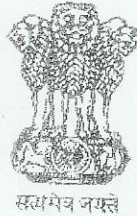


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GOVERNMENT OF TRIPURA

**DELEGATION OF FINANCIAL POWERS
RULES, TRIPURA, 2011**

FINANCE DEPARTMENT

GOVERNMENT OF TRIPURA

**DELEGATION OF FINANCIAL POWERS
RULES, TRIPURA, 2011**

FINANCE DEPARTMENT

(S DATTA)
Dy, Secretary, PWD (R & B)
Tripura Agartala.

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DELEGATION OF FINANCIAL POWERS RULES, TRIPURA, 2011

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GOVERNMENT OF TRIPURA
FINANCE DEPARTMENT

Dated, Agartala, the 9th December, 2011.

NOTIFICATION

Whereas the Delegation of Financial Power Rules, 1994 were framed and notified on the 18th April 1994,

And

Whereas with the passage of time several provisions of the Rules have been modified and updated from time to time to suit the needs,

And

Whereas further modification and updating of the rules is felt necessary,

Now, therefore, the Governor, is pleased to make the following Rules, namely,

1. SHORT TITLE AND COMMENCEMENT:-

- (1) These rules may be called the Delegation of Financial Powers Rules, Tripura, 2011.
- (2) They shall come into force from the 9th day of December, 2011.
- (3) These rules are applicable to Government Departments as well as Government undertakings as defined in Rule 2 wherever indicated.

2. DEFINITIONS: - In these rules, unless the context otherwise requires: -

- a) **"Appropriation"** means the assignment to meet specified expenditure of funds included in a Primary unit of appropriation.
- b) **"Charged expenditure"** means the expenditure charged on the Consolidated Fund of Tripura as listed in Article 202 (3) of the Constitution of India.
- c) **"Contingent expenditure"** means all incidentals and other expenditure including expenditure on store which is incurred for the management of an office, for the working of technical

establishment such as a laboratory, a workshop, an industrial installation, a farm and the like.

- d) A **"Continuing Scheme"** is one which has been administratively and financially approved in the previous year and continues to be under implementation as a plan or non-plan Scheme.
- e) **"Controlling Officer"** means and includes the Secretaries of all Departments in respect of Departments under their respective charge unless otherwise notified by the Finance Department.
- f) **"DDO (Drawing and Disbursing Officer)"** means the Head of Office and includes any gazetted Officer serving under the Head of Office to sign a bill or order for him as authorized by him as per provision of Rule 142 of the Central Treasury Rules as adopted in the State.
- g) **"Department"** means the Department of the State Government as notified from time to time and for the purpose of these rules includes the Governor's Secretariat, the Legislative Assembly Secretariat, the Tripura Public Service Commission and other Commissions set up by the State Government.
- h) **"Each Case"** means in respect of non-recurring expenditure incurred at a given point of time and in regard to recurring expenditure, each type of expenditure of a recurring nature.

Explanation:

- (1) If on a particular occasion a number of items of stores are to be purchased, the powers of the sanctioning authority should be exercised on that occasion for the entire lot and not with reference to individual articles constituting the lot.
- (2) Purchases arising out of the same indent should not be split and made separately on different dates with a view to avoid the sanction of higher authority.
- (3) An authority empowered to sanction expenditure on any recurring item, say up to ₹1,500 per annum, will be competent to sanction expenditure on the item on a number of occasions subject to the limit of ₹ 1,500 per annum.

- (i) **"Finance Department (F.D. in short)"** means the Finance Department of the State Government.
- (j) **"Government Undertaking"** means Government Companies under the Companies Act 1956 (1 of 1956), statutory corporations, co-operative and other societies and all other autonomous bodies fully or partly financed or otherwise assisted by the State Government.
- (k) **"Head of Department"** means Government officers who have been notified as Head of Department by orders issued by the State Government in the Finance Department.
- (l) **"Head of Office"** means Government officers sub-ordinate to the Head of Department declared by any Department of State Government or Head of Department to be "Head of Office" in respect of an independent establishment.
- (m) **"New Scheme"** is a Scheme which is not a Continuing Scheme.
- (n) **"Non-recurring Expenditure"** means expenditure other than recurring expenditure.
- (o) **"Past Cases"** mean cases which were pending for decision on the date these rules came into force.
- (p) **"Primary unit of appropriation"** means a primary unit of appropriation as Sub-head specified in the Budget Publication in which Detailed Demands for Grants including Charged Expenditure are provided for a year under which all expenditures are accounted.
- (q) **"Public Works"** means civil works, public health, electrical, irrigation, navigation, embankment and drainage works.
- (r) **"Re-appropriation"** means the transfer of funds from one primary unit of appropriation to another such unit.
- (s) **"Recurring expenditure"** means expenditure which is incurred regularly at periodicals intervals.
- (t) **"Secretaries"** include the Chief Secretary, the Principal Secretaries, Commissioners, Secretaries, Special Secretaries and Additional Secretaries who are in independent charge of Departments.

- (u) "State Government" means the Government of Tripura.
- (v) "Subordinate authority" means an authority subordinate to a Department of the Government or a Head of Department.
- (w) "TTAADC" means Tripura Tribal Areas Autonomous District Council.

3. BUDGETING: -

- 1) Through discussions with the Controlling Officer, Finance Department will indicate in advance the ceilings of expenditure for various Departments under different Demands, on the basis of past actuals as reported by the Controlling Officers and the Accountant General, trend variations and other Adjustments as considered necessary.
- 2) On receipt of the budget proposals, Finance Department will examine them and prepare consolidated Budget proposals by Major Heads.
- 3) The planning & Co-ordination Department will indicate, in advance in consultation with the Finance Department, plan outlay for various Departments under different heads/Schemes. On receipt of the plan outlay from the Planning & Co-ordination Department, the Departments will prepare budget within the plan outlay and thereafter transmit the same to the Finance Department for incorporation in the budget proposals.

4. PROVISION OF FUNDS BY THE LEGISLATURE: - Demands for grants and appropriation for charged and voted expenditure are presented to the Legislature on behalf of the Departments. After the Demands have been voted and the Appropriation Act has been passed, the amount authorized by law becomes available to the Departments only after being released by the Finance Department to meet the sanctioned expenditure.

5. ALLOTMENT OF FUNDS: -

- (1) After the Budget has been passed, the Administrative Departments shall allot the provision under different units among the Controlling Officers out of the fund released by the Finance Department. Where the provision concerns only one Controlling Officer, it is implied that the entire fund released by the Finance Department is at his disposal. The Controlling Officer shall communicate allotment of funds to the Drawing and Disbursing Officers indicating reference of release of fund

from the F.D. along with code and appropriation as advised from the Finance Department. No expenditure can be incurred by any Department until the allotment of funds is communicated in a statement up to detailed Heads of account (PLAN / Non-plan / CSS / CP / NLCPR / NEC distinctly) to the DDOs with intimation to Treasury Officers. On the basis of such allotment of fund, the Treasury Officer/Sub-treasury Officer will verify the appropriation entries made by the DDOs in the bills. The grant-in-aid to autonomous bodies like PRIs / ULBs / TTAADC and share capital/grant to Government Undertakings / Autonomous Bodies / Grant-in-aid Institutions shall be provided monthly or quarterly basis subject to satisfactory utilization and performance. While making allotment of fund among the DDOs by the Controlling Officer, the reference of release of fund from the F.D. along with code number must be mentioned indicating the appropriation position of the concerned release.

- (2) It shall be the responsibility of Departments and Controlling Officers to ensure the budgetary provision for different schemes separately under State plan, non-plan Centrally Sponsored Schemes, Central Plan, Non-lapsable Central Pool of Resources and North Eastern Council Schemes are not exceeded in any circumstances except in cases where additional fund has been released from the F.D. subject to adjustment in the R.E. stage.
- (3) The drawal of money from Treasuries/Sub-Treasuries by Drawing and Disbursing Officers shall be restricted to the Letter of Credit (LOC) /Monthly or Quarterly Expenditure Ceilings (MEC)/Fund allocation order issued by the Controlling Officer in favour of the Drawing & Disbursing Officer(s) based on release or ceiling indicated by F.D. Instruction issued by the Finance Department from time to time on the procedure and conditions regulating the system of drawal of money from Treasuries/Sub-Treasuries on the basis of the Letter of Credit/Monthly or Quarterly Expenditure Ceilings and quarterly/monthly fund release shall apply.
- (4) The Departments should send proposal for release/revalidation of central scheme funds only to the extent which could be actually utilized during the financial year to avoid the problem of revalidation in next/subsequent years.
- (5) The revalidation of fund, not drawn out of the fund released during any financial year, will be done in next or subsequent

financial year on production of the reconciled statement of expenditure from AG, Tripura. Only in case where fund released by Finance Department in any financial year has not been at all allocated to any DDO, the Finance Department may revalidate the amount on the basis of a Non Drawal Certificate issued by Secretary of the Department in first few months of the financial year when reconciled statement from AG is not available subject to condition that the Departments will submit the reconciled expenditure statement from the AG, Tripura by 30th November of the financial year failing which the Finance Department will make adjustment of the amount released from subsequent releases.

6. GENERAL LIMITATIONS ON POWER TO SANCTION EXPENDITURE: -

- (1) It is a primary condition of the exercise of financial powers that public revenues may be spent only on legitimate objects of public expenditure and that funds should ordinarily be drawn only when the expenditure is imminent. No fund should be drawn merely to avoid lapse of budget provisions and to show expenditure by deposition in P.L. Account or bank/postal Account or otherwise.
- (2) A sanction to incur recurring expenditure becomes operative when funds to meet the expenditure of the first year are made available by appropriation or re-appropriation and remains effective during subsequent years subject to appropriation of funds in such years and also subject to the terms of sanction.
- (3) An authority may sanction expenditure or advance of money only in those cases where it is authorized to do so by
 - (a) These or any other rules issued by or with the approval of the Finance Department.
 - (b) The provisions of any law for the time being in force.
 - (c) Any general order or special order of the Governor or other competent authority.
- (4) Nothing contained in sub-rule(2) shall empower any authority to sanction, without prior concurrence of the Finance Department, any expenditure which involves introduction of new scheme, programme, principle or practice or modification of the existing scheme, programme, principles or practice, likely to lead to increase in expenditure in future.

- (5) The exercise of powers to sanction expenditure is subject to the observance of general or special direction which the authority delegating or re-delegating such powers may issue from time to time.
- (6) No expenditure shall be incurred against a sanction unless funds are made available by appropriation or re-appropriation.
- (7) The Secretary of the Department and the controlling Officer shall arrange to be kept informed not only what has actually been spent from the grant or appropriation, but also what commitments and liabilities have been and will be incurred against them. They shall be completely responsible for the departmental expenditure.
- (8) Each bill irrespective of the amount involved (excepting salary bills) to be presented to the Treasury shall be accompanied with the sanction orders(s) by the authority empowered under these rules, without which such bills shall not be entertained.

7. RESIDUARY FINANCIAL POWERS AND GENERAL LIMITATIONS: -

Financial powers, not specifically delegated to any authority by these rules, shall vest in the Finance Department. The powers delegated by these rules are subject to limitations and conditions laid down in General Financial Rules and other rules of State and Central Government as adopted by the State as well as instructions/guidelines issued by State Government. In addition, the instructions issued by Central Vigilance Commission may be treated as guiding instructions especially for public procurement of goods & services as well as execution of works.

8. RE-APPROPRIATION: - Administrative Departments shall have full powers to sanction re-appropriation of funds subject to the following conditions and overall limitations of legislative approval inherent in financial authorization:-

- (i) Funds shall not be re-appropriated from one Major Head of account to another.
- (ii) No re-appropriation shall be made from sanctioned grants for Plan schemes to meet expenditure in the non-plan sector.

- (iii) Within the Plan sector, funds shall not be re-appropriated across State Plan, Central Plan and Centrally Sponsored Schemes, NLCPR & NEC.
- (iv) Within the non-plan sector, funds shall not be re-appropriated from grants meant for non-plan schemes.
- (v) Funds shall not be re-appropriated to meet expenditure which has not been sanctioned by a competent authority.
- (vi) Funds provided for charged expenditure shall not be re-appropriated to meet voted expenditure and vice-versa.
- (vii) No re-appropriation shall be made from and to the provision for Secret Service expenditure.
- (viii) No re-appropriation shall be made between Primary Units which would involve augmenting the provision under any such unit by more than twenty five per cent.
- (ix) No re-appropriation shall be made from the provision for salary & wages for any other purpose.
- (x) Re-appropriation for funds for Office Expenses, Traveling Allowance and Contingent Expenditure shall be subject to following restrictions: -
 - (a) The existing provision shall not be augmented by re-appropriation or by transfer between primary units.
 - (b) No re-appropriation shall be made from and to a provision specifically budgeted for a special purpose or to cover an expenditure, which requires the approval of the Finance Department e.g. purchase of vehicles.
 - (c) No re-appropriation shall be made from sums provided for payment of contribution to or recoveries of expenditure from another Government.
- (xi) The provisions under "other allowance" shall not be diverted either by re-appropriation or by transfer within the primary units under a Major Head of Account.

9. PRIOR CONCURRENCE OF THE FINANCE DEPARTMENT: -

- 1) Prior concurrence of Finance Department shall be required in respect of the items mentioned below: -
 - (i) Creation of posts.
 - (ii) Engagement of DRW/PTW/Contingent worker/Contractual employees including re-appointment/re-engagement etc.
 - (iii) Purchase of Vehicles.
 - (iv) Hiring of vehicles.

