



# Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi - 110078 Website: <http://ipu.ac.in>

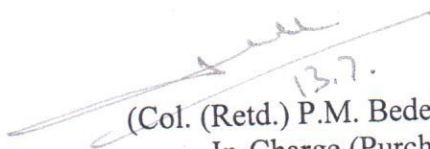
## C I R C U L A R

July 13, 2012

IPU/PUR/2012/472

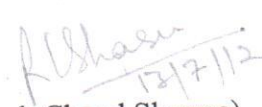
Please find enclosed herewith a letter No. DHE-13(24)/Misc/Fin/Inst/2011-12/586-60 dated 11.05.12, forwarded by Sh. Ganeshan. M, Accts. Officer, DHE alongwith an Office Memorandum issued by Finance Department, Govt. of NCT of Delhi in respect of **Observance of economy in the purchase/installation and use of air conditioners-guidelines thereof** for strict compliance by the department and / or autonomous bodies under the Government of NCT of Delhi.

In this regard, you are requested to comply with the guidelines issued by the Finance Department, Govt. of NCT of Delhi in respect of **Observance of economy in the purchase/installation and use of air conditioners.**

  
(Col. (Retd.) P.M. Bedekar)  
In-Charge (Purchase)

### Copy to:

1. All Deans, USS
2. Principal, IGIT
3. Controller of Examinations
4. Controller of Finance
5. All Directors
6. Librarian
7. Chief Warden
8. Superintending Engineer
9. All Branch Heads
10. OSD to VC (for information of Hon'ble Vice Chancellor)
11. PRO
12. In-Charge (Personnel)
13. P.S. to Registrar (for information of the Registrar)
14. In-charge, UCITIM (with a request to upload the circular on the University website)
15. All Notice Boards
16. Office copy
17. Guard File

  
(Ramesh Chand Sharma)  
Section Officer (Purchase)

**GOVT OF NCT OF DELHI**  
**DIRECTORATE OF HIGHER EDUCATION**  
**B -WING, 2<sup>ND</sup> FLOOR, 5 SHAM NATH MARG, DELHI-54.**

No. DHE-13(24)/Misc/Fin/Inst/2011-12/ 586-609

Dated:- 11/8/12

- ✓ 1. **The Registrar,**  
Guru Gobind Singh Indraprastha  
University Gobind Singh  
Indraprastha University,  
Sector 16-C, Dwarka, New Delhi-  
110075.
2. **The Registrar,**  
National Law University, Delhi,  
Sector-14, Dwarka,  
New Delhi-75.
3. **The Director,**  
Delhi Institute of Heritage Research  
and Management,  
18-A, Satsang Vihar Marg,  
Qutab Institutional Area,  
New Delhi-110067.
4. **The Registrar,**  
Dr. B. R. Ambedkar University,  
IIT Campus, Sector-9, Dwarka,  
New Delhi
5. **The Principal,**  
100% funded 12 Colleges,  
University of Delhi,  
Delhi

**Sub:- Office Memorandumno. F.PA/SSF/2011-12/USFA/48-57 dated 03-03-2012.**

**Sir,**

Please find enclosed a Office Memorandum no. F.PA/SSF/2011-12/USFA/48-57 dated 03-03-2012 issued by Finance Department , Govt. of NCT of Delhi, in respect of Obsevance of economy in the purchase / installation and use of air conditioners-guidelines thereof for strict compliance .

Yours faithfully

**Encl:- As above**

(GANESAN. M

**ACCOUNTS OFFICER ( HR. EDN.**

**Ph. No. 2398022**

Office of the  
Dir. No. 2812  
Date 10-05-12

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Number File



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE DEPARTMENT

'A' Wing, 4<sup>th</sup> Level, Delhi Secretariat, I.P. Estate, New Delhi.

07 MAR 2012

Dated: 02-03-2012

OFFICE MEMORANDUM

Shri Nitya Ram Marg,  
V. Tower, Pitam Pura,  
Delhi-110088

Subject: Observance of economy in the purchase / installation and use of air conditioners – guidelines thereof - regarding.

