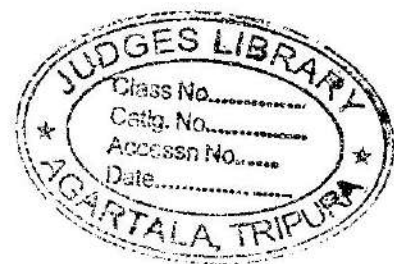




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**Government of Tripura
Finance Department
Agartala.**



Delegation of Financial Powers Rules, Tripura, 2007.





PREFACE

With a view to facilitate smooth working of all Departments and accelerate decision making process, a set of delegations of financial and administrative powers at different levels in the form of 'Rules' was framed in 1994 with title 'Delegation of Financial Powers Rules, Tripura, 1994'. In the meantime, a number of amendments have been made with regard to quite a number of provisions of the Rules in a piecemeal manner from time to time. Moreover, it is observed that these amendments do not appear to meet the emerging requirements of changed circumstances resulting from inflationary factor and various reform measures taken by the Government including incorporation of different formats.

With these objectives in view, necessity has been felt for preparation of an updated and amended version of the Rules by repeal of the earlier Rules. Accordingly, this new set of Rules titled 'Delegation of Financial Powers Rules, Tripura, 2007' is being issued to serve as a handy reference book for exercise of updated delegated powers. All concerned officers are requested to go through these Rules meticulously before exercising any financial and related administrative powers.

*Agartala,
The 15th September 2007*

Shashi Prakash
Chief Secretary



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No.F.9(2)-FIN(G)/2007
GOVERNMENT OF TRIPURA
FINANCE DEPARTMENT

Dated, Agartala, the 15th September, 2007.

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, 2007.
- (2) They shall come into force from the 15th day of September, 2007.

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 and the Tripura Public Service Commission.
- 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 Rs. 1,500 per annum, will be competent to sanction expenditure on the item on a number of occasions subject to the limit of Rs. 1,500 per annum.
- (i) **"Finance Department"** means the Finance Department of the State Government.

- (j) **"Government Undertaking"** means Government Companies under the Companies Act 1956 (1 of 1956), statutory corporations and co-operative and other societies and all other autonomous bodies fully or partly financed by the State Government.
- (k) **"Head of Department"** means Government servants 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 servants sub-ordinate to the Head of Department declared by Department of State Government or Head of Department to be "Head of Office" in respect of an independent establishment.
- (m) A **"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 periodical intervals.
- (t) **"Secretaries"** include the Chief Secretary, the Principal Secretary (ies), Commissioners, Secretaries and Additional Secretaries who are in independent charge of Departments.
- (u) **"State Government"** means the Government of Tripura.

- (v) **"Subordinate authority"** means Tripura Tribal Areas Autonomous District Council.
- (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 report of 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, plan outlay for various Departments under different heads/Schemes. On receipt of the information from the Planning & Co-ordination Department 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 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 at his disposal. The Controlling Officer shall communicate allotment of funds to the Drawing and Disbursing Officers before the commencement of the financial year by indicating reference of release of fund from the FD

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 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 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 Expenditure Ceilings (MEC)/Fund allocation order issued by the Controlling Officer in favour of the Drawing the Disbursing Officer/s. 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 Expenditure Ceilings and quarterly/monthly fund release shall apply.

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 principle or practice or modification of the existing 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: -

Financial powers, not specifically delegated to any authority by these rules, shall vest in the Finance Department.