However, the Secretary of the Departments will be competent to allow hiring of a vehicle for a maximum period of 3 months for use by field officers/offices outside Agartala Municipal Area when a running vehicle goes out of order and repair is likely to take considerable time and the replacement of the vehicle is not found feasible from other existing vehicles. This hiring should be discontinued immediately after the vehicle is repaired or on completion of the period of three months whichever is earlier. The hiring should also be discontinued immediately where a new vehicle is purchased in replacement of the vehicle going out of order.
 - (v) Installation of telephones and extension of existing telephones, provision off STD facilities and provision of mobile phones.
 - (vi) Purchase of furniture/ fax machines/ photocopiers/ electronic type writers/ computers and any other equipment not in common use in Government offices of the State. However, the Secretary of a Department and DGP shall be competent to approve the purchase of furniture up to ₹ 40,000/- for any establishment in a year subject to ceiling of ₹2,00,000/- for all offices/sections within the financial year for the whole Department
 - (vii) Re-drawal of lost cash.
 - (viii) Writing off of losses.
 - (ix) Deputation at State government cost of any individual or team to participate in any cultural, sports or similar programme

outside the State except for those sponsored by the Department of Sports and Youth Affairs, the Department of Information, Cultural Affairs and Tourism and Home (Police) Department.

- (x) Revision of pay scales/wages or of any service benefits and up-gradation of any post.
- (xi) Terms and condition of appointment of persons in the State Government or Government Undertakings on deputation from Central Government, other State Governments, Central or other State Government Undertakings.
- (xii) Sanction of rent-free accommodation.
- (xiii) Sanction of allowance/special pay/ honorarium/overtime allowance etc. unless covered under any specific order issued by the Finance Department.
- (xiv) Contribution of equity capital to Public Sector Undertakings, other than fund released from Finance Deptt. However, for sanction of share capital and grant to the LAMPS/PACS/ by the Co-operation Department, no such concurrence will be needed once the finance Department releases the fund on the basis of the Budget provisions.
- (xv) Provision of clause (i), (ii), (iii), (iv), (viii), (x), (xiii), (xxvi) and (xxviii) will apply to Govt Undertakings.
- (xvi) Grants-in-aid not covered by Grants-in-aid Rules approved by the Government with the concurrence of the finance Department.
- (xvii) Stipend/Scholarship not covered by Rules approved by the Government with the concurrence of the Finance Department and modification of rates of scholarship/stipend.
- (xviii) Subsidy not covered by Rules approved by government with the concurrence of the Finance Department.
- (xix) Deputation abroad on training/tour etc.
- (xx) Hiring of accommodation for official purpose within Agartala town and within a distance of 5 K.M. of Agartala Municipality area or outside the State.

- (xxi) Acceptance of loan by any Department from financial institutions/undertakings.
 - (xxii) Furnishing of guarantee by the State Government against any loan to be taken by any State Government Undertaking.
 - (xxiii) Any new plan scheme and scope or coverage of the existing plan schemes after approval by the Planning and Co-ordination Department.
 - (xxiv) Outsourcing of services
 - (xxv) Engagement of consultants on long term basis.
 - (xxvi) Opening of any new office/establishment.
 - (xxvii) Opening of Bank/postal Account and making any term/fixed deposit.
 - (xxviii) Filling up of vacant posts by direct recruitment.
 - (xxix) Any other item where the approval of the Finance Department is required under Rules or Executive Business.
- 2) In all cases mentioned under sub-rule (1), no action shall be taken without obtaining the prior approval of the Finance Department and under no circumstance ex-post-facto concurrence of the Finance Department shall be sought. The reference no. and date by which the Finance Department concurred in the proposal must be indicated on the Bills submitted to the Treasury in the absence of which the bill shall not be entertained.
 - 3) Charges for vehicles hired with the prior approval of the Finance Department by any Government Department or any Government Undertaking shall be within rates specified in the Memorandum at **Annexure -I**. The rate notified by the Transport Department can not be used for hiring vehicles for performing government duty on long term basis.
 - 4) The Administrative Department shall be competent to sanction continuation of temporary posts in the regular scale of pay provided the posts have been created with the prior concurrence of the Finance Department and the posts are physically occupied on the date of expiry of the Previous continuation and in cases of posts requiring approval of the Council of Ministers. Regarding continuation of posts

created on fixed pay basis with concurrence of the Finance Department by keeping abeyance scale posts and for contingent and part-time/temporary posts created with concurrence of the Finance Department, the Administrative Department shall be competent to sanction continuation provided the posts are physically occupied on the date of expiry of previous continuation. In all other cases, prior concurrence of the Finance Department shall be necessary. All contingent and part-time/temporary posts shall automatically lapse on the day vacated by the incumbent. Copies of orders on the posts continued by the Department indicating specially the reference of the original concurrence by the Finance Department in the creation of such posts and the period of continuance, and with a certificate that these posts are actually physically occupied, shall be rendered by the Department to the Finance Department and Treasuries, failing which Treasuries shall not pass pay bills and other claims of employees entertained against those posts.

- 5) The concurrence of the Finance Department shall not be required for purchase of the following items used in the Hospitals under the Health Department and the Home Department. :-

- | | |
|-----------------------------|-----------------------|
| i) Iron Cot | ii) Bed-side Locker |
| iii) Folding Table | iv) Examination Table |
| v) Long Bench with Backrest | vi) Labour Table |
| vii) Screen Stand | viii) Bowl Stand |
| ix) Stool | x) Rack for medicines |
| xi) Dispensing Table | xii) Stretcher |
| xiii) Wheel Chair | |

- 6) The concurrence of the Finance Department shall not be required for purchase of the following items of furniture and also for manufacture of items with the seized timber of the Forest Department used in the Education Department, Health & FW Department (for Government Medical College/Hostels), I & C Department (Hostels of ITIs) and TW/SC Welfare Department (for Hostels attached to residential schools) :-

- i) Class room furniture: -

- a. Joint Desk, Long Bench and High Bench.
- b. Teacher's Table
- c. Armless Chair
- d. Black Board

ii) Stuff room furniture: -

- a) Chair with arms/leaning Bench
- b) Table
- c) Almirah
- d) Rack

iii) Boarding house furniture:-

- a) Single Cot
- b) Reading Table
- c) Dining Table
- d) Meat safe

- 7) The purchase and manufacture of the items under sub rules (5) and (6) of this rule shall be made as per provisions under different Schemes within the limit of delegated financial powers after observing all codal formalities. For any purchase exceeding the limit of financial powers delegated to the Department, the concurrence of the Finance Department shall be necessary.
- 8) Once the Finance Department has concurred for purchase of particular items, the Department will be competent to procure the same during the same year or immediately following financial year without any further concurrence or revalidation by the Finance Department.
- 9) The rates and terms of contract /supply recommended / approved by the Purchase Committees at different levels including SAB/WAB does not absolve requirement of concurrence of F.D. wherever the rules requires so.

10. **SANCTION OF CONTINGENT EXPENDITURE ON ACCOUNT OF OFFICE EXPENSES: -**

- (1) No expenditure shall be incurred without Budget Provision. Rules/Orders regulating supply of article required for public services contained in General Financial Rules and orders issued from time to time shall be followed. No contingent expenditure involving any departure from rules, orders, restrictions or scales shall be incurred nor shall any liability be undertaken in connection therewith except with prior concurrence of the Finance Department subject to the condition mentioned above and observance of procedure for procurement of materials or contracting services, the general powers to sanction contingent expenditure shall be as follows:

Name of Officials		Extent of powers delegated :	
		Recurring	Non-Recurring
(a)	Heads of Office.	₹ 10,000/- in each case	₹ 20,000/- in each case
(b)	Heads of Departments.	₹ 25,000/- in each case	₹ 40,000/- in each case
(c)	Secretary of a Deptt./ Director General of Police/ PCCF	₹ 50,000/- in each case	₹ 1,00,000/- in each case
(d)	Department	Full powers	Full powers

- (2) Entitlement for subscription of newspapers and journals shall be regulated as per scale and norms fixed from the Finance Department.
- (3) The Heads of Offices shall have full powers for sanction of (a) Electric & Water Charges (b) Municipal fees & Taxes (c) telephone charges for official purposes (within the ceiling limit as indicated in **Annexure XVI**) subject to the following conditions :-
- (i) A copy of sanction order for such charges with a copy of the bill should be invariably sent to the Head of Department and Secretary of the Department.
 - (ii) A statement showing the name of office, telephone/mobile Nos., period and the amount of the charges sanctioned in each case during the entire financial year should invariable be sent to the Secretary of the Department in the 1st week of April of next financial year.
 - (iii) The Electric charges/Municipal fees and taxes/telephone or mobile charges/printing and advertisement bills should be the first charge for sanction out of the monthly allocation provided to Head of Office for Office expenses.
- (4) A sanction order shall be issued in each case by the authority within whose limit the expenditure falls under sub-rule (1) of this rule and a copy of the order shall be attached with the bill at the time of drawal of money from the Treasury.
- (5) The no. of vehicles and phones will be within the norm, if any, fixed by the F.D. for any establishment or Department.

11. **ADMINISTRATIVE APPROVAL AND SANCTION OF EXPENDITURE IN CONNECTION WITH PLAN AND NON PLAN SCHEMES :-**

- (1) Financial powers are delegated to the Departments/Heads of Departments/Heads of Office as indicated in sub rule (2) of this rule subject to the conditions that:
- (i) Issue of administrative approval and sanction of works expenditure by Engineering Officers of PWD and other Departments will be governed by the financial powers delegated to them under Rule-23(A) and this rule shall not affect their powers.
 - (ii) Deleted.
 - (iii) Expenditure sanction in respect of works to be executed by P.W.D. on behalf of other Departments, for which provision exists in the P.W.D. Budget will also have to be accorded by the P.W.D. in exercise of their own powers. In such cases, Administrative Departments will issue necessary administrative approval in accordance with the rules. However, if the fund is placed by any Department for execution of any work with P.W.D./ R.D./ Housing Board, both administrative approval and expenditure sanction will be accorded by the requisitioning Department.
 - (iv) Issue of administrative approval and sanction of works expenditure by Forest Officers up to the level of District Forest Officer/ Dy Conservator of Forest will be governed by the financial powers delegated to them under Rule-23(C) and this rule shall not affect their powers.
 - (v) The delegations are also subject to observance of the instructions regarding the powers and functions of the Lower Purchase Committee, the Higher Purchase Committee, the Departmental Purchase Committee and Supply/Work Advisory Board as constituted under Rule 21 and other formalities to be complied with in respect of each item of expenditure.
 - (vi) Whenever a Vote on Account is taken, the Departments and other competent officers may issue administrative approval and financial sanctions for the schemes specifying clearly in

the order that the expenditure will be limited to the provision available in the Vote on Account.

- (vii) Necessary budget provision exists for the specific scheme.
 - (viii) The outlay on the continued plan scheme has been included in the approved plan by the Planning & Co-ordination Department for the year.
 - (ix) Prior concurrence of the Finance Department is to be obtained for the restricted items as mentioned under rule 9 of these rules.
 - (x) This power is prudently exercised so that limited number of projects/schemes commensurate with their period of targeted period of completion is taken up for execution.
- (2) Powers for administrative approval and expenditure sanction in respect of both approved Plan and Non-Plan Schemes shall be as follows: -

Authority to whom delegated		Extent of powers (₹ in lakhs)	
		Plan	Non-Plan
(i)	Administrative Department	Full	Full
(ii)	Heads of Department other than DMs	5.00	3.00
(iii)	D.M & Collectors	15.00	5.00
(iv)	BDOs	5.00	1.50
(v)	Other Heads of Offices	2.00	1.00

- (3) The D.M & Collectors shall have full powers for administrative approval and expenditure sanction in respect of MPLADS (MP Local Area Development Scheme) for any admissible project.
- (4) Heads of Departments and District Level Officers authorized by the Secretary of the Department may sanction work without the technical approval of the competent Engineering Officer to the estimate of value not exceeding ₹5,000/- provided details including plan, alignment, measurements, quantities and specifications are properly worked out and records of assets created are maintained. This provision will not cover PWD, PWD (WR) and PHE Departments.
- (5) The Medical Superintendents of G.B. Hospital and IGM Hospital and the Chief Medical Officers of the four Districts shall have full powers to sanction expenditure for supply of diet to the patients approved by the competent authority on the basis of sub-allocation of fund made by the Controlling Officer to them.

12. AGENCY CHARGE/ SUPERVISION CHARGE/ SERVICE REIMBURSEMENT CHARGE:

- i) No Deptt of the State Govt. will levy any agency charge/ supervision charge upon any other Deptt of the State Govt. for execution of any work or providing of any service.
- ii) However, agency charge/ supervision charge shall be levied by the concerned State Govt Deptt where any work is entrusted upon them by any Organization/ Agency outside State Govt. Similarly cost/ reimbursement also to be realized where manpower/ service are provided by any State Govt Deptt to any Organization/ Agency outside the State Govt.
- iii) Wherever, agency charge/ supervision charge/ service reimbursement charge realized by the Deptts as per sub-rule (ii) above, it must be deposited in appropriate revenue head of the State Govt. No expenditure can be incurred out of this realized fund (agency/ supervision charge and reimbursement received for providing service) without channelizing the same through Consolidated Fund under State Budget.

13. GRANTS, LOANS AND STIPENDS: -

(1) Administrative Departments shall have full powers to sanction grant-in-aid (including stipends and scholarships) and loans provided:

- (i) Such grant-in-aid (including stipends and scholarships) or loans are in accordance with the rules prescribed with the previous concurrence of the Finance Department.
- (ii) The rate of interest on loan and the period of repayment thereof have been fixed by or with the concurrence of the Finance Department and
- (iii) Provisions in the General Financial Rules or special rules, if any, and general instructions issued by the Finance Department from time to time are observed.

NOTE: - While according sanction of grants-in-aid (including stipends and scholarships and loans), a statement should be made in the sanction order to the effect that the pattern of assistance or rules governing such sanction has been concurred in by the Finance Department.

