

74/C

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
**DEPARTMENT OF SOCIAL WELFARE**  
7<sup>TH</sup> FLOOR, MSO BUILDING, INDRAPRASTHA ESTATE, NEW DELHI-110002  
**(ADMINISTRATION BRANCH)**

F.No.Admn-I/DSW/2014/Misc/Part File (CD No.070649872)/ 7180-7240

Dated : 26/11/25

**CIRCULAR**

Subject: Clarification regarding Controlling Officer for the purpose of sanctioning Medical Reimbursement Claims – reg.

It has been observed during the examination of a reference received from the Office of the Superintendent, TCPC(L), Tahirpur, that certain instances have arisen where the Drawing & Disbursing Officer (DDO) / Head of Office (HOO) is required to process *his/her own* Medical Reimbursement Claims. During audit inspection, it has been advised that such self-sanctioning may give rise to conflict of interest and audit objections.

The matter has been examined in detail in consultation with Accounts Functionaries, DSW(HQ). As per the Manual for DDOs and HOOs, the Controlling Officer for Medical Claims is the same as the Controlling Officer for Travelling Allowance claims. Further, as per Government of India's Decision under SR-191 (FRSR, Part-II, TA Rules):

- (i) Officers of the rank of Under Secretary and above may be declared as their own Controlling Officers.
- (ii) In respect of Gazetted and Non-Gazetted staff below the rank of Under Secretary, the Under Secretary concerned shall act as their Controlling Officer.

At present, an Under Secretary in the Central Government of India holds a position in the Senior Time Scale, which corresponds to Pay Level 11 under the 7th Cental Pay Commission, with a pay scale of Rs. 67,700 – Rs.2,08,700 (previous pay scale was Rs.15,600 – Rs.39,100 with Grade Pay of Rs.6,600/-).

In view of the above provisions and in order to maintain financial propriety, avoid conflict of interest, and to preclude any audit objection, all the Branch-Incharges/DSWOs/HOO/Superintendents/DDOs under this Department shall henceforth ensure adherence to the above provisions while processing Medical Reimbursement Claims of officers/staff under their control.

These instructions shall come into force with immediate effect and shall be followed meticulously to avoid audit objections or irregularities.

This issues with the approval of the Competent Authority, DSW GNCT of Delhi.

Seen  
H2  
A.R.I.

Section Officer(Admn)

F.No.Admn-I/DSW/2014/Misc/Part File (CD No.070649872)/ 7180-7240

Dated : 26/11/25

Copy to the following for information & n.a. :-

1. The PS to Pr. Secretary, Deptt of Social Welfare, GNCT of Delhi.
2. The PA to Director, Deptt of Social Welfare, GNCT of Delhi.
3. The PA to Deputy Director(Admn)/HOO, Deptt of Social Welfare, GNCT of Delhi.
4. All Branch-Incharges/Supdt/DDO/HOO/DSWO/MCUs of all the Institutions/Homes/Branches/MCUs of Deptt of Social Welfare, GNCT of Delhi.
5. The Incharge(IT), Deptt of Social Welfare, GNCT of Delhi with the request to upload this circular on the concerned official website of the Deptt of Social Welfare, GNCT of Delhi.

Section Officer(Admn)

760/CC  
26/11/2025