Air-conditioners are covered under the economy instructions issued by the Finance Department. Consequently, approval of Finance Department is required for purchase of air-conditioners by departments and / or autonomous bodies under the Government of NCT of Delhi.

2. Air-conditioning proposals could arise from two circumstances: (a) as part of the original proposal for any building, including offices, laboratories and hospital premises; and (b) for already built and functioning premises. For proposals regarding purchase of air-conditioners, in the context of already built and functioning premises, departments must **furnish following information / documents** while seeking concurrence and relaxation of economy instructions:

- (i) The proposal must **clearly state** as to whether the proposed air-conditioner (s) are to be installed in the existing premises or newly constructed buildings / laboratories.
- (ii) If proposed to be installed in existing premises / laboratories as well as newly built premises (office buildings, laboratories, libraries, etc.), then the **grounds / reasons necessitating** the installation.
- (iii) If proposed to be installed because some equipment would be rendered dysfunctional or would have reduced / lesser efficiency, then it should be clarified whether at the time of purchasing the equipment: (a) it was known that air-conditioning is essential for its functioning; (b) this fact was taken into account while purchasing the equipment; (c) alternatives to equipment requiring air-conditioning were explored; and (d) nature / description and date of purchase of the equipment requiring air-conditioning. A certificate (Annexure "A") may be furnished by the officer, technically qualified, stating that but for the provision of air-conditioning, the equipment would be rendered dysfunctional or its efficiency would get reduced or it would develop snag(s) / complications.
- (iv) Details of specific portions of premises with area/dimension of the rooms / laboratories / buildings where AC(s) is / are proposed to be installed.

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2.3.2012

- (v) Capacity (tonnage) and the number of air-conditioners to be installed. A certificate of Executive Engineer (Electrical) concerned, regarding the number of air-conditioners required and capacity thereof may be furnished (Annexure "B").
- (vi) If any existing air-conditioner(s) has been condemned or proposed to be condemned, then their particulars such as make / model, year of purchase and report of the Condemnation Committee, etc., may be furnished.
- (vii) Number of air-conditioner(s) and capacity (in respect of each) of the air-conditioners already installed in the existing building / laboratories.

3. Only those proposals containing the above details will be entertained by the Finance Department.

4. This issues with the approval of the Hon' Finance Minister / Hon' Chief Minister.



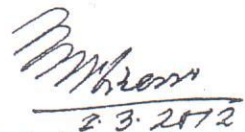
(B.L. Sharma),  
Special Secretary (Finance).

To

1. All Pr. Secretaries/Sekretaries/ HODs of Departments of Government of NCT of Delhi.
2. All Deputy Secretaries/Under Secretaries of Finance Department, Government of NCT of Delhi.

Copy to:-

1. Pr. Secretary to Chief Minister, Delhi.
2. Staff Officer to Chief Secretary, Delhi.
3. P.S. to Pr. Secretary (Finance), GNCT Delhi.
4. Controller of Accounts, Pr. Accounts Office, Government of NCT of Delhi.
5. Controller of Accounts, Directorate of Audit, GNCT of Delhi.
6. All Branches in Finance Department.
7. Office Order file/Guard file/Web-site of FD.



(B.L. Sharma),  
Special Secretary (Finance).

ANNEXURE "A"

Certificate of Indents / Technically Qualified Officer

Certified that air-conditioning is required for proper functioning of the following equipment:

(i)

(ii)

(iii)

It is further certified that in the absence of air-conditioning, the above said equipment would be rendered:

(i) Dysfunctional and / or

(ii) Its efficiency would get reduced and / or

(iii) The equipment would develop the following snag(s) / complication(s):

(a)

(b)

Signature of Officer \_\_\_\_\_

Name and Designation of Officer \_\_\_\_\_

\_\_\_\_\_