- (2) The Education Department shall have full powers to sanction expenditure both under plan and non-plan schemes for payment of salary and allowances at the approved rate to the employees and stipends and scholarships to the students in the Government aided institutions subject to observance of the following conditions: -
- (i) The Department shall ensure that salary and allowances in the scales approved by the Government are paid to these employees who have been appointed against posts created with the concurrence of the Finance Department and continued as per the provision under rule 9(3).
 - (ii) Budget provisions exist and are adequate to meet the requirements of the whole year.
 - (iii) Stipends and scholarships payable to the students are as per the approved rules framed in consultation with the Finance Department.
- (3) Administrative Departments shall have full powers to sanction grants to TTAADC on monthly/quarterly/annual basis on being satisfied about the proper utilization of the amounts previously released.
14. **PAYMENT OF INTEREST AND REPAYMENT OF LOAN : -** The Administrative Departments shall have full powers to pay interest and repay the loan as per the repayment schedule and applicable interest rates in accordance with the terms and conditions approved by the Finance Department while availing the loan. Such payments shall be made from the provisions made under their own Demand and in due time to prevent any penalty due to default. A register on loan shall be maintained by the Head of the Department and verified and countersigned by the Secretary of the Department every quarter to avoid any overpayment or penalty.
15. **SANCTION OF ADVANCES TO GOVERNMENT EMPLOYEES :-**
- (1) After allocation of fund by the Finance Department, the Administrative Department shall have full powers to sanction all recoverable or adjustable advances to gazetted employees, while Heads of Departments shall have similar powers for non-gazetted employees. Sanction of advances, release of installments and recovery of advances with interests shall be regulated under relevant rules in force. In view of constraint of funds, sanction of advances should ordinarily be made

on a first-come-first-serve basis following instructions already issued or to be issued from time to time in this regard by the Finance Department.

- (2) All Heads of Offices shall be competent to sanction Festival Advance/Festival grant to the eligible employees both gazetted and non-gazetted under their respective establishment as per order of the Finance Department issued from time to time regulating rates of Advance/Grant, eligibility conditions and mode of recovery etc.

16. GRANT OF HONORARIUM :-

- (1) According to F.R. 9(9), honorarium is normally admissible only for special work of an occasional or intermittent character. Thus, the condition precedent to payment of honorarium is that the work must be of a special type and it must be occasional in nature. The normal work assigned to offices must be completed during office hours by proper planning/deployment of staff.
- (2) Subject to sub rule (1), whenever in extremely special circumstances the engagement of staff beyond office time becomes inevitable because of a special time-bound work requiring a greater volume of work to be completed within a short time span, registers should be maintained which would indicate the names of employees, the nature of the non-postponedable work, the extra hours put in by individual employees, the actual output and the authentication of the supervising officer. The proposal for honorarium may be moved to the Finance Department along with the register by the Departmental Secretary. Normally in such cases honorarium will not be granted more than once a year to an employee.
- (3) Some of the personal staff and Group-D employees attached to the Office of the Chief Minister, other Ministers, the Chief Secretary, other Secretaries, the Secretary to the Chief Minister and the Secretary to the Governor are required in public interest to attend office beyond office hours and on holidays. In relaxation of F.R. 46(b), a monthly honorarium @ ₹150/- (Rupees one hundred fifty) to Group D employees and @ ₹225/- (Rupees two hundred & twenty five) to other employees can be sanctioned. Such Sanctions shall be issued by the concerned Head of Office on the basis of working certificate issued by the authorized Officer in the Office of the Minister/Secretary.

- 17 SANCTION OF ENTERTAINMENT CHARGES :** (1) The Departments and Heads of Department will exercise the financial powers in respect of Entertainment Charges at Government cost up to the maximum limit shown below :

i)	All Ministers, all Secretaries, Addl. Secretaries, Jt. Secretaries, Dy. Secretaries and meetings in Secretariat at the disposal of the Secretariat Administration Department.	₹50,000/- (Rupees fifty thousand) per month.
ii)	All Officers in the scale of ₹18,400 – 22,400/- and above other than officers posted in the Secretariat	₹800/- per month
iii)	All Officers in the scale of ₹12,000 – 16,500/- and below scale ₹18,400 – 22,400/- other than officers posted in the Secretariat	₹400/- per month
iv)	All officers in the scale of ₹12,000 – 18,400/- and above other than officers posted in the Secretariat other than HODs	₹300/- per month
v)	DM & Collectors	₹800/- per month
vi)	District Supdt. of Police	₹400/- per month
vii)	Heads of Departments	₹350/- per month

- (2) Utmost economy shall be observed in incurring expenditure on entertainment which shall ordinarily be restricted only tea/coffee.
- (3) The ceiling on expenditure as provided in sub-rule (1) shall not in any case be exceeded. Non entitled officers must not incur any expenditure on entertainment at Government expense.
- (4) The sanction order accompanying the bill to be presented before the Treasury shall clearly indicate the category of entitlement under sub-rule (1) and the period to which the amount relates.
- (5) Prior concurrence from the Finance Department shall be necessary for hosting lunch/dinner etc. or for offering gifts on Government expenditure.

18 HIRING OF ACCOMMODATION:-

- (1) All proposals for hiring of private accommodation within Agartala or within a distance of 5(five) Kms of Agartala Municipal area or outside the State for office purposes shall require the prior concurrence of the Finance Department.
- (2) In all other cases, the Department may hire accommodation to the minimum extent required for office purposes.

(3) Departments shall have full powers to sanction the rent for hired buildings in the State subject to observance of formalities and this shall be limited to the assessment of rent by the Executive Engineer, PWD. Rent in excess of the amount assessed by the PWD shall not be allowed.

(4) The above procedure is not applicable to the building already hired for specified period under contractual obligation. On expiry of the contract period, however, the prescribed procedure may be followed, if found financially beneficial.

19. **PAYMENT OF DECRETAL DUES:** - The Administrative Department shall have full powers to sanction expenditure for payment of any decretal amount in pursuance of any Court's orders provided:-

i) The Administrative Department has made a thorough scrutiny of the judgment, consulted the Finance & Law Department and has obtained the concrete and specific advice that there is no merit for filing petitions for review/revision/appeal in the appropriate legal forum.

ii) If during the scrutiny of the case by the Administrative Department or by the Law Department or by the Finance Department or by any other authority, the negligence of any officer is found in conducting the case, the Administrative Department shall take appropriate disciplinary measure against the negligent officers under intimation to the Administrative Reforms Department. Copies of notes of the Administrative Department, the Law Department, or Finance Department or any other authority pointing out lapses on the part of the officers should be sent invariably to the Administrative Reforms Department. The Administrative Department shall issue guidelines to their subordinate offices pointing out the nature of the lapses and advising them to guard against such lapses.

iii) The Administrative Department in consultation with the Law Department, Finance Department comes to the conclusion that the implementation of the order would not attract claims for analogous financial benefits from other persons belonging to the same category or placed on the same footing. If, however, the contrary opinion is established, the Department should take appropriate action to contest the case for the modification of the order.

iv) There is necessary budget provision for making the payment.

20. SANCTION OF GPF ADVANCE AND PART FINAL WITHDRAWAL:

- (1) Secretaries shall be competent to sanction GPF advance/withdrawals to Group A employees, Heads of Departments to Group B & C gazetted employees and Heads of Offices to Group B, C & D non-gazetted employees.
- (2) The sanctioning authority shall strictly observe the relevant rules and orders regarding grant of advance/withdrawal and no advance/withdrawal should be sanctioned unless the case is strictly covered by rules and without verifying the balance in the credit of the employees.
- (3) The amount to be sanctioned shall be strictly as per the provisions of Rules and must be reasonable and in conformity with the purpose for the advance/withdrawal.
- (4) The sanctioning authority shall have adequate documentary evidence on record to satisfy him about the purpose of sanction. If he is satisfied on the basis of any evidence other than documents, that should be clearly recorded in the file and shall be the responsibility of such sanctioning authority.

21. DEPUTATION OF STATE GOVERNMENT EMPLOYEES : - (1) The Departments shall have full powers to send State Government employees on deputation to any State Government Department or to another State Government or to Centre or on foreign service to State or Central Public Undertakings, Companies, Bodies Institution or to the TTAADC, subject to the following procedure and terms and conditions :-

- (i) Prior approval of the Chief Secretary and the Chief Minister is taken.
- (ii) The deputation or foreign service is on standard terms prescribed in the Annexure to Appendix-31 of the Choudhury's compilation of Civil Service Regulations, Vol-II (10th Edition) subject to following conditions:
 - (a) The contribution towards pension and leave salary payable under F.R. 115 in respect of the Government employees deputed to any Government Undertaking shall stand remitted under F.R. 119;
 - (b) No deputation allowance shall be admissible to the State Government employees for their deputation on foreign

service term to Government Undertaking. If, however, the appointment on deputations is to a higher scale of pay the deputation pay may be fixed under normal rules as applicable to the State Government employees;

- (c) Employees who are members of Tripura Government Employees Group Insurance Scheme shall continue subscribe to the Group Insurance Scheme at the prescribed rates during the period of their deputation;

(iii) If any deviation is proposed from the terms of deputation mentioned in (ii) above, the concurrence of Finance Department shall be necessary.

(2) Departments shall have power to depute State Government officials on training to the following extent:-

(a) For training of Government servants inside Tripura under the prescribed departmental Rules.

(b) For training of Government servants outside Tripura, but within India, can be approved by the Departmental Secretary with the approval of the Chief Secretary and the Departmental Minister.

(3) In all other cases of training of State government officials, prior concurrence of the Finance Department shall be obtained.

22. RATES AND CONTRACTS :- (1) There shall be committees at different levels to recommend rates and terms of contract in respect of stores, services and works in an advisory capacity with officials as shown below :-

(a) The Administrative Departments shall constitute LOWER PURCHASE COMMITTEE (LPC) with the Head of Office as Chairman, two Officers to be nominated by the concerned Head of the Department as the Members out of them at least one should be from some other Department and the Officer-in-charge concerned with the stores/service/works in the Establishment to which it relates as the Member-Secretary.

(b) The Administrative Departments shall constitute HIGHER PURCHASE COMMITTEE (HPC) with the Head of Department as Chairman, a Senior Officer of any other Department to be nominated by the concerned Department as the Member and the Officer-in-charge concerned with the stores/service/works in the Department to which it relates as the Member-Secretary. A

representative of the Department of Industries shall be a permanent invitee in all meetings.

(c) The Administrative Departments shall also constitute DEPARTMENTAL PURCHASE COMMITTEE (DPC) with the Secretary of the Department as Chairman, the Head of Department as Member, any other HEAD OF Department to be nominated by the Secretary, Finance, as Member, the Officer-in-charge concerned with the stores/ service/works in the Department to which it relates as the Member-Secretary. A representative of the Department of Industries shall be a permanent invitee in all meetings. The list of second Head of Department nominated by Secretary, Finance is shown at **Schedule 1.**

(d) The Finance Department shall constitute SUPPLY/WORK, ADVISORY BOARD (SAB/WAB) with the Chief Secretary as the Chairman, the Finance Secretary, the Law Secretary and the PWD Secretary as Members. One of the senior officer viz. Spl. Secretary/Addl. Secretary/Joint Secretaries in the Finance Department as nominated from the Finance Department shall be the Member-Secretary. The Secretary of Industries Department shall be a permanent invitee in all meetings. Secretary of the concerned Department (except those Departments which are looked after by the Chief Secretary) and the Head of the Department to which the stores/services/works relates will attend the meeting.

(2) The financial ceilings up to which rates and terms of contract for purchase of store/service contracts/ execution of works may be recommended by various committees shall be as follows:

Sl. No.	Name of Purchase Committee	Financial Ceiling Limit
1	2	3
(i)	Lower Purchase Committee	₹3.00 lakh
(ii)	Higher Purchase Committee	₹20.00 lakh
(iii)	Departmental Purchase Committee	₹50.00 lakh
(iv)	Supply/Work Advisory Board	Full powers in respect of all cases falling beyond the powers of the Departmental Purchase Committee.

NOTE: - Procurement of materials shall be made on yearly estimate of requirement, except under special circumstances.

- (3) When the tender includes invitation of rates for more than one item and such items are clearly divisible and distinguishable (i.e. as many tenders as items can be invited but to reduce the burden of work, all items have been listed in one tender) and the tender notice clearly mentions that parties shall be selected separately for each item on the basis of the lowest rate and other valid considerations as mentioned therein, the total amount to decide the competence of the Committees shall be determined on the basis of the price for each item and not for all items in that tender clubbed together.

(4) **Tenders/quotations of Local Micro, Small & Medium Enterprise (erstwhile SSI Units):**

In cases where a tenders or quotations are submitted by local Micro, Small and Medium Enterprises (erstwhile SSI Units), benefit of purchase preference would only be applicable provided the condition of value addition and other terms fixed by the Industries & Commerce Department are fulfilled. No price preference would be provided while entertaining valid tender/quotation of such units. Regarding Sub-division of supply quantity, the tendering authority will decide according to the capacity of the Enterprise who has submitted the bid.

(5) **POWER TO DECIDE SINGLE TENDER :**

These are of two types, viz:-

- (i) Single tender adopted in case of articles which are specifically certified as of proprietary nature or when it is within the knowledge of the procuring agency that only a particular firm is the manufacturer of the store demanded, and
- (ii) Single tender received in response to widely published open tender.

In both these cases, the rates may be finalized by the respective Committees according to financial powers, provided that the Chairman of the respective Purchase Committee is satisfied that the article required is of proprietary nature or the Notice Inviting Tender was widely published, as the case may be and records his views in this respect in the proceedings of the meeting.

