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24 Apr 2020

DTE GENERAL QUALITY ASSURANCE
DTE OF ADMINISTRATION (RMD/E&S)

SOP/GUIDELINES ON OPERATING OF DGQA GENERAL PURPOSE FUND AND
DISTRIBUTION OF CANTEEN PROFIT

1. SOP/Guidelines on operating of DGQA General Purpose Fund and distribution of canteen profit is forwarded herewith for information and implementation please.
2. This issue with the approval of DG, DGQA.



(DK Bhagati)
Dy Dirr (C&P)

All DGQA Estts as per standard list

Copy to:-

TS to DGQA
PPS to Spl DGQA
PS to ADG (Adm)
All Technical Dtes
PMC, DGQA Officers Mess
Hony Secy, DGQA GPF

SDCC : for uploading on DGQA website.

Tele: 23015027

Govt of India, Min of Defence
Deptt of Defence Production
Dte General Quality Assurance
DGQA General Purpose Fund
ADM/RMD(E&S)

New Delhi – 110011

24 Apr 2020

01728/Policy/DGQA-GPF/E&S

To,

All DGQA Estts as per standard list

SHARE OF CSD CANTEEN PROFIT TO
DGQA GENERAL PURPOSE FUND

1. Reference DGQA Note No. 01728/Policy/DGQA-GPF/E&S dated 17 Jul 2018.(Encl-24A)
2. As per the existing policy, 6.5% of canteen profit is received as under:-
 - (a) 5.0% will be forwarded by Estts as contribution to GPF.
 - (b) 1.5% will be forwarded by Estts as contribution to HQ DGQA Officer's Mess.
3. The existing policy has been reviewed by the competent authority. It has been decided that concerned Controllerate/Estts of DGQA will contribute 6.5% of the canteen profit directly to DGQA General Purpose Fund with immediate effect. The revised policy has been incorporated in the SOP, being issued separately.
4. This HQ Note No. 01728/Policy/DGQA-GPF/E&S dated 17 Jul 2018 is hereby cancelled.
5. This issues with the approval of DG,DGQA.


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**SOP/GUIDELINES ON OPERATING OF
DGQA GENERAL PURPOSE FUND AND DISTRIBUTION OF
CANTEEN PROFIT**

1. **NAME OF THE FUND**

DGQA General Purpose Fund.

2. **OBJECTIVES**

The objectives of this fund aim at supporting various welfare, cultural, literary and sports activities in HQ DGQA. In addition the fund will support contingent/misc nature of expenditure on the merits of each case.

3. **SUB-HEADS OF FUND**

DGQA General Purpose Fund will be divided into following sub-heads and the expenditure from these sub-heads will be as under:-

(a) **DGQA Day Celebrations and Veterans Fund (DDCVF)**:- All expenditures incurred for DGQA Day celebrations like; DGQA Day High Tea, expenditure on cultural activities, programmes at Kothari Auditorium/Manekshew Centre, DGQA Day Dinner etc. except sports activities beyond the amount sanctioned by the Govt.

(b) **Sport and Adventure Fund (SAF)**:- All expenditure incurred centrally by HQ DGQA at Delhi or delegated by HQ DGQA to other Estts other than Delhi on sports and adventure activities whether on the occasion of DGQA Day or otherwise, beyond the amount sanctioned by the Govt.

(c) **Entertainment Fund (EF)**:- All expenditure on Officers' Farewell, High Tea, Guest Expenditures in DG's Office, TS to DG's Office, Spl DG's Office, ADG(PP&T) and ADG(Adm) offices and expenditure incurred on DG's address/meeting.

(d) **HQ DGQA Benevolent Fund (HDBF)**:- Temporary loans to regimental institutions and one time grants to entertainment/sports/health facilities for Regimental Institutes/Estts which do not have sufficient regimental incomes based on merit of the case once sanctioned by DG, DGQA. Grants to DGQA employees suffering from terminal/critical illness and emergent requirements of employees struck by tragedies/calamities or where employee dies in halness leaving dependent in indigent conditions. The HDBF can be used in following cases/circumstances

(i) Where a member dies while in service leaving dependent in indigent circumstances.

