To

All Administrative Secretaries/
Head of Departments,
Chandigarh Administration.

Subject: Regarding Streamlining of work in the Finance Department.

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I am directed to refer on the subject mentioned above and to intimate
that the following guidelines have been approved for streamlining the work in the
Finance Department, Chandigarh Administration:-

i. It should be ensured that only the matters which involve interpretation of
Rules and where Administrative approval/Financial sanction of Finance
Department is required as per the Delegation of Financial Powers issued
by FD vide Endst. No.F&PO(5)-2018/5992 dated 25.04.2018, are sent to
Finance Department and the cases where the provisions of Rules are
clear and where AD/HOD is competent as per the Delegation of
Financial Powers, be decided at the level of AD/HOD only, to avoid
unnecessary delays.

ii. The cases relating to extension of contractual period of officials
appointed against sanctioned posts beyond one year, should be sent to
the FD well before the expiry of contract with full justification mentioning
action taken to fill up the posts on regular basis and status of
Recruitment Rules etc.

iii. No cases seeking ex-post facto approval of Finance Department will be
entertained. However, in case of special circumstances, such proposals
should be sent with detailed justification, legal issues involved, if any,
reasons for delay and action taken against the negligent officials.

iv. All files/letters seeking advice/concurrence of the FD should be sent with
the approval of Administrative Secretary as already intimated vide FD

v. The proposals should be sent to the Finance Department duly vetted by
the SAS accounts functionaries (DCFA/ACFA/SO) with their specific
recommendations.

vi. The SAS accounts functionaries (DCFA/ACFA/SO) are part and parcel
of the Finance Department. The Heads of Department should include
these officers as members of various committees related to
tenders/DNIT/EOI etc. as representative of the Finance Department.
vii. It should be ensured that detailed clear-cut proposals are sent to the Finance Department with reference and flagging of all relevant Rules/Instructions. The specific points on which advice of FD is required should be clearly mentioned in AD proposal.

viii. The proposals seeking administrative approval of outsourcing contracts should be sent with complete justification, details of present/existing staff, requirement of additional manpower, budgetary provisions and in accordance with the instructions issued by the Department of Personnel from time to time. AD should also get the proposals vetted/approved from the Department of Personnel in compliance of decisions taken in the meeting dated 12.08.2021, minutes of which were circulated by the Finance Department vide letter No.28/2/102-UTF/12(2021/10257, dated 14.09.2021 before sending it to FD, till final decision is taken by DoP for amending the letter dated 13.03.2007.

2. You are requested to bring the above mentioned guidelines in the notice of all concerned for strict compliance.

Endst. No. 71-UTFII(10)-2021/ 15/08
A copy is forwarded to the following for their kind information:-

i) PA to Finance Secretary, Chandigarh Administration.

ii) PS to Special Secretary Finance, Chandigarh Administration.

Endst. No. 71-UTFII(10)-2021/ 15/09
A copy is forwarded to all the Administrative Branches, U.T., Secretariat for information and necessary action.

Endst. No. 71-UTFII(10)-2021/ 15/10
A copy is forwarded to the Director Information Technology, U.T., Chandigarh, with a request to upload the same on the website of Chandigarh Administration.