(6) **POWER TO DECIDE NEGOTIATED TENDER :**

- (i) Where rate is obtained from a single party (as distinct from receipt of a single tender in response to a Notice Inviting tender or quotation) or where an unsolicited tender or quotation or offer is received without any tender having been invited, whether negotiation is held thereafter or not, such negotiated tender shall be finalized only by the Higher Purchase Committee for contracts up to the financial ceiling laid down above for the Lower Purchase Committee (i.e. ₹ 3.0 lakhs) while cases involving an amount more than ₹3.0 lakhs up to ₹20 lakhs shall be finalized by the Departmental Purchase Committee and those above ₹ 20 lakhs shall be finalized with the approval of SAB/WAB. Such cases of finalization of tender by negotiation should be generally avoided and may be resorted to only in cases or emergencies when it is established that the supply/purchase cannot be delayed to adhere to the procedure of inviting tenders. The chairman of the HPC/DPC/SAB/WAB should be satisfied that there is valid reason for adopting this procedure and such reasons should be recorded in writing in the proceedings of the meeting.
- (ii) Where tenders are invited and thereafter negotiation is made with the lowest or other tenderers, such cases will be finalized by the Committees according to the financial ceiling limit laid down above.
- iii) **Restricted Tender :-** When necessary is felt in the public interest for quick implementation of major works, the same may be taken up by calling Restricted Tenders from the public sector agencies having experience of execution of similar projects within the guidelines of General Financial Rules. The rate offered by them in the restricted tender may then be examined for acceptance as per the existing procedure.
- iv) **Purchase of Vehicles: -** The Departments may purchase vehicles at the DGS & D approved rate and no approval of the Purchase Committee shall be needed. Where payment in advance is unavoidable, the same may be made by cheque/draft without insisting on bank guarantee provided the purchase of vehicles is concurred by Finance Department.
- v) **Purchase of GCI sheet and Steel materials :-** The Departments may procure GCI Sheet and Steel materials from SAIL, TISCO, IISCO (Indian Iron and Steel Company) and RINL (Rastriya Ispat Nigam LTD.) without inviting tender and approval of purchase committee. The rates for supply of such materials may be obtained directly from

these companies and the lowest offer may be accepted if the same is found reasonable

7) The Head of the Department shall be competent to accept the tenders recommended by the Lower Purchase Committee and the Secretary of the Department to accept tenders recommended by the Higher Purchase Committee while the Department shall be competent to accept tenders recommended by the Departmental Purchase Committee as well as rates recommended by Supply/Work Advisory Board.

8) **PURCHASE THROUGH DGS & D :-** Department shall have full powers to make purchases of materials without calling tender form the DGS & D rate contract holders as per rates and terms of DGS & D contract subject to the following conditions :-

(i) The party for the supply shall be selected taking into account the lowest cost in transportation if applicable.

(ii) The Departments may furnish list of the Direct Demanding Officer for different independent wings of their Department authorizing an officer not below the rank of Head of Department for the wing. If the Secretary of the Department does not find suitable Head of Department below him to authorize to act as D.D.O., the Secretary himself may act as D.D.O. for availing the facility of DGS & D rate contract.

(iii) The indents/supply order shall be placed subject to the fulfillment of following conditions:-

a) Purchase by the State Government Departments against DGS&D Rate Contracts as DDO is to be made strictly within the sanctioned budget.

b) The debits raised by the Chief Controller of Accounts, Department of Supply are to be promptly accepted.

(iv) From 1st February, 1995 no indents shall be placed with the DGS & D, but the DDOs shall place orders directly with the selected supplier as per terms of DGS & D rate contract and make payment directly as per terms of contract after obtaining proper sanction of the competent authority.

(v) **Purchase of vehicles at DGS & D approved rate:-** Where Finance Department's concurrence has already been obtained, the vehicles may be purchased at the DGS & D approved rate for which approval of rate by any Purchase Committee shall not be

necessary. In cases where no DGS & D rate is available, approval of the Purchase Committee along with Finance Department's concurrence shall be necessary.

(9) **EMERGENCY PURCHASE FOR HOSPITALS:-**

- (i) There shall be an Emergency Purchase Committee in each of the three referral hospitals viz. G.B. Hospital, I.G.M. Hospital and Cancer Hospital with the concerned Medical Superintendent as the Chairman, the Officer dealing with store as the Member-Secretary and another Officer of the hospital in the rank of Head of Department of a medical branch as Member for determining the quantity and rate of medicines and materials to be purchased locally for meeting emergency needs of the hospital only when such medicines and materials are not available in the store.
 - (ii) The Committee shall have power to recommend purchase of medicines and materials of value up to ₹ 30,000/- in a month.
 - (iii) The formalities regarding short notice of tenders or collection of spot quotations shall be observed in such cases.
 - (iv) The Committee shall refer to the rates of such items approved by any Purchase Committee (if such rates are available) and try to recommend purchases at such approved rates in case local rates appear higher. In case such rates are not negotiable with the lowest local tenderer/ quotationer, the lowest local rate may be recommended.
 - (v) The expenditure sanctions for purchase of any medicines/materials in emergency situations shall be made within the power of the Superintendent of the said Hospitals.
 - (vi) This power shall be applied only to purchase medicines and articles required for treating patients in emergency and not for articles required for general hospital use.
- (10) In case of widely published Notice Inviting Tender (NIT) as per provisions of PWD Tender Manual, the Engineering Officers of various Departments shall exercise powers as per provisions of rule 23(A) of these rules.

23 (A). POWERS OF ENGINEERING OFFICERS OF PWD & OTHER DEPARTMENTS:-

*Executive Engineer,
Monitoring Cell PWD, (R & B).*

- (1) Notwithstanding anything contained in rule 22 of these rules, the extent of financial and technical powers delegated to the Engineering Officers of various Departments of the Government of Tripura are shown in the following Statement :-

(₹ in lakhs)

Sl. No.	Subject	Extent of POWERS DELEGATED				
		Eng-in-Chief / Chief Eng.	Addl. C.E.	Supdt Eng.	Ex. Eng.	Astt. Eng.
1	2	3	4	5	6	7
1	Technical sanction to detailed estimates for works	Full Powers	150.00	75.00	15.00	1.00
2	Expenditure Sanction for works/Projects	100.00	--	--	--	--
3	Power to undertake deposit works	100.00	40.00	4.00	1.00	--
4	Acceptance of tenders for work					
	(a) Acceptance of lowest tender	250.00	100.00	75.00	6.00	0.50 subject to approval of concern SE/EE
	(b) Acceptance of single tender	150.00	50.00	25.00	2.00	--
Note Full reasons should be recorded by the approving authority who should also guard against contractors holding out unjustifiably higher rates.						
5	Award of works by negotiation with lowest tenderer	250.00	100.00	75.00	6.00	0.50
6	Deleted					
Note Where the lowest tender is not accepted, reasons should be recorded confidentially and prior approval of the authority next higher than the one competent to accept tender should be obtained.						

7	Award of work Without call of tender or by negotiations after infructuous call of tenders or with a firm which has not quoted for the executing the remaining work after the rescision of a contract	3.00	2.00	1.00 in each case subject to ₹5.00 Lakh Per Division	0.50 in each case subject to ₹2.00 Lakh annually	-
<p>Note Full reasons should be recorded by the approving authority who should guard against contractors holding out unjustifiably high rates. As a normal rule contracts should be placed only after inviting open tenders. Cases of award of works without call of tenders should be in exceptional circumstances and only when there are very special reasons for making an exception to the general rule and in public interest</p>						
8	Power to sign agreement	--	--	--	Full Powers	0.50
9	Sanction of rates for additional items/substituted items	Upto 20% of contract amount and beyond this with approval of the Department.	10.00	6.00	Upto 0.80 in respect of schedule and agreement items. In respect of other items 25% of contract value subject to a ceiling of 0.08	--
<p>Note (i) These should be exercised for the technical reasons only. (ii) Scales of accommodation and furniture sanctioned by the higher authority should not be exceeded. (iii) These powers are in respect of each contract. (iv) These powers will be exercised by each authority in addition to those of subordinate authority. (v) Agreement item means those items which can be derived from similar items in the agreement.</p>						
10	Restricted Call of tenders for work (administrative power with approval of Department)	Full	--	--	--	--

S. D. D. D.

11	Award of Additional quantity against abnormally high/low rated items (variation being more than 25% above or below the rates in the schedule and rates duly enhanced to the extent of cost index approved by Chief Engineer.	Full Powers	1.00	0.60	0.40	0.40
Note The offices are allowed to award such quantities upto 25% of the quantities stipulated in the Agreement in respect of work below plinth level and upto 5% in the case of work above plinth level. Beyond these limits, their powers shall be restricted to the monetary limits mentined above.						
12	a) Acceptance of highest bid at or exceeding the reserve price for disposal of Govt. buildings (without land)	Full Powers	20.00	10.00	2.00	--
	b) Acceptance of bids below reserve price for disposal of Govt. building (without land)	25.00	--	1.00	--	--
	c) Acceptance of single tender for disposal of Govt. building.(without land)	10.00	--	1.00	--	--
Note The bid must not be below the reserve price, otherwise the recommendation of the Work Advisory Board will be required						
13	Advance payment for purchase of steel from SAIL/TISCO/IISCO,RINL subject to reasonability	Full Powers	--	--	--	--
14	Advance payment for purchase of Petroleum and Bitumin from CPSUs	Full Powers	-	-	-	-
15	To undertake deposit works at full rate of Departmental charges	Full	40.00	4.00	1.00	
16	Local purchase and repair of Mathematical and Survey instruments					

	i) Purchase of instruments manufactured by National Instruments Ltd., Calcutta	0.10 per item	--	0.05 per item subject to a ceiling or ₹0.50 per divn.	--	--
	ii) Repairs of instruments locally	₹500/- per item	--	₹150/- per item	--	--
17	Power of write off :-					
	i) Write off loss due to abandonment of irrecoverable amount of fines and penalties imposed on contractors under the provision of contract agreement.	0.02 in each case	--	--	--	--
	ii) Write off infrutuous expenditure on construction	1% of the contract value or 0.20 which ever is less	--	--	--	--
18	Acceptance of tenders in anticipation of revised sanction	--	The PWD officers at appropriate levels may accept tenders in anticipation of revised expenditure sanctioned by competent authority subject to observance of all conditions provided in the CPWD code			
19	Power to sanction advertisement charges	Full powers	₹2000 /-	₹1000 /-	--	--
20	Write off of T & P and other articles of which part value has been recovered	0.40	--	0.20	--	--
21	Power to fix standard rent	Full powers	--	--	--	--
22	To fix annually the limit of reserve stocks in various divisions	Full powers	--	--	--	--

23	a) Local purchase of stores borne in the DGS & D rate/running contract.	Full power with the approval of the Secretary of the department keeping in view Sl. No. 9 of the Schedule attached to the Memo. No.9(4)-FIN(G)/72 dt. 23-12-72.	--	--		--
	b)) Local purchase of stores not borne in DGS & D rate/running contract.	0.50 per item with ceiling of ₹3.00 lakhs per circle	--	0.30 per item with ceiling of ₹1.00 lakhs per division.	0.10 per item subject to annual limit of ₹0.50	₹500/- per item subject to annual limit of ₹10,000/-
24	Write off of losses of immovable property in respect of building or communication including bridges culverts or portion thereof	0.10 in each case provided the works are not to be restored at all	-	-	-	-

25	Write off of losses on stores due to the theft, fraud or negligence on the part of the individuals	---	---	---	Attention is invited to Sl.12 of the Schedule attached to Fin. Memo No.F9 (4)-FIN(G)/ 72	---
26	Sanction of expenditure on ceremonies connected with laying of foundation of stones and opening of public buildings	---	---	---	As a Head of Dept. Chief Engineer is competent to sanction ₹5,000 /- per annum for entertainment	---
27	Fixation of ceiling based on capital cost of building for their annual maintenance / repairs and special repairs.	Full powers	---	---	---	---
28	Sale / dismantlement of buildings					
29	i) Permanent	3.00	---	---	---	---
	ii) Temporary	Full Powers	---	---	---	---
	iii) Purely Temporary structure erected during construction of a work	Full Powers	---	---	---	---
30	Issue of order to dismantle buildings structures departmentally instead of being auctioned in the case of emergency	Full Powers	---	---	---	---

(2) Rates and terms of contract for execution of works beyond the financial ceilings delegated to the Chief Engineer shall be approved by the Department on the recommendation of the Work Advisory Board.

(3) The Superintending Engineers of the PWD posted in the Districts and Executive Engineers of R.D. Division posted in the Districts shall have full powers to accord technical sanction to the works related to the MP Local Area Development Schemes.

(4) Electrical Inspector under PW Department shall exercise the power of Executive Engineer as provided under Rule 23.

(5) The Executive Engineers of R.D. Division posted in the Districts shall have full powers to accord technical sanction to the works related to the MP Local Area Development Schemes.

