



**GOVERNMENT OF TRIPURA**

**DELEGATION OF FINANCIAL POWERS  
RULES, TRIPURA, 2017**

**FINANCE DEPARTMENT**

# DELEGATION OF FINANCIAL POWERS RULES, 2017

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**No.F.9(2)-FIN(G)/2017  
GOVERNMENT OF TRIPURA  
FINANCE DEPARTMENT**

Dated, Agartala, the 25<sup>th</sup> August, 2017

**NOTIFICATION**

Whereas the Delegation of Financial Power Rules, 2011 were framed and notified on the 9<sup>th</sup> December 2011,

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, 2017*".

- (2) They shall be deemed to come into force from the 25<sup>th</sup> day of August, 2017.
- (3) Save as otherwise provided in these rules, these rules shall apply to Government Departments as well as Government Undertakings as defined under Rule 2 wherever indicated.

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

- (a) **"Appropriation"** means the assignment to meet specified expenditure of funds included in a Primary unit of appropriation;
- (b) **"Charged expenditure"** means the expenditure charged on the Consolidated Fund of Tripura as listed in Article 202 (3) of the Constitution of India;
- (c) **"Contingent expenditure"** means all incidentals and other expenditure including expenditure on store which is incurred for the management of an office, for the working of technical establishment such as a laboratory, a workshop, an industrial installation, a farm and the like;
- (d) **"Continuing Scheme"** is one which has been administratively and financially approved in the previous year and continues to be under implementation as a plan or non-plan Scheme;
- (e) **"Controlling Officer"** means and includes the Secretaries of all Departments in respect of Departments under their respective charge unless otherwise notified by the Finance Department;
- (f) **"DDO (Drawing and Disbursing Officer)"** means the Head of Office and includes any Gazetted Officer serving under the Head of Office to sign a bill or order for him as authorized by him as per provision of Rule 142 of the Central Treasury Rules as adopted in the State;
- (g) **"Department"** means the Department of the State Government as notified from time to time and for the purpose of these rules includes the Governor's Secretariat, the Legislative Assembly Secretariat, the Tripura Public Service Commission, Tripura Women Commission, Tripura Information Commission, Tripura Police Accountability Commission, Tripura Human Rights Commission,



Tripura Electricity Regulatory Commission and other Commissions set up by the State Government;

- (h) **"Each Case"** means in respect of non-recurring expenditure – expenditure incurred at a given point of time and in respect of 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. 1500/- per annum, will be competent to sanction expenditure on the item on a number of occasions subject to the limit of Rs. 1500/- per annum.
- (i) **"Finance Department (F.D. in short)"** means the Finance Department of the State Government;
- (j) **"Government Undertaking"** means Statutory Commissions, Societies and all other autonomous bodies including Boards, Agencies, Grant-in-Aid Institutions that are either fully or partly financed or otherwise assisted by the State Government;
- (k) **"Head of Department"** means Government Officers who have been notified as Head of Department by orders issued by the State Government in the Finance Department;
- (l) **"Head of Office"** means Government Officers sub-ordinate to the Head of Department declared by any Department of State Government or Head of Department to be "Head of Office" in respect of an independent establishment;
- (m) **"Local Bodies"** means Urban Local Bodies and Panchayat Raj Institutions.

- (n) **"New Scheme"** is a Scheme which is not a Continuing Scheme.
- (o) **"Non-recurring Expenditure"** means expenditure other than recurring expenditure.
- (p) **"Past Cases"** mean cases which were pending for decision on the date these rules came into force.
- (q) **"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;
- (r) **"Public Works"** means civil works, drinking water and sanitation, electrical, irrigation, navigation, embankment and drainage works;
- (s) **"Re-appropriation"** means the transfer of funds from one primary unit of appropriation to another such unit;
- (t) **"Recurring expenditure"** means expenditure which is incurred regularly at periodicals intervals;
- (u) **"Secretaries"** include the Chief Secretary, Additional Chief Secretaries, Principal Secretaries, Secretaries, Special Secretaries and Additional Secretaries who are holding independent charge of Departments;
- (v) **"State Government"** means the Government of Tripura;
- (w) **"Sub-Controlling Officer"** means and includes District Magistrate & Collector of their respective districts;
- (x) **"Subordinate authority"** means an authority subordinate to a Department of the Government or a Head of Department;
- (y) **"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, based on availability of resources and outcome of previous budget and priority of the Government.

