charge sheeted during the relevant financial year
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

2. It is certified that honorarium has not been recommended/sanctioned for any items of work for which payment of honorarium is already prohibited in terms of DOPT's OM No. 17011/3/97-Estt. (Allowances) dated 17th July, 1998.
3. It is also certified that above recommendation/sanction of honorarium are in accordance with F&E Circular No. 02../2021 dated 01.04.2021.

(Signature of HOD/Sanctioning Authority)
Office Seal