23(B) - Deleted

23(C) POWERS OF THE OFFICERS OF THE FOREST DEPARTMENT: -

- (1) Notwithstanding anything contained in rule 22 of these rules, the extent of financial and technical powers delegated to the Forest Officers of the Government of Tripura are shown in the following Statement :-

Sl. No.	Subject	Extent of powers delegated (Rupees in lakh)	
		PCCF	District Forest Officer/Dy. Conservator of Forest
1	2	3	4
1	Technical sanction to detailed estimates for works	20.00	6.00
2	Administrative approval and Expenditure Sanction for Forestry related Works/Projects under Plan/CAMPA/FC Award and all CS Schemes.	20.00	6.00
3	Administrative approval and Expenditure Sanction for Forest maintenance related	16.00	4.00

	works/Projects under Non- Plan.		
4	Acceptance of lowest tender for Plan works	20.00	6.00
5.	Purchase of Fire Arms	2.00	-
6.	Reward to the member of public for intelligence leading to control of illicit felling and smuggling of timber	₹10,000/- only in each case with total ceiling of ₹2.00 lakhs in a year	-

24. MAINTENANCE AND REPAIR OF GOVERNMENT VEHICLES :

- (1) The expenditure on repairs of government vehicles shall not exceed the ceiling specified in the following schedule: -

Sl. No	(A)	(B)	(C)	(D)	(E)
Class of Vehicles	Car/ Gypsy/ Maruti Van/ Jeep	Jeep/ Tata Mobile/Pickup Van/ Matador	Truck/ Bus/ Heavy	Motor Cycle/ Auto Rickshaw	Tractors
Life in KM/ Year	1.50 lakh kms/ 10(ten) years	1.50 lakh kms/ 10(ten) years	3.00 lakh kms/ 10 (ten) years	0.80 lakh km/ 8(eight) years	10,000 hours
Upto 1st year	3518	4725	17063	1320	6311
Upto 2nd year	10316	12731	51975	3981.3	18089
Upto 3rd year	24986	29925	85013	5456.3	28834
Upto 4th year	31789	37931	119925	8303	42674
Upto 5th year	72713	77175	154838	17254	54450
Upto 6th year	80826	86231	260625	22699	88791
Upto 7th year	96813	104475	295538	24431	99536
Upto 8th year	124611	114319	330450	27896	113376
Upto 9th year	140598	133350	365363	-	125153
Upto 10th year	152646.3	148444	431775	-	135899

- (2) If the vehicle continues to give the running per litre of the fuel as prescribed by the Government, an additional maintenance cost

upto Rs 15,000/- for light petrol vehicles and up to Rs 20,000/- per Diesel vehicles and upto Rs 40,000/- for Heavy vehicles may be incurred each year from the 11th year onwards. These yearly ceiling amounts shall be calculated on cumulative basis so that in the event of less expenditure in any previous years, the balance is available for maintenance in subsequent year.

- (3) Additional expenditure of Rs .0.25 per Km. may be incurred by the D.G.P. for Police vehicles in the categories of (A) and (B) of sub-rule (1) for the distance covered in excess of fifteen thousand Kms. per year. Similarly additional expenditure of Rs.0.40 per Km. may be incurred for Police vehicles in the category of (C) in sub-rules (1) for the distance covered in excess of thirty thousand Kms. per year. The calculation of additional allowable expenditure at any point of time shall be made on the basis of the cumulative distance covered with reference to the norm of fifteen thousand / thirty thousand Kms. per year, as the case may be.
- (4) The Administrative Department shall be competent to sanction justifiable expenditure on repair in excess of the prescribed ceiling subject to maintaining extreme economy on the same after satisfying justification for excess expenditure and subject to adjustment of such excess expenditure in subsequent years.
- (5) Heads of Departments, the District Superintendents of Police, S.P.(Traffic), S.P.(E.B.), S.P.(Radio), Principal P.T.C. and all the Commandants heading Battalions or otherwise shall have full powers to sanction expenditure within the ceiling prescribed under this rule.
- (6) Following procedure for repair of Government vehicles shall be followed:
 - (a) When the repairing cost of a vehicle does not exceed ₹10,000/- in each case, the repair can be done by inviting quotations and after observing coddle formalities.

- (b) When the cost is more than ₹10,000/- in each case, the vehicle should invariably be sent to PWD workshop/Industrial Estate/Workshop of Forest Department/Police workshops/any other workshop recognised by the State Government for the purpose.
- (c) In awarding work to private workshops preference should be given to the workshops sponsored with or receiving assistance from the Industries Department or to those organised by technically qualified unemployed youths or ex-servicemen.
- (d) The repairing of the vehicle shall be carried out under the direct supervision of a responsible officer to be nominated by the Head of the Department.
- (e) The old parts/components of the vehicle which are replaced in course of repairing shall be taken back in the stock with stock book entry.
- (7) The sanction order accompanying the bill to be presented to the Treasury shall specifically mention, among other things, the date of purchase of the vehicle, the up to date amount already spent on its repair and maintenance, the amount sanctioned for the present repair, the cumulative distance covered by the vehicle on the date of the repair and the allowable amount under this rule, with a certificate that the expenditure is within the prescribed ceiling, failing which the Treasury shall not pass the bill.
- (8) No one shall be competent to sanction any expenditure on account of furnishings, painting and fixation of any additional fixture like search light, seats, etc. in Government vehicles in exercise of those delegated powers without the concurrence of the Finance Department. This provision will not apply to the vehicles placed at the disposal of the VIPs, Raj Bhawan, Legislative Assembly and Secretariat cars meant for VIP use. Vehicles on actual fire service duty may have functional fittings.

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25. CONDEMNATION OF VEHICLES

Departments shall have powers to condemn Government vehicles after observing the following criteria and procedures.

- (1) The value of this purpose shall be taken as the book value where priced accounts are maintained. It shall be taken as replacement value i.e. market value (at the time of the issue of sanction of condemnation) of a new vehicle or vehicle of a similar nature, where no priced account is maintained.
- (2) The lives of various types of vehicles in terms of distance run (in kilometres) and length of use (in years), shall be as mentioned in column 3 of the Schedule under Rule 23(1).
- (3) The lives of Fire Service vehicles and appliances shall be as mentioned in the Table below:

Type of vehicles	Life
(A) Water Tender Type 'A' & 'B' / Portable Pump / Tractor Pump / Motor Fire Engine / Dry Powder Jeep / Fire Truck / Foam Crash Tender / CO / 2	5000 hrs static operation or 10 yrs in service, whichever is completed later. 24 K.M. run on road is equivalent to 1 hr. stationery operation.
Crash Tender / Jeep Fire Engine Trailer mounted Tanker.	Do
(B) Other motor vehicles fitted with less than 18 HP Engine whose power is not used for propelling Fire pump.	₹1.50 lakhs K.M. run or 8 yrs of service which ever is completed later.

- (4) All Government vehicles in or outside Tripura should be condemned, only after a certificate has been obtained from the Executive Engineer, Mechanical Division, Agartala to the effect that the vehicle is not fit for any further economical use. The Executive Engineer shall also determine the reserve value. If the Secretary, PWD is of the opinion that it is not financially prudent to depute the Executive Engineer, Mechanical to places outside the State to examine and issue the condemnation certificate, he may either himself examine or authorise an officer of the rank of Chief

Engineer on tour to those places to examine and issue the condemnation certificate and determine the reserve value.

(5) The unserviceable Agricultural Machineries pertaining to the Agriculture Department like Power Tillers and Tractors, Vehicles may be condemned on the basis of condemnation certificate issued by the Executive Engineer, Mechanical Division of Agriculture Department who will also fix up the reserve price.

(6) The condemned vehicles may be disposed of to the best advantage of Government, having due regard to Rule 124 of the G.F.R and the decisions of the Government of India made there under. Where considered necessary, useful and serviceable parts may be removed for use in vehicles of similar make available with the Government. Wide publicity for disposal of the vehicles shall be given.

26. DISPOSAL OF UNSERVICEABLE MATERIALS

Departments shall have powers under GFR 124 to dispose of obsolete and unserviceable materials after following the due procedure as mentioned under the GFR. The condemnation certificate shall be issued and the reserved value determined by an officer of or above the rank of the Executive Engineer in PWD or a specialist in the Department in the same rank as the Executive Engineer and approved by the Secretary of the respective Administrative Department.

26A. WRITING OFF OF LOSSES

The Administrative Department shall be competent to write off losses up to ₹25,000/- (rupees twenty five thousand) in respect of the Department/ PSU/ Statutory Bodies under it, with prior approval of the Finance Department and for losses more than ₹25,000/- (rupees twenty five thousand), the approval of Council of Ministers shall be necessary after the concurrence of the Finance Department.

Provided, the Head of the Administrative Department will satisfy itself that the losses were not a consequence of the gross negligence or casual approach or connivance in any criminal act on part of any employee(s) dealing with the Government stock or money. Further, in case losses have been incurred due to the negligence or dereliction of duty or connivance on the part of employee(s), then the Department will take measures for recovery of such losses from the delinquent employees(s) before sending the proposal to the Finance Department.

27. DRAWAL OF A. C. BILL

- (1) The powers for drawal of fund in A.C. bill in connection with implementation of various employment generation programmes shall be as follows.

Sl.N o.	Name of the implementing officers	Extent of power
i)	B.D.O / Deputy Director, ARDD / Deputy Director of Agriculture / Deputy Director of Fisheries / Deputy Director of Education / Divisional Forest Officer/Executive Engineer of I&FM & PHE	₹60,000/- in each case
ii)	Superintendent of Agriculture, Assistant Director, Horticulture & Soil Conservation, Assistant Director, Animal Resource Development Department Principal, GTC / Farm Superintendent of Poultry Farm, Gandhigram/ Superintendent of Fisheries/ Inspector of Schools / Inspector of Social Welfare & Education / Child Development Project Officers.	₹30,000/- in each case
iii)	Heads of office of High and Higher Secondary Schools, Education. & Youth Affairs.	₹20,000/- in each case

- (2) The Chief Medical Officers, Superintendent of IGM Hospital, the Medical Officers in charge of Tripura Sundari Hospital, the Medical

Officer in charge of Rajib Gandhi Memorial Hospital and the Sub Divisional Medical Officers, shall have powers to draw upto ₹60,000/- in each case for the implementation of the family welfare programme.

- (3) The District Magistrates and Collectors and Sub-Divisional Officers shall have powers to draw A.C. Bills upto ₹1.00 lakh in each case for payment of cash to the victims of natural calamities as per scales approved by Finance Department out of Revenue Department budget.
- (4) The District Magistrates and Collectors and Sub-Divisional Officers shall have full powers to draw amounts in A.C. Bills for payment of cash dole to the inmates of Relief Camps of Bangladesh refugees out of the R.R. Department budget subject to the sanction of expenditure by the competent authority as per the scale approved by the Finance Department.
- (5) The Director of S.T. Welfare and Director of S.C./OBC Welfare shall have powers to draw A.C. Bills up to ₹30,000/- in each case and SDO, Sadar shall have powers to draw A.C. Bills up to ₹15,000/- in each case for payment of financial assistance to patients as per scales prescribed under the nucleus budget scheme.
- (6) The Director General of Police shall have full powers to draw fund under A.C. Bills for procurement of Arms and Ammunition at the rate fixed by the Ordinance Factory Board/Ministry of Home Affairs till alternative arrangement is devised. If the procurement is from a Government of India Undertaking, the advance may be paid without bank guarantee, if it is unavoidable.
- (7) The BDOs shall have powers to draw A.C. Bills upto ₹25,000/- (Twenty five thousand) against individual work and not exceeding ₹1.0 lakh in total by a BDO for payment of wages to mistries and labourers including incidental charges (but not materials of any kind) under Rural Water Supply Scheme
- (8) The concerned Superintendents of Agriculture will have power to

draw funds in A.C. Bills upto ₹50,000/- (Fifty thousand) for implementation of Watershed Development Project in Shifting Cultivation Areas.

(9) The Director, ICAT shall have powers to draw A.C. Bills up to ₹50,000/- in each case for organising cultural events and other programmes.

(10) Head of Department of Youth Affairs & Sports shall have power to draw fund in A.C. Bill upto ₹30,000/- only in each case for organising departmental programme relating to Sports & Youth Affairs.

(10-A) Secretary-in-charge of RD Department shall have special power for authorising the Executive Engineers of RD Engineering Wing for drawal of fund in advance under A/C Bill with certain condition as laid down in Memorandum No.F.9(2)-Fin(G)/94(Vol-III) 16/02/2010 and Memorandum No.F.9(2)-Fin(G)/07 dated 15/12/2010 against each division as indicated below :-

Sl. No.	Name of Divisions	Extent of Power delegated (₹in lakhs)
1.	R.D. Western Division-I, Agartala	100.00
2.	R.D. Northern Division-I, Kumarghat	80.00
3.	R.D. Southern Division-I, Udaipur	65.00
4.	R.D. Dhalai Division-I, Ambassa	60.00
5.	R.D. Western Division, Teliamura	50.00
6.	R.D. Southern Division-II, Satchand	50.00
7.	R.D. Northern Division-II, Kanchanpur	40.00
8.	R.D. Dhalai Division (Manu)	25.00
9.	R.D. Western Division-II, Bishramganj	50.00
10.	R.D. Southern Division-III, Amarpur	40.00
11.	R.D. Southern Division-IV, Santirbazar	40.00

(11) The power under all the above sub-rules of this rule is subject to

the following conditions:

- (i) Drawal of the A.C. Bill is supported by the expenditure sanction for the purpose issued by the competent authority.
 - (ii) Drawal of the amount in A.C. Bill should be adjusted in DCC Bills submitted to Countersigning Officer within 60 (sixty) days from the date of the drawal of the amount.
 - (iii) The second drawal of the amount should be made only after exhausting the money drawn in previous A.C. Bill by advance to implementing officers.
 - (iv) For drawal of the amount in A.C. Bill, the drawing officer shall have to certify in the Bill there is no A.C. Bill pending for adjustment in DCC Bill that for a period exceeding 60 days from the date of drawal and the money drawn in previous A.C. Bill has been fully exhausted by advance to implementing officers. This certificate should not be issued in a routine manner and DDO will be personally responsible if the same is found false at any stage. The Treasury/Sub Treasury officer may verify record of any DDO to ensure correctness of the certificate.
 - (v) The total outstanding unadjusted A.C. Bills can't exceed ten times the ceiling of individual bills in each case at any point of time. To determine the total value of outstanding unadjusted A.C. Bills, the DDOs shall furnish to the Treasury/Sub-Treasury Officer the list of such outstanding unadjusted A.C. bills in the beginning of every quarter.
- (12) The Administrative Department shall have full powers to permit the drawal of amounts in A.C. Bill for payment of advance to contractors for supply or work as per terms of contract recommended by SAB/WAB or as per terms of DGS & D and approved by the competent authority. The advances shall be

secured against Bank guarantee of equivalent amount from a reputed Commercial Bank and shall carry the rate of interest as may be prescribed by the Finance Department from time to time. No such advance payment shall normally be made for any kind of service. In exceptional cases of real necessity, when payment of advance is unavoidable in the interest of the Government, such payment of advance shall be made only against Bank guarantee for an equal amount. However, relaxation on Bank guarantee can also be made in case of emergency purchase of papers from Central PSUs for election work and for purchase of food grains from Food Corporation of India. The amount to be drawn in A.C. Bill shall be the bare minimum and has to be paid in full to the concerned supplier/contractor within 7(seven) working days and no amount of the bill shall be kept in cash for more than 7(seven) days.