(2) On receipt of the budget proposals, Finance Department will examine them and prepare consolidated Budget proposals by Major Heads.

#### **4. PROVISION OF FUNDS BY THE LEGISLATURE: -**

Demands for grants and appropriation for charged and voted expenditure are presented to the Legislature on behalf of the Departments. After the Demands have been voted and the Appropriation Act has been passed, the amount authorized by law becomes available to the Departments only after being released by the Finance Department through online CTOS software to meet the sanctioned expenditure. Hard copies of such releases will be made available to the Department.

#### **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 online by the Finance Department. Where the provision is made against only one Controlling Officer, it is implied that the entire fund released by the Finance Department is at his disposal. The Controlling Officer shall communicate online allotment of funds to the Sub-Controlling Officer or Drawing and Disbursing Officers, as the case may be, through CTOS software indicating reference of release of fund from the Finance Department along with FR code and appropriation as advised from the Finance Department. No expenditure can be incurred by any Department until the allotment of funds is communicated online up to detailed Heads of account (mentioning State fund/ CSS / CP / NLCPR / NEC distinctly) by the Controlling Officer/ Sub-Controlling Officer to the DDOs with intimation to Treasury Officers/ Sub-Treasury Officer. 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 through CTOS software. The grant-in-aid to autonomous bodies like PRIs /ULBs / TTAADC and Share Capital/Grant to Government Undertakings / Autonomous Bodies / Grant-in-aid Institutions etc., shall be provided on monthly or quarterly basis, as the case may be, subject to satisfactory utilization and performance. While making allotment of fund among the Sub-Controlling Officer / DDOs by the Controlling Officer/ Sub-Controlling Officer respectively through online, the reference of release of fund from the Finance Department 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 fund, Centrally Sponsored Schemes, Central Plan, Non-Lapsable Central Pool of Resources and North Eastern Council Schemes are not exceeded in any circumstances except in cases where additional fund has been released from the Finance Department subject to adjustment in the R.E. stage and under no circumstances the Revised Estimates are to be exceeded.

(3) The drawal of money from Treasuries/Sub-Treasuries by Drawing and Disbursing Officers shall be restricted to online fund allocation by the Controlling Officer/ Sub-Controlling Officer in favour of the Drawing & Disbursing Officer(s) against release or ceiling as indicated by Finance Department. Instructions issued by the Finance Department from time to time on the procedures and conditions regulating the system of drawal of money from Treasuries/Sub-Treasuries on the basis of fund release shall apply.

(4) The Departments should send their proposal for release/ revalidation of central scheme funds only to the extent upto which it could be actually utilized during the financial year to avoid the problem of revalidation in next/subsequent years.

(5) The revalidation of fund, against fund under CSS/ CASP only which have been released during any financial year, will be done in next or subsequent financial year on production of the reconciled statement of expenditure from O/o Accountant General, Tripura. Only in cases where fund released by Finance Department in any financial year have not been at all allocated to any Drawing & Disbursing Officer, the Finance Department may revalidate the amount on the basis of a Non-Drawal Certificate issued by Controlling Officer/ Secretary of the Department in first few months of the financial year when reconciled statement from O/o Accountant General, Tripura is not available subject to condition that the Departments will submit the reconciled expenditure statement from the Accountant General, Tripura by 30<sup>th</sup> November of the ongoing financial year failing which the Finance Department will make adjustment of the amount released from subsequent releases.