8. RE-APPROPRIATION: - (1) Administrative Departments shall have full powers to sanction re-appropriation of funds subject to the following condition and the 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 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 went out of order.
 - (v) Installation of telephones and extension of existing telephones and provision off STD facilities.
 - (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/DGP shall be competent to approve

the purchase of furniture up to Rs. 20,000/- for any establishment in a year subject to ceiling of Rs. 1,00,000/- 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 Governments 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) Creation of post, engagement/ appointment of persons, purchase/ hiring of vehicles in 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 after approval by the Planning and Co-ordination Department.
- (xxiv) Purchase of newspaper and periodicals.
- (xxv) Engagement of consultants.
- (xxvi) Opening of any new office/establishment.
- (xxvii) Opening of Bank/postal Account and making any term/fixed deposit.
- (xxviii) 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 in 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 Public Sector Undertaking shall be at 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 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 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 | |

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 :-

- 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 with out 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.	Rs. 4,000/- in each case	Rs. 10,000/- in each case
(b)	Heads of Departments.	Rs. 10,000/- in each case	Rs. 20,000/- in each case
(c)	Secretary of a Deptt./ Director General of Police/PCCF	Rs. 20,000/- in each case	Rs. 50,000/- 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 rates & Taxes (c) telephone charges for official purposes (within the ceiling limit) fixed 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 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 rates and taxes/telephone charges should be 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.

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 will be governed by the financial powers delegated to them under Rule-23(A) and this rule shall not affect their powers.
 - (ii) Issue of administrative approval and sanction of works expenditure by Engineering Officers of Departments other than PWD will be governed by the financial powers delegated to them under Rule-23(B) and this rule shall not affect their powers.
 - (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 expenditure sanction in accordance with the rules.
 - (iv) Issue of administrative approval and sanction of works expenditure by Forest Officers up to the level of DFO/WLW 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 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 (Rs. in lakhs)	
		Plan	Non-Plan
(i)	Administrative Department	Full	Full
(ii)	Heads of Department other than DMs	4.00	1.00
(iii)	D.M & Collectors	10.00	2.00
(iv)	BDOs	2.50	0.75
(v)	Other Heads of Offices	1.00	0.50

- (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 Rs.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 is 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 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 @ Rs.100/- (Rupees one hundred) to Group D employees and @ Rs.150/- (Rupees one hundred & fifty) 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. (existing ceiling under FD's Memo. No.F.9(2)-FIN(G)/94 (Vol-II) dated 22-7-1997 for Addl. Secretary, Joint Secretary and Dy. Secretary shall continue.	Rs.50,000/- (Rupees fifty thousand) per month.
ii)	All Officers in the scale of Rs.18,400 – 22,400/-and above other than officers posted in the Secretariat	Rs.800/- per month
iii)	All Officers in the scale of Rs.12000 – 16,500/-and below scale Rs.18,400 – 22,400/- other than officers posted in the Secretariat	Rs.400/- per month
iv)	All officers in the scale of Rs.12,000 – 18,400/-and above other than officers posted in the Secretariat other than HODs	Rs.300/- per month
v)	DM & Collectors	Rs.800/- per month
vi)	District Supdt. of Police	Rs.400/- per month
vii)	Heads of Departments	Rs.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 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 himself 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 to 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. *+ include Govt Finance, Member on behalf of Govt*

(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	Rs. 2.00 lakh
(ii)	Higher Purchase Committee	Rs. 10.00 lakh
(iii)	Departmental Purchase Committee	Rs. 30.00 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 in respect of cases falling within the power of the Departmental Lower Purchase Committee and Higher Purchase Committee, 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. Rs. 2.0 lakhs) while cases involving an amount more than Rs. 2.0 lakhs up to Rs.15 lakhs shall be finalized by the Departmental Purchase Committee and those above Rs. 15 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. 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 shall be placed subject to the fulfillment of following conditions:-
- a) Purchase by the State Government Departments against DGS&D Rate Contracts as DDO are 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 Rs. 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 of these rules.