- (13) Except for powers delegated above, for drawal of fund in A.C. Bill shall require prior concurrence of the Finance Department and the DDO must quote the U.O. No. of the Finance Department on the Bills preferred in the Treasury.
- (14) The Head of Department under whose control a DDO is functioning shall countersign all DCC Bills and forward to the Accountant General, Tripura within 90 (ninety) days from the date of drawal of the A.C. Bill.
- (15) All Heads of Department shall furnish in the month of April to the Finance Department a statement of total number of outstanding A.C. Bill with amount involved drawn by different DDOs under their control and total number of A.C. Bills and amounts for which adjustment has been sent to A.G. during the previous financial year ending in March.
- (16) BDO/District level officers of Departments having engineering

wing/DGP/PCCF shall have powers to draw A.C. Bill upto an amount equal to 10% of the estimated cost subject to maximum of ₹50,000/- per work and not exceeding ₹15.0 lakh in a year for payment of wage component/sundry items of construction works being executed depar mentally.

- (17) Proforma or fully vouched bills will be drawn only in exceptional cases under extreme emergency when the materials have been received in good condition.

28. GENERAL POWERS UNDER VARIOUS RULES

- (1) The Heads of Departments and Secretaries of the Administrative Departments shall be competent authorities under various Rules adopted by the State Government in respect of non-gazetted and gazetted employees respectively to decide as specified below.
- i) To fix pay under the provisions of F.R. 22, 22-A, 22-B, 22-C and Revision of Pay Rules.
 - ii) To reduce the pay of officiating Government servants provided that he can make officiating appointment to the post concerned vide FR-35.
 - iii) To decide the shortest or cheapest of two or more routes for journeys within his jurisdiction vide SR 30(b).
 - iv) To allow Travelling Allowance by a route other than the shortest or cheapest within their jurisdiction provided selection of the route is in Government interest vide SR 31.
 - v) To permit a Government servant to draw higher class fare, when accompanying an officer on a train which provides no entitled class vide SR35.
 - vi) To prescribe a Government servant's headquarters vide SR59.

- vii) To define the limits of a Government servant's sphere of duty vide SR60.
- viii) To decide whether a particular absence is absence on duty vide SR62.
- ix) To restrict the frequency and the duration of journeys vide SR63.
- x) To grant exemption from operation of SR 73.
- xi) To disallow travelling allowance for a journey to attend an obligatory examination, if it is considered that the candidate culpably neglected the duty of preparing for it vide proviso (2) SR 130.
- xii) To permit drawal of travelling allowance for a journey to attend an examination other than those mentioned in supplementary Rules 130 vide SR 132.
- xiii) To authorise any sub-ordinate officer to grant increment in the normal course in the case of employees appointed with the regular time scale of the post where no penal restriction has been imposed in respect of earning increment.
- xiv) To sanction Leave Travel Concession in accordance with the rules in force applicable in each case.
- xv) To sanction Medical reimbursement claims, in accordance with the rules in force applicable in each case.
- xvi) To transfer a staff under them from one charge to another charge.
- xvii) To fix the pay & other benefits on re-employment under the Tripura State Civil Services (Fixation Pay of Re-employed Pension) Orders,

1988 circulated under the Finance Department Memo No. F. 8(4)-Fin(G)/88 dated the 27th May, 1989, as amended from time to time provided the post to which the officer is re-employed carries a regular scale of pay. Cases for which scale of pay has not been prescribed for the post, the same to be referred to the Finance Department.

(2) Secretaries of Administrative Departments shall exercise following powers:

i) To sanction permanent advance in respect of sub-ordinate offices vide GFR 90.

ii) To authorise a departure from the provision of Rule 109(1) of CTR relating to custody of Government money vide CTR 109(2).

(3) Heads of Departments shall have power to order the retention of undisbursed pay and allowances of employees for any period not exceeding three months vide CTR 283(3).

(4) Controlling Officers: -

(i) The Chief Secretary, Principal Secretary, Commissioners, Secretaries, Additional Secretaries and Heads of Departments shall be self controlling officers for T.A. purpose under SR-191. The journey shall be approved by the competent authorities. For other officers, the controlling officer for T.A. purpose will be Secretary of the Department / Head of the Department / Head of the office who-so-ever is next higher in rank. Their tour diary will also be approved by the Controlling Officer. Their journey will be approved by the competent authority as laid down in the Government Instructions.

✓ (ii) The Head of Department will be controlling officer in respect of all Gazetted Officers and Head of Office for all non-gazetted staff under his establishment for medical reimbursement claim.

**29. SPECIAL POWERS FOR DIRECTOR GENERAL OF POLICE AND
DIRECTOR GENERAL, FIRE SERVICE**

- (1) Notwithstanding anything contained in these rules, the Director Generals of Police and Fire Service shall have the powers for certain items as specified below:

Sl. No.	Item	Extent of Powers Delegated	
		DG of Police	DG(FS)
(i)	Expenditure sanction for purchase of tyres and tubes, subject to fulfilment of norms for running	Full Powers	Full Powers
(ii)	Sanction of expenditure for diet and purchase of sundry articles for sanitation in the Police Hospital	Full Powers	NIL
(iii)	Sanction of expenditure for purchase of Stores / Equipment / Tentage	₹3,00,000/- in Each Case	₹40,000/- in Each Case
(iv)	Departmentally executed works	₹10,00,000/- in each case with technically approved estimates and ₹30,000/- in each case without technically approved estimates	₹2,00,000/- in each case with technically approved estimates and ₹20,000/- in each case without technically approved estimates
(v)	Sanction of expenditure for purchase of arms & ammunition	Full Powers	NIL
(vi)	To send escort party outside the State for transportation of arms & ammunition	Full Powers	NIL

(vii)	To sanction ex-gratia to the families of Policemen killed or injured on duty upto the rank of Inspector as per the scale laid down by the Home Department with the concurrence of the Finance Department	Full Powers	NIL
(ix)	Maintenance of Tripura Police Dogs Squad as per the scale for B.S.F. Dogs.	Full Powers	NIL
(x)	Sanction of expenditure for kits and uniform as per scale approved by the Finance Department	Full Powers	Full Powers
(xi)	Drawal of fund for purchase of POL	Special authority provided vide memo No.F.10(01)-FIN(B)/2007/3940-44, dated 21-08-2007 for entertainment of proforma bills raised by IOC / IOC(AOD) Ltd.	NIL
(xii)	Drawal of AC Bill for purchase of arms & ammunition.	Full Powers till alternative arrangement is devised	NIL
(xiii)	Sanction of Expenditure for centrally sponsored schemes after approval of Empowered Committee & MHA	Plan – ₹30 Lakh Non Plan – ₹10 lakhs	NIL
(xiv)	Sanction of expenditure for Procurement of approved peacetime equipment table (PET) items	₹3.0 Lakh in a year	NIL
(xv)	Sanction of expenditure for Computer and Peripherals	₹3.0 lakh in a year	NIL

- (2) The powers delegated under the sub-rule(1) of this rule shall be exercised by the Director Generals of Police and Fire Service after observing all codal formalities and terms and conditions laid down by the Finance Department from time to time.
- (3) With the prior approval of the Chief Secretary the vehicles may be

hired during emergent situation by the DG of Police for a period not exceeding three months provided the expenditure is manageable within budget estimates and rate of hiring is within the approved limit prescribed by the Finance Department. In case hiring is done without prior approval of the Chief Secretary the officer ordering for hiring will be held personally responsible.

- (4) The SP(CID) and DIG(CID) shall have powers upto ₹10,000/ and ₹25,000/- respectively in each case for maintenance of Dog Squad as per the scale prescribed for B.S.F. Dog squad.

30. POWERS OF TRIPURA PUBLIC SERVICE COMMISSION & OTHER STATUTORY COMMISSIONS

- (1) The Chairman, TPSC shall exercise all powers of Department under these rules.
- (2) The Secretary TPSC shall exercise powers of the Head of Department and the Head of Office of the Commission shall exercise powers of the Head of Office under these rules.
- (3) Notwithstanding the provisions under Rule 9, the concurrence of the Finance Department shall not be necessary in respect of purchase of furniture by the TPSC.
- (4) The provisions contained in sub-rule-1 & 3 shall apply for other statutory Commissions like Tripura Women Commission, Tripura Information Commission, Tripura Police Accountability Commission and Tripura Electricity Regulatory Commission. The Chairman may decide the official who will exercise powers of Head of Department and Head of office.

31. MISCELLANEOUS

- (1) The powers of Administrative Departments, Heads of Departments and subordinate authorities in regard to matters not specified in these Rules, shall be such, as have been or may hereafter be specified by general or special orders issued by the Administrative

Departments with the concurrence of the Finance Department.

- (2) The powers delegated under these rules can be exercised in respect of past cases also.

Explanation: -

Expenditure already incurred by an authority in excess of its powers should, however, be treated as irregular expenditure and regularised by ex-post facto sanction by the authority who was competent to incur the expenditure when it was actually incurred and not by the authority who became competent after it was incurred.

- (3) The exercise of powers under these rules shall be subject to all other financial rules in force and to general or special orders issued by the State Government from time to time as a measure of economy or otherwise.

- (4) Wherever the powers have been delegated to the Department under these rules, the cases shall be disposed of by or under the authority of the Minister in charge who by means of standing orders under rule 21 of the Rules of Executive Business may give directions for disposal of such cases by the Secretary of the Department.

- (5) Except as provided under the sub-rule (4), the powers delegated to different authorities under these rules shall not be further delegated by such authorities to their sub-ordinate officers.

32. Repeal & Savings: -

- i) The Delegation of Financial Power Rules, 2007 in force immediately before the commencement of these rules is hereby repealed.
- ii) Notwithstanding such repeal of the said Rules, anything done, any action taken, order issued, notification published, proceeding

started, legal effect produced, by or under provisions of the said Rules, shall be deemed to have been respectively done, taken, issued, published, started, preferred or produced by or under the corresponding provisions of the Rules.

By Order of the Governor,

Sd-

(Manoj Kumar)

Commissioner & Secretary to the
Government of Tripura
Finance Department

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SCHEDULE-I
(Rule-21 (1) (ii))

Sl. No.	Name of Department	Name of other Head of Department nominated for H.P.C.
1.	Agriculture Department	Director, ARDD
2.	Animal Resources Development Department	Director, Tribal Welfare
3.	Co-operative Department	Director, Fisheries
4.	Education Department	Commissioner of Taxes
5.	Election Department	Director, Statistics
6.	Finance Department	Director, Planning
7.	Fisheries Department	Director, Agriculture
8.	Food, Civil Supplies and Consumer Affairs	Director, TW
9.	Forest Department	Director, Audit
10.	General Administration Department	Director, Planning
11.	Health & Family Welfare Department	Director, Land Records & Settlement
12.	Home Department	Director, Printing & Stationery
13.	Information, Cultural Affairs & Tourism Department	Commissioner of Taxes
14.	Industries & Commerce Department	Director, Statistics
15.	Labour Department	Registrar, Co-operative Societies
16.	Law Department	Director, Institutional Finance
17.	Planning Department	Director, Institutional Finance
18.	Power Department	Chief Engineer, PWD (R&B)
19.	Public Works Department	Chief Engineer, RD
20.	Revenue Department	Director, Statistics
21.	Rural Development Department	Director, SC Welfare
22.	Science, Technology & Environment Department	Director, Higher Education
23.	Transport Department	Director, Food & Civil Supplies.
24.	Tribal Welfare Department	Director, Food & Civil Supplies.
25.	Urban Development	Director of Health Services
26.	Welfare of Scheduled Castes & OBC Department	Director, School Education
27.	Welfare of Minorities Department	Director, TRP & PTG

ANNEXURE -1

(See Rule 9(3))

(1) Upper ceiling for hiring of vehicles is as follows:

- a) For Jeep – Detention Charge is ₹325/- per day and ₹2.75 per K.M. run. For duties beyond 8 hours overtime @ ₹8/- per hour may be allowed subject to maximum of ₹32/- per day.
- (b) For Ambassador Car – Detention charge ₹ 350/- per day and ₹3.70 per K.M. run. For duties beyond 8 hours overtime @ ₹8/- per hour may be allowed subject to maximum of ₹40/- per day.
- (c) For Maruti (Omni) – Detention charge ₹300/- per day and ₹3.00/- per K.M. run. For duties beyond 8 hours overtime @ ₹8/- per hours may be allowed subject to maximum of ₹40/- per day.

(2) Upper ceiling for hiring of vehicles for respective category in Gandacherra, Kanchanpur, Longthorai Valley and Amarapur Sub-divisions may be upto 15% higher than the above rates.

(3) **Other terms & conditions:**

- i) The above rates are the upper ceiling limits. No hiring will be entertained above the said ceiling. But these rates are not approved for hiring without tender. The tender formalities shall have to be done in all cases and the lowest tender rates may be accepted subject to the aforesaid ceiling limit.
- ii) Monthly and annual ceiling for hiring expenditure for each category of vehicle are to be maintained as follows:

Type of Vehicle	Monthly ceiling for each vehicle	Annual ceiling for each vehicle
1) Maruti Omni	₹14,000/-	₹1,72,000/-
2) Jeep	₹15,000/-	₹1,85,000/-
3) Ambassador	₹16,000/-	₹2,00,000/-

(4) When a vehicle is to be hired for which rate ceiling, monthly/annual ceiling is not mentioned, the rate will be the one obtained through a proper bid process after approval on the basis of recommendation of purchase committee. The monthly ceiling may be worked out on the basis of 1500 km run for 24 days in a month.