## **6. GENERAL LIMITATIONS ON POWER TO SANCTION EXPENDITURE:**

(1) It is a primary condition of the exercise of financial powers that public revenues shall 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 Civil Deposit / P.L. Account or Bank/ Postal Account or otherwise.

(2) 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.

(3) Nothing contained under these rules shall empower any authority to sanction, without prior concurrence of the Finance Department, any expenditure which involves introduction of new scheme, programme, principle or practice or modification of the existing scheme, programme, principles or practices, likely to lead to increase in expenditure in future.

(4) The exercise of powers to sanction expenditure is subject to the observance of general or special direction which the authority may delegate or re-delegate.

(5) No expenditure shall be incurred against a sanction unless funds are made available by appropriation or re-appropriation.

(6) 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.

(7) Each bill irrespective of the amount involved (excepting salary bills) to be presented to the Treasury/ Sub-Treasury shall be accompanied with the sanction orders(s) by the authority empowered under these rules, without which such bills shall not be entertained.

## **7. RESIDUARY FINANCIAL POWERS AND GENERAL LIMITATIONS:**

Financial powers, not specifically delegated to any authority by these rules, shall vest in the Finance Department. In case of emergencies due to natural calamities or any other unforeseen circumstances, Finance Department shall issue appropriate orders to

remove any such difficulties in dealing with those circumstances. The instructions issued by Central Vigilance Commission may be treated as guiding instructions especially for public procurement of goods & services as well as execution of works.

## **8. RE-APPROPRIATION:**

Administrative Departments shall obtain prior approval of Finance Department for re-appropriation of funds subject to the following conditions and overall limitations of legislative approval inherent in financial authorization:-

- (i) No fund shall be re-appropriated after finalization of Revised Estimates.
- (ii) Funds shall not be re-appropriated from one Major Head of account to another.
- (iii) No re-appropriation shall be made from sanctioned grants for Plan schemes to meet expenditure in the non-plan sector.
- (iv) Within the Plan sector, funds shall not be re-appropriated across State Plan, Central Plan and Centrally Sponsored Schemes, NLCPR & NEC.
- (v) Within the non-plan sector, funds shall not be re-appropriated from grants meant for non-plan schemes.
- (vi) Funds shall not be re-appropriated to meet expenditure which has not been sanctioned by a competent authority.
- (vii) Funds provided for charged expenditure shall not be re-appropriated to meet voted expenditure and vice-versa.
- (viii) No re-appropriation shall be made from and to the provision for Secret Service expenditure.
- (ix) 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.
- (x) No re-appropriation shall be made from the provision for salary & wages for any other purpose.

- (xi) Re-appropriation for funds for Office Expenses, Travelling 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.
- (xii) 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) Filling up of vacant posts by direct recruitment.
- (iii) Engagement of DRW/PTW/MRW/Contingent worker/Contractual employees including re-appointment/re-engagement etc.
- (iv) Purchase of Vehicles.
- (v) Hiring of vehicles.

However, the Secretary of the Department will be competent to allow hiring of a vehicle for a maximum period of 3 months for use by field officers/offices when a running vehicle goes out of order and repair is likely to take considerable time and the replacement of the vehicle is not found feasible from other existing vehicles. This hiring should be discontinued immediately after the vehicle is repaired or on completion of the period of three months whichever is earlier. The hiring should also be discontinued



immediately where a new vehicle is purchased in replacement of the vehicle going out of order.

The Secretary of the Department will be competent to allow further continuation of hiring of vehicles on annual basis subject to obtaining the approval of the Departmental Minister if such hiring had been approved by the Finance Department initially.