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(ii) Where a member is on prolonged sick leave without pay or on reduced pay.

(iii) Where a member suffers from other unforeseen misfortunes and natural calamities etc.

(iv) In such other cases as may be deemed fit and deserving by the Managing Committee of the Fund.

(e) **Library/Literary Fund (LLF):-** All expenditure related to library and literary activities like QAWWA etc.

(f) **Miscellaneous Fund (MF):-** All other expenditures not covered under any of the above sub-heads, or to be used to augment other sub-heads of the fund, on case to case basis, with the approval of DGQA.

4. **PERCENTAGE DISTRIBUTION**

(a) DGQA Day Celebrations and Veterans Fund (DDCVF)	- 5%
(b) Sports and Adventure Fund (SAF)	- 5%
(c) Entertainment Fund (EF)	- 10%
(d) HQ DGQA Benevolent Fund (HDBF)	- 15%
(e) Library and Literary Fund (LLF)	- 5%
(f) Miscellaneous Fund (MF)	- 60%

Note : BASED ON REQUIREMENTS, THE DG, DGQA CAN TRANSFER FUNDS FROM ONE SUB-HEAD TO ANOTHER SUB HEAD.

5. **DELEGATION OF EXPENDITURE**

Chairman ADG(Adm) & Hony Secy (Dy Dir) of the fund will have discretion to sanction expenditure as under:-

- (a) Chairman - Rs. 5000/- in each case with annual ceiling of Rs. 2 Lakh.
(b) Hony Secy - Rs. 1000/-

Any expenditure beyond Rs. 5000/- will require approval of DGQA.

6. Expenditure out of DGQA General Purpose Fund shall be made only in respect of those items which can not be procured out of miscellaneous fund (109C). However, to enable urgent purchases, advance out GP Fund can be given which should be reimbursed at the earliest.

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7. **GRANTS/LOAN TO INSTITUTIONAL REQUIREMENTS.**

Supporting and handholding institutional requirements of Estts not having sufficient incomes in its regimental funds by way of one-time grant on merit may be sanctioned by DG, DGQA through HDBF sub-head.

8. **ADMINISTRATION**

The fund will be administered in the following manner:-

ADG(Adm) will act as Chairman of the fund. Hony Secy will be nominated by the Chairman of the Fund amongst the Deputy Directors in the Directorate of Administration on yearly basis.

Maintenance of accounts, documents and management will be entrusted to one senior Assistant Section Officer to be nominated by the Hony Secy of the fund, for which an honorarium of Rs. 1000/- per month will be awarded to him.

9. **DISTRIBUTION OF CANTEEN PROFIT BY DGQA ESTTS**

The existing 6.5% of canteen profit will be forwarded by establishment as contribution GPF, HQ DGQA. The canteen profit to be sent by each estt. by 31 July for the previous financial year.

10. **CASH BOOK ENTRY**

The cash book will be properly maintained for the GPF, in simple income and expenditure single entry system. In such a system, multiple sub-heads may not be feasible, Hence to facilitate GPF to have sub-heads, double entry system of cash book will be maintained.

11. **AUDIT OF THE FUND**

Quarterly audit of the fund will be carried out by duly constituted Board of Officers presided by a Director level officer with minimum one member and audit by Chartered Accountant annually. Audit proceedings will be approved by the DG, DGQA.

12. **CUSTODY OF FUND**

- (i) All money belonging to the fund will be kept in a nationalized bank/reputed Private bank (such as IDBI/Axis Bank).
- (ii) For meeting an urgent/emergency expenditure (contingenlies) need, a sum of Rs. 5000/- be held with the Treasurer/Hony Secy.



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(iii) The DGQA will have an authority to change any of the above rules or exercise discretionary powers in cases where expenditure decision are not covered within the provisions in the ibid rules.

13. DGQA Note No. 01728/Policy/DGQA-GPF/E&S dated 18 Jul 2018 is hereby superceded.

14. The revised SOP/Guidelines shall be effective from 01 Apr 2020.



(DK Bhagat)
Dy Dir (C&P)