

**DELHI DEVELOPMENT AUTHORITY**  
**[FINANCE & EXPENDITURE]**

No. FE.16(35)/2015/DDA/Pt./ 12

Dated: 7-1-16

**F&E Circular No. 01/2016**

The Vice-Chairman, DDA in exercise of powers vested in him vide Authority Resolution No. 208 dated 25.02.1967, is pleased to delegate Financial Powers to all HODs to incur contingent expenditure in connection with weeding out of old records, cleaning of office rooms; and minor repairs of almirahs, drawers, tables, chairs etc. to the extent of Rs. 15,000/- per month subject to the following conditions:-

- a. The maximum limit to incur expenditure of Rs. 15,000/- in a month.
- b. The expenditure should be incurred for the management of office.
- c. The un-spent balance should be deposited with the DDO or Sr. AO(Contingency) as the case may be.
- d. Monthly report to be sent to F.M. through CAO.
- e. No advance may be drawn unless it is required for immediate expenditure.

*Sd*  
[Santosh Kumar]  
Chief Accounts Officer

Copy to:-

1. PS to V.C./F.M./E.M. for kind information of the latter;
2. All HODs;
3. All Zonal Dy. CAOs/Dy. CAO(Estt.)/HQ-I/Dy. FA(H)-I & II;
4. Sr. AO(Contingency)/AO(Sports);
5. Guard file.

6.1.16  
Sr. Accounts Officer(F&E)