- (vi) Installation of telephones, provision of STD facilities and provision of mobile phones to officials other than Head of Departments.
- (vii) Purchase of furniture/ photocopiers/ laptop/ air-conditioner and any other equipment not in common use in Government offices of the State. However, the Secretary of a Department and DGP shall be competent to approve the purchase of furniture / laptop upto Rs. 1.00 lakh for any establishment in a year subject to ceiling of Rs. 5.00 lakhs for all offices/ sections within that financial year for the entire Department.
- (viii) Purchase of stationery articles of regular use in office of Government Department and Government Undertakings including local bodies from Consumer Federation, PMCS, TSIC, TKVIB etc., exceeding Rs. 15.00 lakhs in a year.
- (ix) Re-drawal of lost cash.
- (x) Writing off of losses, except cases covered under Rule 30 and Rule 31 *ibid*.
- (xi) 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 Department of Sports and Youth Affairs, Department of Information, Cultural Affairs and Home (Police) Department.
- (xii) Revision of pay scales/wages or of any service benefits and up-gradation of any post.
- (xiii) Terms and condition of appointment of persons in the State Government or Government Undertakings on deputation from Central Government, other State Governments, Central or other State Government Undertakings.



- (xiv) Sanction of rent-free accommodation, unless covered under any specific order issued by the Finance Department.
- (xv) Sanction of allowance/ special pay/ honorarium/ overtime allowance etc. unless covered under any specific order issued by the Finance Department.
- (xvi) Contribution of equity capital to Public Sector Undertakings, other than fund released from Finance Department. 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.
- (xvii) Grants not covered by Grants-in-aid Rules approved by the Government with concurrence of the Finance Department.
- (xviii) Stipend/Scholarship not covered by Rules approved by the Government with the concurrence of the Finance Department and modification of rates of scholarship/stipend.
- (xix) Subsidy not covered by Rules approved by government with the concurrence of the Finance Department.
- (xx) Deputation abroad on training/tour etc.
- (xxi) Acceptance of loan by any Department from Financial Institutions/ Financial Undertakings etc.
- (xxii) All Externally Aided Projects
- (xxiii) Furnishing of guarantee by the State Government against any loan to be taken by any State Government Department.
- (xxiv) Any new plan scheme and scope or coverage of the existing plan schemes after approval by the Planning and Co-ordination Department.
- (xxv) Outsourcing of services.
- (xxvi) Engagement of consultants on long term basis.
- (xxvii) Opening of any new office/establishment.

(xxviii) Opening of Bank/Postal Account and making any term/fixed deposit.

(xxix) Provision of clause (i), (ii), (iii), (iv), (v), (viii),(x), (xii), (xv), (xxi), (xxii), (xxiii), (xxv) and (xxvi) will apply to Government Undertakings including local bodies.

(xxx) Any other item where the approval of the Finance Department is required under any other rules or Rules of Executive Business.

(2) In all cases mentioned under sub-rule (1), no action shall be taken without obtaining the prior approval of the Finance Department and under no circumstance ex-post-facto concurrence of the Finance Department shall be sought. The reference number and date by which the Finance Department concurred in the proposal must be indicated on the Bills submitted to the Treasury in the absence of which the bill shall not be entertained.

(3) Charges for vehicles hired with the prior approval of the Finance Department by any Government Department or any Government Undertaking or any local body shall be within rates specified in the Memorandum at **Annexure – I**. The rate notified by the Transport Department cannot 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 these posts have been created with the prior concurrence of the Finance Department and with approval of the Council of Ministers and that these posts are physically occupied on the date of expiry of the previous continuation.

Regarding continuation of posts created on fixed-pay basis keeping regular scale of pay posts in abeyance with the concurrence of Finance Department and for contingent and part-time/ temporary posts created with concurrence of the Finance Department, the Administrative Department shall be competent to sanction continuation of those posts provided these posts have been physically occupied on the date of expiry of previous continuation.

In all other cases in respect of creation and filling up of posts, prior concurrence of the Finance Department shall be necessary. All contingent and part-time/ temporary posts shall automatically lapse on the day vacated by the incumbent.