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

- (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 :-

(Rs. 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	80.00	50.00	10.00	1.00
2	Expenditure Sanction for works/Projects	100.00	--	--	--	--
3	Power to undertake deposit	100.00	40.00	4.00	1.00	--

	works					
4	Acceptance of tenders for work					
	(a) Acceptance of lowest tender	150.00	75.00	50.00	6.00	0.50
	(b) Acceptance of single tender	100.00	35.00	20.00	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	150.00	75.00	50.00	6.00	0.50
6	(a) Award of work by acceptance of tender other than lowest	40.00	15.00	10.00	--	--
	(b) Award of work by negotiation with tenders other than lowest	40.00	15.00	--	--	--
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 infrucous 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 Rs.5.00 Lakh Per Division	0.50 in each case subject to Rs.2.00 Lakh annually	--
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					
8	Power to sign agreement	--	--	--	Full Powers	0.50

9	Sanction of rates for additional items/substituted items	Full Powers	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	--
Note	<p>(i) These should be exercised for the technical reasons only.</p> <p>(ii) Scales of accommodation and furniture sanctioned by the higher authority should not be exceeded.</p> <p>(iii) These powers are in respect of each contract.</p> <p>(iv) These powers will be exercised by each authority in addition of those of subordinate authority.</p> <p>(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)	Full Powers	--	--	--	--
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)	10.00	--	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/HISCO,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	100.00	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 of Rs.0.50 per divn.	--	--
	ii) Repairs of instruments locally	Rs. 500/- per item	--	Rs.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 infructuous expenditure on construction	1% of the contract value or 0.20 whichever 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	Rs.200 0/-	Rs.100 0/-	--	--
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 Rs.3.00 lakhs per circle	--	0.30 per item with ceiling of Rs.1.00 lakhs per division.	0.10 per item subject to annual limit of Rs.0.50	Rs.500/- per item subject to annual limit of Rs.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.12t o the Sched ule attach ed 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 Rs.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	1.00	---	---	---	---
	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.

23(B). POWERS OF ENGINEERING OFFICERS OF DEPARTMENTS OTHER THAN PWD:-

- (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 other than PWD are shown in the following Statement :-

(Rs. 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	150.00	75.00	50.00	10.00	1.00
2	Acceptance of tenders for work					
	(a) Acceptance of lowest tender	75.00	50.00	30.00	5.00	0.50
	(b) Acceptance of single tender	50.00	30.00	15.00	2.00	--
Note :- Full reasons should be recorded by the approving authority who should also guard against contractors holding out unjustifiably higher rates.						
3	Award of works by negotiation with lowest tenderer	50.00	30.00	15.00	2.00	0.50
4	(a) Award of work by acceptance of tender other than lowest	20.00	10.00	5.00	--	--
	(b) Award of work by negotiation with tenders other than lowest	15.00	8.00	4.00	--	--
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.						
5	Award of work Without call of tender or by negotiations after infrucous call of tenders or with a firm which has not quoted for the executing the remaining work after the rescision of a contract	2.00 in each case	1.00 in each case	0.50 in each case subject to Rs.2.00 Lakh annually	0.25 in each case subject to Rs.1.00 Lakh annually	--
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.						
6	Power to sign agreement	--	--	--	Full Powers with approval of the deptt.	-
7	Sanction of rates for additional items/substituted items	10.00	5.00	1.00	-	--
<p>Note : (i) These should be exercised for the technical reasons only.</p> <p>(ii) Scales of accommodation and furniture sanctioned by the higher authority should not be exceeded.</p> <p>(iii) These powers are in respect of each contract.</p> <p>(iv) These powers will be exercised by each authority in addition of those of subordinate authority.</p> <p>(v) Agreement item means those items which can be derived from similar items in the agreement.</p>						
8	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.	1.00	0.75	0.50	0.25	-
<p>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.</p>						
9	(a) Acceptance of highest bid at or exceeding the reserve price for disposal of Govt. buildings (without land)	15.00	10.00	4.00	1.00	--
	(b) Acceptance of bids below reserve price for disposal of Govt. building (without land)	5.00	--	1.00	--	--
	(c) Acceptance of single tender for disposal of Govt. building.	5.00	--	1.00	--	--
<p>Note : The bid must not be below the reserve price, otherwise the recommendation of the Work Advisory Board will be required.</p>						

(2) Rates and terms of contract for execution of works beyond the financial ceilings delegated to the level of engineers indicated in the table above shall be approved by the Department on the recommendation of the Work Advisory Board.