This will apply for vehicles hired by any Government Departments or any State Government undertaking with the prior approval of the Finance Department.

Finance Department
Government of Tripura

PROFORMA FOR SENDING PROPOSAL FOR CREATION OF NEW POST
{ See Rule 9(i) }

In addition to the information in the Proforma of A.R. Department/ P. & C. Department, the following information may be submitted:

1.	Name of the proposed post	:	
2.	No. of posts proposed (to be created	:	
3.	Pay scale of the post	:	
4.	Whether proposed to be recruited /filled up in scale or on Fixed-pay basis.	:	
5.	Whether RR has been finalized.	:	
6.(a)	How are the post proposed to be filled up (by promotion, direct recruitment).	:	
(b)	If by direct recruitment, the mode of selection of candidates.	:	
7.	Whether budget provision available. If so, details thereof (NP/Plan/CSS etc.)	:	
8.	Justification for creation of post/s	:	
9..	If the posts are for a new office/establishment, whether the permission of ARD, P&C and FD has been taken. If yes, the approved staffing pattern. If it is a Plan scheme, details thereof.	:	
10.	How the work is presently carried out without the proposed post.	:	
11.	Has analysis been done regarding whether the work can be done within the existing manpower by redeployment etc. If yes, the result thereof.	:	
12.	Present sanctioned post available in the proposed category-wise.	:	
13.	The recommendation of Head of the Department	:	
14.	The recommendation of the Secretary of the Department.	:	

Head of the Office

Annexure - III

**PROFORMA FOR SENDING PROPOSAL FOR CONTINUATION OF VACANT TEMPORARY POST /
REVIVAL OF LAPSED POST**

[Rule 9(i)]

1.	Details of the post.	:
(a)	Name of the post.	:
(b)	Number of posts	:
(c)	Pay Scale/Fixed Pay of the post	:
2.	Date of creation of post (with U.O.No.& Date of F.D. alongwith File No.	:
3.	The period upto which the post continued	:
4.	Date from which the post is lying vacant	:
5.	Reasons for vacancy	:
6.	Whether vacancy is as a result of non- availability of SC/ST candidates	:
7.	If the post is vacant for more than six months, the reasons for non-filling of post	:
8.	In case post vacant for more than six months, the justification for continuation of the post	:
9.	In case the post is vacant for more than six months, how is the work being done presently.	:
10.	Is the Scheme for which the post has been created likely to be continued for one more year	:
11.	Recommendation of the Head of the Department	:
12.	Recommendation of the Secretary of the Department	:

Head Of the Office

Annexure -IV

PROFORMA FOR SENDING PROPOSAL FOR INSTALLATION OF NEW TELEPHONE Rule 9(v)		
1.	Office/residence for which telephone required	:
2.	Number of Telephone proposed	:
3.	STD/NON-STD	:
4.	Number of existing telephones in the office/establishment	:
5.	Justification for new Telephone	:
6.	Urgency for the telephone	:
7.	Hoe is the work presently being done	:
8.	If the telephone available for officers of same rank/status/post in other offices	:
9.	If yes, the details of the telephone like office/residence, STD/NON-STD	:
10.	Has the Department explored possibility of shifting existing telephone in another office/establishment	:
11.	If yes, result thereof	:
12.	Likely financial implication in installation and running cost per annum	:
13.	The availability of fund with related Head of Account	:
14.	Recommendation of the Head of the Department	:
15.	Recommendation of the Secretary of the Department	:

Head of the Office

Annexure -V

PROFORMA FOR SENDING PROPOSAL FOR CONTINUATION VACANT POST OF CW/DRW/ HRW /PTW, ETC Rule 9(4)		
1.	Name and No. of Posts	:
2.	Whether posts were created with concurrence of F.D.. If so, U.O.No. and date of F.D.	:
3.	Period of last continuation with concurrence of F.D.(with U.O.No. & Date if F.D.)	:
4.	How long posts remained physically Occupied after creation	:
5.	Whether the necessity of their engagements, for which the posts were originally created with the concurrence of F.D., still exist? If so, justification thereof.	:
6.	Manner under which the vacancy proposed to be filled up.	:
7.	Period of continuation proposed now.	:
8.	Recommendation of the Head of the Department	:
9.	Recommendation of the Secretary of the Department	:

Head of the Office

Annexure -VI

PROFORMA FOR SENDING PROPOSAL FOR CREATION OF NEW POSTS OF CW/DRW/MRW/PTW ETC. Rule 9(ii)		
1.	Details of the proposed CPW/DRW/PTW	:
(a)	Name of the posts	:
(b)	Job description of each post	:
2.	Existing No. of CPW/DRW/PTW in the office	:
3.	The purpose for which the present CPW/DRW/PTW etc. are engaged	:
4.	Justification for new engagement of CPW/DRW/PTW etc.	:
5.	How is the work presently being done ?	:
6.	No. of DRW/PTW in the other offices under the Department	:
7.	Financial liability per annum	:
8.	If the engagement is for a new office whether the establishment of the office has been approved by P&C & F.D.	:
9.	A comparative account of the engagement of similar workers done in other Departments	:
8.	Recommendation of the Head of the Department	:
9.	Recommendation of the Secretary of the Department	:

Head of the Office

Annexure -VII**PROFORMA FOR SENDING PROPOSAL FOR PURCHASE OF OFFICE EQUIPMENTS NOT IN COMMON USE
Rule 9(vi)**

1.	Item proposed to be purchased	:
2.	Quantity	:
3.	Justification of purchase	:
4.	How is the work presently being done	:
5.	Financial liability	:
6.	Procedure proposed to be followed for the purchase	:
7.	Whether it is a new item or an item for replacement of any existing item. In case of later what is proposed to be done with the existing item/equipment	:
8	The arrangement for maintenance (AMC) etc. including details of annual financial implication	:
9. (a)	The availability of fund with related Head of Account with details	:
(b)	Whether the budget provision is in Plan or Non-Plan.	:
10.	Whether the purchase is proposed under GOI scheme? If so, has the item included in the approved Scheme.	:
11.	If it is for a new office/establishment whether approval of ARD, P&C & F.D. was obtained for opening the office? If yes, U.O.No. & date to be quoted.	:
12.	Recommendation of the Head of the Department	:
13.	Recommendation of the Secretary of the Department	:

Head of the Office

Annexure -VIII**PROFORMA FOR SENDING PROPOSAL FOR PURCHASE OF FURNITURE****Rule 9(vi)**

1.	Name & quantity of the item/s proposed to be procured.	:
2.	Office for which furniture being purchased	:
3.	Purpose for which furniture being purchased	:
4.	Present availability of furniture in the office/establishment (furniture type-wise No.)	:
5.	Justification for additional expenditure	:
7.	The No. of staff in the office (category-wise A,B,C,D)	:
8.	If the furniture is for new office has the opening of new office been approved by ARD/P&C as well as F.D.	:
9.	The financial involvement	:
10.	The availability of fund with related Head of Account	:
11.	The furniture purchased during previous year and current year.	:
12.	Formalities proposed to be observed for purchase.	:
13	Has the Department explored avenues to meet requirement by shifting existing furniture from other officers/establishments	:
• (a)		:
(b)	If yes, the result thereof	:
14..	Is there any old furniture which can be repaired to meet the requirement	:
15.	Whether stock book for furniture maintained?	:
16.	When Stock-book was last verified and by whom?	:
17	Whether same proposal moved earlier to the F.D.? If yes, result thereof?	:
18.	Recommendation of the Head of the Department	:
19.	Recommendation of the Secretary of the Department	:

Head of the Office

**GOVERNMENT OF TRIPURA
FINANCE DEPARTMENT
AGARTALA**

No.F.10(22)-FIN(G)/2003

Dated, Agartala, April 23rd 2004.

MEMORANDUM

Subject : Ceiling on consumption of petrol/Diesel for Government vehicles.

In partial modification of the Transport Department Memorandum No. F.12(4)-Trans/91 dated 23-03-1991, it has been decided by the government to fix the following ceilings in regard to the consumption of petrol/diesel for government vehicles.

Sl. No	Type of Vehicle		Age of vehicles	Average consumption in KM/litre
1	Jeep (Petrol)		Upto 5 years. Above 5 years	7.0 KM/litre 6.5 KM/litre
2	(a)	Ambassador (Petrol)	Upto 5 years. Above 5 years	9.5 KM/litre 8.5 KM/litre
	(b)	Ambassador (Euro model)	Upto 5 years. Above 5 years	12.0 KM/litre 11.0 KM/litre
3	(a)	Maruti Gypsi (Non-Euro)	Upto 5 years. Above 5 years	11.0 KM/litre 10.0 KM/litre
	(b)	Maruti Gypsi (Euro)	Upto 5 years. Above 5 years	13.0 KM/litre 12.0 KM/litre
4	(a)	Maruti Van (Non-Euro)	Upto 5 years. Above 5 years	12.0 KM/litre 11.0 KM/litre
	(b)	Maruti Van (Euro)	Upto 5 years. Above 5 years	15.0 KM/litre 14.0 KM/litre
5	(a)	Diesel Jeep (CJ-500 D)	Upto 5 years. Above 5 years	8.0 KM/litre 7.5 KM/litre
6	(b)	Diesel Jeep (MM-540 DP-4 WD) Peugeot engine	Upto 5 years. Above 5 years	10.0 KM/litre 9.5 KM/litre
7		Diesel Jeep (Commander)	Upto 5 years. Above 5 years	12.0 KM/litre 11.0 KM/litre
8		TATA 407	Upto 5 years. Above 5 years	8.0 KM/litre 7.0 KM/litre

All officers using government vehicles shall issue suitable instructions to the drivers to take certain precautionary measures which will help in saving the petrol/diesel and give better kilometer age for the vehicles.

2. It has been decided that no petrol /diesel should be issued beyond the permissible consumption level. It is the responsibility of the officer using the vehicles to ensure that petrol/diesel consumption does not exceed the prescribed ceilings. Any excess consumption shall be recovered from the drivers.

3. A quarterly return on consumption of petrol/diesel as per enclosed Proforma should be sent to the Transport Department by the first of the following month.

4. This would take effect from 1st January, 2004.

Sd/-
(N.C. Sen)
Joint Secretary
Finance Department

To
All Department/Head of Department

Copy to:

1. The Principal Secretary to the Governor, Tripura
2. The Secretary to the Chief Minister
3. The P.A. to Finance Minister
4. P.A. to all Ministers
5. P.S. to the Chief Secretary
6. P.S. to the Principal Secretary, Finance
7. P.S. to all Commissioners & Secretaries
8. P.A. to all Secretaries
9. The Accountant General (A&E)
10. The Accountant General (Audit)
11. All Treasury/Sub-Treasury Officer

Annexure - X**PROFORMA FOR SENDING PROPOSAL FOR HIRING OF THE VEHICLE
{Rule 9 (iv)}**

1.	Description & number of vehicles proposed to be hired	:	
2.	Duration for hiring	:	
3.	If the proposal is for continuation of hiring, the previous U.O.No. under which the Finance Department had concurred hiring.	:	
4.	Purposes for hiring	:	
5.	Justification for hiring	:	
6.	If the hiring is against a off road vehicle, the period for which the vehicle already hired and reasons for further continuation	:	
7.	In absence of hiring, how is the work is going on	:	
8.	What is the hiring rate as that prescribed in DFPRT?	:	
9..	Financial implication of the hiring per annum	:	
10.	The availability of fund with related Head of Account	:	
11.	Recommendation of the Head of the Department	:	
12.	Recommendation of the Secretary of the Department	:	

Head of the Office

Annexure -XI

PROFORMA FOR SENDING PROPOSAL FOR PURCHASE OF NEW VEHICLE Rule 9(iii)		
1.	Description of the Vehicle	:
2.	Number of vehicles	:
3.	DGS&D rate of the vehicle. Cost of vehicle proposed to be procured by the Department	:
4.	Total financial implications	:
5.	Budget provisions and Head of Account	:
6.	If the purchase is against condemned vehicle, the details of the condemned vehicle	
(a)	Vehicle No.	:
(b)	Date of condemnation	:
(c)	No. of vehicles condemned	:
(d)	Whether EE of SDO(Mech.) declared the vehicle condemned	:
(e)	Whether the vehicle was disposed of by auction	:
7.	Details of the existing vehicles	
(a)	Total No. of departmental vehicles	:
(b)	Out of (a) number of vehicles off road and period, reasons	:
(c)	No. of hired vehicles	:

(d)	Total No. of departmental & hired vehicles as on date of sending the proposal.	:
8.	Justification of purchase of the vehicles	:
9.	If the Driver is not available, whether the post has been created	:
10.	How is the work presently going on the absence of the vehicle	:
11.	Recommendation of the Head of the Department	:
12.	Recommendation of the Secretary of the Department	:

Head of the Office

Annexure -XII**PROFORMA FOR SENDING PROPOSAL FOR HIRING OF ACCOMMODATION
Rule 9 (xx)**

1.	Name of the Office	:
2.	Whether accommodation is required for new office?	
3.	Details of existing accommodation :	
	i) Place of location	:
	ii) No. of rooms	:
	iii) Plinth area	:
	iv) Rent	:
	v) Since when hired	:
	vi) Enclosed the file in which the accommodation hiring was decided.	:
4.	Justification of new accommodation	:
5.	Details of the proposed accommodation	
	(i) Place of location	:
	(ii) No. of rooms	:
	(iii) Plinth area	:
	(iv) Whether rent assessed by the PWD	:
	(v) Suitability	:
6.	Why is the existing accommodation not suitable	:
7.	How many new officers/staff have joined during last one year for whom bigger accommodation is necessary	:
8.	In case accommodation is required for new office, what procedure proposed to be followed for fixing rent.	:

9.	Reason for selection of the new accommodation	:	
10.	Urgency for change of the existing accommodation (for existing offices only)	:	
11.	Is the assessment period of rent by PWD of the existing accommodation? If nor, till when the rent assessment is valid	:	
12.	Recommendation of the Head of the Department	:	
13.	Recommendation of the Secretary of the Department	:	

Head of the Office

Annexure - XIII**PROFORMA FOR SENDING PROPOSAL FOR SANCTION OF SHARE CAPITAL
CONTRIBUTION (Rule 9 (xiv))**

1.	Proposed amount for contribution (₹.)	:	
2.	Amount so far contributed(₹.)	:	
3.	Authorised share capital of the Company	:	
4.	Paid up share capital of the Company	:	
5.	Value of each share	:	
6.	Justification of the proposed contribution	:	
7.	Details of budget provision	:	
8.	(a) Whether accounts of the organisation for the last financial year has been complied. If not, upto which year complied (b) Statutory / A.G.'s audit completed upto which year (c) What action has been taken for up dating of a/cs	:	
9.	Working results (net profit/loss incurred) of last audited year	:	
10.	Any dividend declared by the organisation if so, in which year and what was the quantum?	:	
11.	Any guarantee ever given in favour of the organisation. If yes, details thereof	:	
12.	Recommendation of the Administrative Department	:	

Signature
Head of the Department

Counter signature
Secretary of the Department

Annexure - XIV

**PROFORMA FOR SENDING PROPOSAL FOR SANCTION OF CONCURRENCE FOR ISSUE OF
GUARANTEE**

Rule 9 (xxii)

1.	Name of Organization in whose favour guarantee is sought	
2.	Amount of guarantee sought under instant proposal	
3.	Name of Agency which will provide loan against the guarantee.	
4.	Details of terms and conditions of the loan for which the guarantee is proposed	
5.	(a) How the loan is proposed to be utilised and how it will be repaid (b) What arrangement has been made for maintaining records and making timely payment of interest etc.	
6.	How much guarantee provided earlier to this Organization? How much have been availed so far?	
7.	Status of servicing of already availed guarantee	
8.	Has any guarantee given in favour of this organisation ever been invoked? If yes, details thereof	
9.	Is the organisation maintaining Register of loans taken? The date of which the Register has been checked and countersigned by the Head of the Organisation	
10.	Whether organization is ready to contribute due Guarantee Redemption Fee ?	
11.	Recommendation of the Administration Department.	

**Signature
Head of the Department**

**Counter signature
Secretary of the Department**

Report format for die-in-harness schemePART - 'A'

1.	Name of deceased employee	
2.	Name of applicant of Govt. job	
3.	Relation of applicant with deceased	
4.	Date of birth and age as on the date of death	
5.	Educational qualification of the candidate	
6.	Nationality	
7.	Date of death of deceased employee	
8.	Total No. of family members	
9.	Govt. service holder family member, if any with name, designation, salary etc.	
10.	Any member of family in Public/ Private service/ Self-employed (with details)	
11.	Landed property owned by the family with details	
12.	Total monthly family income from all sources	
13.	If applicant is married, whether he is staying with the family and evidence thereof	

PART- B'

Name of family members	Marital status	Age	Relationship with deceased	Occupation	Income (in Rs) monthly	Source of income

ii. Any other source of income (details):

PART-'C'

Views of SDM regarding eligibility of applicant under die-in-harness scheme:

(Name)
SDM, _____ (place)
(Seal)

F.10 (6)-Fin (G)/2010
Government of Tripura
Finance Department

31st July 2010

MEMORANDUM

Sub: Observance of Economy in expenditure by the Departments/State PSUs/Co-Operatives/Societies/Other Autonomous Bodies.

Several instructions on observance of economy in government expenditure were issued from time to time. Different aspects of this matter were recently reviewed, particularly in the context of the award made by the 13th Finance Commission. Some of these awards are not favourable to the State. As a result, it has become inescapable that available resources should be optimally used to ensure required flow of funds for priority sector activities. In this context, it is observed that there is unexplored possibility as also scope to further eliminate avoidable expenditures. Therefore, in super-session of earlier instructions issued in this regard, the following measures are introduced to achieve better level of economy in government expenditure without compromising institutional efficiency and individual productivity:

2. Expenditure Regulation

(a) Use of contingency under Flagship Schemes

Departments implementing the Flagship Schemes should make proper use of contingency funds available under the scheme to meet day to day expenses of the Department instead of relying solely on the State budget for the same.

(b) Non-incurring of expenditure beyond budgetary allocation

No Department / PSU / Co-operative / Board / Society/ Autonomous Body shall incur any expenditure or commit any liability beyond its budgetary allocation without prior commitment from Finance Department.

(c) Restriction in execution of new work

In no case, any new work shall be taken up without having provision for fund in the budget and corresponding expenditure sanction.

(d) Review of minimising expenditure under Office Expenses, Other Charges & Minor Works

All the Departments shall review on monthly basis at the level of the Secretaries the expenditures under Office Expenditure/Other Charges/Minor Works, etc in order to minimize unproductive expenditures and to ensure that unpaid liabilities do not accrue.

(e) **Prior approval of Finance Department & Council of Ministers for filling up vacant posts**

Prior approval of the Finance Department and the Council of Ministers shall be taken for filling up vacant posts keeping in view retirement profile of the concerned Department.

(f) **Phasing of expenditure for projects under state funding**

Identification and selection of development projects requiring State funding shall be done in a prioritized manner by concerned Departments for execution in phases.

(g) **Avoiding allocation of additional fund for construction projects**

While taking up implementation of any project involving construction, care should be taken to ensure that the estimated cost of the project remains within the sanctioned amount to avoid allocation of additional fund beyond the originally sanctioned project cost.

(h) **Priority in payment of Govt. dues including power and telephone bills**

All concerned shall give first priority to payment of all government dues within the stipulated period out of the fund available with them. In all cases, payments for Power Bills & Telephone Bills shall be made on due dates to avail of the rebates provided. Heads of Departments shall monitor this closely for strict enforcement.

(i) **Elimination of wasteful consumption of power**

All Departments/ PSUs/ Co-operatives/ Societies/ Boards/ Autonomous Bodies shall take necessary measures to eliminate wasteful consumption of power and thereby reduce the expenditure on electricity. Concerned Section Officer, Head Clerk or the Section In-charge shall be responsible for implementing this instruction. There should be visible decrease in power consumption in terms of units. Major institutions shall take up energy audit in consultation with Power Department.

(j) **Restriction in advance drawal and parking of fund in Banks**

All Departments shall take measures to reduce holding of excessive liquid cash balance. Drawal of fund in advance for execution of construction projects and parking of such fund in Banks should be avoided.

3. Economy in Expenditure

(a) **Economy in use of telephone**

Utmost economy shall be observed in use of telephones and existing guidelines in this regard should be strictly followed. For the purpose of internal communication within the State, the facilities offered by TSWAN shall be optimally utilized. Offices having internet facility should increasingly use e-mails.

(b) **Restriction in purchase of vehicle/ hiring of vehicle**

- i) There shall be a ban on purchase of new vehicles except under Modernization of Police Forces Schemes. Any vehicle hired without concurrence of Finance Department or retained beyond the period authorized by Finance Department shall be de-hired immediately. Concerned Head of Department/ Organization shall submit written confirmation in this regard to the respective Secretaries In-Charge.
- ii) Wherever a monthly ceiling on hiring charge of vehicle has been prescribed, the same shall be followed by all concerned. No proposal for relaxation of the prescribed limit shall be entertained by Finance Department. Utmost economy shall be observed in use of vehicles by all concerned.
- iii) Cases relating to use of vehicles by the security forces shall be examined separately.

(c) **Economy in purchase of computers & computer peripherals, photocopiers, scanners, LCD projectors, fax, camera, digital camera, video camera, mobile phones, furniture telephone sets, television sets etc.**

There should be strict scrutiny about indispensability of purchase of following items:

- o Computers & computer peripherals in order to avoid recurring expenditure from non-plan budget. Only the rarest cases may be forwarded to Finance Department for examination.
- o Fresh hiring of vehicles.
- o Photocopiers, Scanners, LCD Projectors, Fax, Camera, Digital Camera, Video Camera, Mobile Phones, etc. Any other equipment not in common use in Offices in the State.
- o Furniture, except as provided in Rule-9 of the DFPRT 2007.
- o EPABX System of all configurations and Telephone sets, Cordless Hand sets, Intercom System and PA Systems, etc. Television sets, DVD Players and similar equipment not in common use in Government.
- o Printing of any coloured document, Brochure or preparation of Compact Discs

without prior approval of the Minister In-Charge.

(d) Travelling by air

(i) Entitled officials may travel on tour at Apex Fare rates. Non-entitled officer shall not travel by air on official tours. In cases where it is absolutely essential in public interest, non-entitled officers may undertake air travel on Apex Fare only with approval of the Minister-In-Charge. Air journey on official tour between Agartala-Kolkata and Agartala-Guwahati may be performed by non-entitled officials also as per present arrangement. Similarly, non-entitled officials also may avail of Helicopter services for internal tours with approval of the Departmental Secretary.

(ii) Ex-post-facto sanction of air journey performed by non-entitled officials would not be generally considered by Finance Department.

(e) Restriction in respect of TA, LTC & MR

All concerned shall strictly follow provisions regulating entitlement particularly in respect of TA, LTC & MR Rules, since cases of relaxation would not be considered by the Finance Department, except in extra-ordinary cases.

(f) Restriction in procurement of materials

Procurement of large scale stores in order to utilize fund allocated during a financial year may be avoided, particularly in case of perishable stores. There should be quarterly review in this regard by the Secretary In-charge concerned. Present status of stores held mainly by the PWD/H&FW/Home (Police)/RD Departments may be reviewed and further procurements made only on the basis of realistic need assessment. Stores in every office shall be verified and unserviceable stocks shall be disposed of as per rules. Head of Departments shall undertake this exercise immediately.

(g) Declaration of state guest

Extension of State Hospitality shall be strictly guided by the provisions of concerned Rules in order to keep expenditure in this regard at minimum level.

(h) Restriction in respect of entertainment charges.

Ceiling of Entertainment charges prescribed under the DFPRT, 2007 shall be followed strictly by all concerned, as no relaxation in this regard shall be considered by the Finance Department.

(i) Economy in organising functions/ fairs/ exhibitions etc.

Utmost economy shall be exercised in organizing Functions/ Fairs/ Exhibitions etc. and these may be held only when absolutely essential and funded by CSS. No such activity outside the State, however, can be undertaken without the prior approval of the Chief Minister.

(j) Opening of new office/establishment

There shall be a ban on opening of any new office / establishment, except with prior approval of the Council of Ministers.

(k) Realization of dues

All Departments / PSUs / Co-operatives / Boards / Societies/ Autonomous Bodies shall realize in full all dues as early as possible. A list of such dues indicating relevant details shall be prepared and thereafter every month status of realization shall be reviewed by the Secretary In-Charge of the Department.

4. A Monitoring Committee headed by the Chief Secretary, Secretaries of PCD, Finance and GA [SA] Departments may periodically monitor enforcement of these economy measures. Respective Secretaries may undertake monthly review and submit report to the Chief Secretary and the Minister In-Charge. The Minister, Finance may review the status on quarterly basis in course of FRBM meetings.

5. Finance Department shall issue separate instructions to the Treasuries/Sub-treasuries for ensuring implementation of these instructions.

By order of the Governor,

[A Roy]
Joint Secretary,
Govt. of Tripura

To

All Departments/Heads of Departments/Heads of Offices
All PSUs/Co-operatives/Boards/Societies/Autonomous Bodies

Copy to:

The Principal Secretaries/DGP/PCCF/Commissioners & Secretaries/CEO
TTAADC/Secretaries/Special Secretaries

Copy forwarded to:

The Principal Secretary to the Governor, Raj Bhavan
The Principal Secretary to the Chief Minister
All Ministers/The Chief Executive Member, TTAADC
The Vice Chairman State Planning Board

[A Roy]
Joint Secretary
Govt. of Tripura

Annexure XVII
MOST URGENT

GOVERNMENT OF TRIPURA
FINANCE DEPARTMENT
AGARTALA

No.F.10(22)-FIN(G)/2003 (Part-XI)

Dated, Agartala, October 15, 2003.

MEMORANDUM

Attention is invited to Clause (v) of Para 11 of austerity Memorandum No.F.10(22)-FIN(G)/2003 dated 12/08/2003 wherein it is provided that there shall be a ceiling on the telephone bill and necessary norms in this respect shall be worked out and notified separately.

2. Now, after careful consideration of all aspects, the Governor of Tripura is pleased to fix the ceiling on the telephone bill in respect of the entitled officers as under :

- A. Non-STD telephones in respect of entitled officers :
 - Office - ₹1500/- per month.
 - Residence - ₹1000/- per month.
- B. STD telephone bills in respect of entitled officers :
 - (i) All the officers below the rank of Secretary :
 - Office - ₹3000/- per month.
 - Residence - ₹1500/- per month.
 - (ii) Secretary and above
 - Office - ₹6000/- per month.
 - Residence - ₹3000/- per month.
 - (iii) Chief Secretary - No ceiling.

Further, in case the telephone bill exceeds the ceiling as prescribed above, the excess expenditure may be allowed, in respect of officers below the rank of Secretary, with the approval of the Secretary of the Administrative Department and in respect of Secretary and above with the approval of the Chief Secretary.

3. Review of the above mentioned ceiling would be made on the basis of actual expenditure that may take place during the quarter ending December, 2003. For this purpose, all the departments are requested to inform the actual expenditure on telephone bill for the quarter ending December, 2003 to the Finance Department by 15-01-2004 positively.

By the order
Sd/- 15/10/03
(n.c. sen)
Joint Secretary

To
All Departments/Administrative Departments of PSUs/Cooperatives/Autonomous Bodies.

(S DATTA)
Dy, Secretary, PWD (R & B)
Tripura Agartala.