GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION : ROOM NO. 223
OLD SECTT.,DELHI
VIGILANCE BRANCH

No.DE.7/3/VPL/Vig./2011/ Dated:

To

All Heads of Schools,
Directorate of Education,
Delhi.
(Through concerned DDE’s)

Sub: Strict observance of financial discipline, particularly relating to
the expenditure of VKS funds, Bala funds, Boys funds & Pupil
Welfare funds, as per provisions of GFR, 2005.

Sir/Madam,

Recently, special audit of a government school has been
conducted by the Directorate of Audit, Govt. of NCT of Delhi, in which
serious irregularities, relating to financial matters, have been
observed, such as:-

1. Administrative approval for incurring the expenditure was not
obtained from the Competent Authority.
2. No quotation/comparative rates were obtained and no work
order was issued.
3. Double payment was made for the same work.
4. Payments were made at the exaggerated/exorbitant rates.
5. No comparative statements were prepared in r/o limited
tender inquiry.
6. Work was got done prior to receiving quotations.
7. Civil and Electrical work, exceeding the cost of Rs.50000/-
was not carried out through PWD/DSIIDC, instead, the single
work was splitted in piecemeal to avoid obtaining financial
sanctions from the Competent Authority.
8. Notice inviting tenders/Notice inviting quotations was not
placed on the website of the Govt. of the NCT of Delhi.
9. Stock Entry of goods received was not done.

Contd.............
10. Provisions of General Financial Rules, Govt. instructions issued there under and Departmental instructions issued from time to time, were not observed in letter & spirit.

All the Heads of Schools are hereby requested to strictly follow the provisions of GFRs, Govt. instructions issued there under, as well as departmental instructions in all financial matters, particularly relating to the expenditure of VKS funds, Bala funds, Boys funds & Pupil Welfare funds. In no case, the expenditure is to be made without completing all the codal formalities. Any irregularity detected in such matters, later on, shall invite strict departmental action against the concerned HOS/DDO.

In case of any query/clarification in such matters, the HOS/DDO should consult the Dy. Controller of Accounts, Directorate of Education, to avoid any procedural lapse.

These instructions may be kept in the guard file in the school for strict compliance by HOS/DDO.

This issues with the approval of Principal Secretary (Education).

Yours faithfully,

(RAJESH TIWARI)
ASSTT. DIRECTOR OF EDUCATION (VIG.)

No.DE.7/3/VPL/Vig./2011/9993
Dated: 13.11

Copy to :-

1. Principal Secretary(Finance), Govt. of NCT of Delhi, Delhi Secct., New Delhi.
3. PS to Principal Secretary(Edn.).
4. PS to Director of Education.
5. PA to Special Director of Education(Finance).
6. PA to Adl. Director of Edn.(Vigilance).
7. OS(IT), with the request to put this circular on the website of the department.

(RAJESH TIWARI)
ASSTT. DIRECTOR OF EDUCATION (VIG.)