(3) 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(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 :-

(Rupees in lakh)

Sl. No.	Subject	Extent of POWERS DELEGATED				
		PCCF	Addl. PCCF	CCF	CF.	DFO/WLW
1	2	3	4	5	6	7
1	Technical sanction to detailed estimates for plantation related works	10.00	8.00	6.00	3.00	2.00
2	Administrative approval and Expenditure Sanction for plantation related works/Projects under Plan.	10.00	8.00	6.00	3.00	2.00
3	Administrative approval and Expenditure Sanction for Forest maintenance related works/Projects under Non-Plan F.C award.	8.00	6.00	4.00	2.00	1.50
4	Acceptance of lowest tender for Plan works	10.00	8.00	6.00	3.00	2.00

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.	Class of Vehicles	Life in KM / Year	Year wise cumulative ceiling on cost of repair (in Rs)									
			Upto 1st year	Upto 2nd year	Upto 3rd year	Upto 4th year	Upto 5th year	Upto 6th year	Upto 7th year	Upto 8th year	Upto 9th year	Upto 10th year
(A)	Car / Gypsy / Maruti Van / Jeep	1.00 lakh kms/10(ten)	2814	8253	19989	25431	58170	64661	77450	99689	112478	122117
(B)	Jeep/Tala Mobile/Pick up Van/ Matador	1.50 lakh kms/10(ten) years	3780	10185	23940	30345	61740	68985	83580	91455	106680	118755
(C)	Truck/Bus/ Heavy	3.00 lakh kms/ 10 (ten) years	13650	41580	68010	95940	123870	208500	236430	264360	292290	345420
(D)	Motor Cycle/ Auto Rickshaw	0.80 lakh km / 8 (eight) years	1056	3185	4365	6642	13803	18159	19545	22317	-	-
(E)	Tractors	10,000 hours	5049	14471	23067	34139	43560	71033	79629	90701	100122	108719

- (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 Re.0.25 per Km. may be incurred by the D.G.(Police) 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 Re.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 Rs. 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 Rs. 10,000/- in each case, the vehicle should invariable 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.

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.	
(B) Other motor vehicles fitted with less than 18 HP Engine whose power is not used for propelling Fire pump.	Rs. 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.

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	Rs.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.	Rs.30,000/- in each case
iii)	Heads of office of High and Higher Secondary Schools, Education. & Youth Affairs.	Rs.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 Rs. 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 Rs.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. Assistant Director Horticulture & Soil irrigation have full power to draw A.C. Bills for implementation of employment generation programme.
- (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 Rs.30,000/- in each case and SDO, Sadar shall have powers to draw A.C. Bills up to Rs.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 Rs. 25,000/- (Twenty five thousand) against individual work and not exceeding Rs. 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 Rs. 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 Rs. 30,000/- only in each case for organising departmental programme relating to Sports & Youth Affairs.
- (11) The power under sub-rules (1), (2), (3), (4), (5), (6), (7), (8), (9), (10), and (11) 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.
- (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 or 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 foodgrains 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 A.C. Bill and amounts 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.

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 SR31.
- 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 sub-ordinate to him 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	Rs.1,00,000/- in Each Case	Rs.40,000/ - in Each Case

(iv)	Departmentally executed works	Rs.3,00,000/- in each case with technically approved estimates and Rs.30,000/- in each case without technically approved estimates	Rs.2,00,000/- in each case with technically approved estimates and Rs.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

- (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 Rs. 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

- (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 and newspapers by the TPSC.

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, 1994 in force immediately before the commencement of these rules are 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,

Pravin Srivastava
Principal Secretary to the
Government of Tripura
Finance Department

List of Schedules and Annexure

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SCHEDULED - 1
(Rule 21 (1) (ii))

Sl. No.	Name of the Department	Name of other Head of Department nominated for H.P.C.
1	Education	Commissioner of Taxes
2	P.W. Department	Chief Engineer, Power Projects
3	Power	Engineer-in-Chief/Chief Engineer, PWD (R&B)
4	Agriculture	Director, Animal Husbandry
5	Horticulture	Director, Animal Husbandry
6	Fisneries	Director, Agriculture
7	Home	Director, Vigilance
8	Revenue	Director, Statistics
9	Industries	Director, Statistics
10	Health & FW	Director, Land Records & Settlement
11	Food & Civil Supplies	Director, Tribal Affairs
12	Rural Development	Director, S.C. Welfare
13	Forest	Director, Vigilance
14	Tribal Welfare	Director, Food & Civil Supplies
15	Transport	Director, Food & Civil Supplies
16	Animal Husbandry	Director, Tribal Welfare
17	Jail	Director, Printing & Stationery
18	L.S.G.	Director, Health & FW
19	Relief & Rehabilitation	Director, PGP
20	Co-operative	Director, Fisheries
21	Labour, Employment & Manpower Planning	Director, Co-operative Societies
22	Secretariat Administration	Director, Vigilance
23	Science, Technology & Environment	Director, Higher Education
24	Panchayat Raj	Director, School Education
25	Printing & Stationery	Director, Planning
26	Statistics	Director, Planning
27	Planning	Director, Institutional Finance
28	Election	Director, Statistics
29	ICAT	Commissioner of Taxes
30	Health & F.W.	Commissioner of Taxes
31	Law	Director, Institutional Finance

ANNEXURE -1
(See Rule 9(3))

- (1) Upper ceiling for hiring of vehicles is as follows:
- a) For Jeep – Detention Charge is Rs. 240/-per day and Rs.2.75 per K.M., run. For duties beyond 8 hours overtime (a) Rs. 6/- per hour may be allowed subject to maximum of Rs.24/- per day.
 - (b) For Ambassador Car – Detention charge Rs. 240/- per day and Rs.3.50 per K.M. run. For duties beyond 8 hours may be allowed subject to maximum of Rs. 32/- per day.
 - (c) For Maruti (Omni) – Detention charge Rs. 225/- per day and Rs.2.75 per K.M. run. For duties beyond 8 hours may be allowed subject to maximum of Rs. 32/- 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.
- (2) **Other terms & conditions:**
- i) The above rates are the upper ceiling limits. 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	Rs.11,000/-	Rs.1,35,000/-
2) Jeep	Rs.12,000/-	Rs.1,50,000/-
3) Ambassador	Rs.13,000/-	Rs.1,60,000/-

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

**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

**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.	How 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

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

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

**PROFORMA FOR SENDING PROPOSAL FOR PURCHASE OF OFFICE EQUIPMENTS
NOT IN COMMON USE**

Rule 9(vi)

Item proposed to be purchased	:
Quantity	:
Justification of purchase	:
How is the work presently being done	:
Financial liability	:
Procedure proposed to be followed for the purchase	:
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	:
The arrangement for maintenance (AMC) etc. including details of annual financial implication	:
The availability of fund with related Head of Account with details	:
Whether the budget provision is in Plan or Non-Plan.	:
Whether the purchase is proposed under GOI scheme? If so, has the item included in the approved Scheme.	:
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.	:
Recommendation of the Head of the Department	:
Recommendation of the Secretary of the Department	:

Head of the Office

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, Aartala, 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

**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

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

**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

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

1.	Proposed amount for contribution (Rs.)	:
2.	Amount so far contributed(Rs.)	:
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**

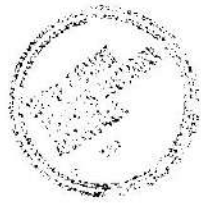
**PROFORMA FOR SENDING PROPOSAL FOR SANCTION OF CONCURRENCE
FOR ISSUE OF GUARANTEE**

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**



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