Copies of orders on the posts continued by the Department indicating specifically the reference of the original concurrence by the Finance Department in the creation of such posts and their period of continuation, alongwith a certificate that these posts are actually physically occupied, shall be rendered by the Administrative Department to the Finance Department and Treasuries, failing which Treasuries shall not pass Pay Bills and other claims of the employees entertained against those posts.

(5) The concurrence of the Finance Department shall not be required for purchase of medical equipment used in the Hospitals under the Health Department and the Home Department, if the individual cost of the equipment does not exceed Rs. 50.00 lakhs provided annual procurement plan is approved by Finance Department.

(6) The concurrence of the Finance Department shall not be required for purchase of the following items of furniture, teachings aids etc., and also for manufacture of items with the seized timber of the Forest Department.

- i) Class-room furniture: -
  - a. Joint Desk, Long Bench and High Bench.
  - b. Teacher's Table
  - c. Armless Chair
  - d. Black Board
  
- ii) Staff-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 and 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 and Government Undertaking including local bodies will be competent to procure the same during that financial year or the next consecutive financial year without any further concurrence or revalidation by the Finance Department.

(9) The rates and terms of contract /supply recommended / approved by the Purchase Committees at different levels does not absolve requirement of concurrence of Finance Department, 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:

<i>Name of Officials</i>	<i>Extent of powers delegated:</i>	
	<i>Recurring</i>	<i>Non-Recurring</i>
Heads of Office	Rs. 25,000/- in each case	Rs.50,000/- in each case
Heads of Departments	Rs.1,00,000/- in each case	Rs.2,00,000/- in each case
Secretary of a Department/ D.G.P./ P.C.C.F.	Rs.2,00,000/- in each case. However, Secretary, GA(SA) Department shall have full powers for meeting up cost of fuel of vehicles under the disposal of the Department.	Rs.5,00,000/- in each case
Minister In-charge of Administrative Department	Full powers	Full powers

(2) Entitlement for subscription of newspapers and journals shall be regulated as per scale and norms fixed from the Finance Department.

(3) The Heads of Offices shall have full powers for sanction of: (a) Electric & Water Charges (b) Municipal fees & taxes (c) Telephone charges for official purposes (within the ceiling limit as indicated in **Annexure XVI**) subject to the following conditions :-



- (i) A copy of sanction order for such charges with a copy of the bill should be invariably sent to the Head of Department and Secretary of the Department.
  - (ii) A statement showing the name of office, telephone/mobile Nos., period and the amount of the charges sanctioned in each case during the entire financial year should invariably be sent to the Secretary of the Department in the 1<sup>st</sup> week of April of next financial year.
  - (iii) Electric charges/ Municipal fees and taxes/telephone or mobile charges/ printing and advertisement bills should be the first charge for sanction out of the monthly allocation provided to Head of Office for Office expenses.
- (4) A sanction order shall be issued in each case by the authority within whose limit the expenditure falls under sub-rule (1) of this rule and a copy of the order shall be attached with the bill at the time of drawal of money from the Treasury.
- (5) The numbers of vehicles and phones will be within the norm, if any, fixed by the Finance Department for any establishment or Department or Government Undertakings including local bodies.

**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 P.W.D., PWD(National Highways) and other Departments will be governed by the financial powers delegated to them under Rule-24 and 25 and this rule shall not affect their powers.
  - (ii) Expenditure sanction in respect of works to be executed by P.W.D. on behalf of other Departments for which provision exists in the P.W.D. Budget will also have to be accorded by the P.W.D. in exercise of their own powers. In such cases, Administrative Departments will issue necessary administrative approval in accordance with the rules. However, if the fund is placed by any Department for execution of any work with P.W.D./ R.D./ Tripura Housing & Construction Board, both administrative approval and expenditure sanction will be accorded by the requisitioning Department.

- (iii) Issue of administrative approval and sanction of works expenditure by Forest Officers up to the level of Divisional Forest Officer/ Wildlife Warden will be governed by the financial powers delegated to them under Rule 26 and this rule shall not affect their powers.
- (iv) The delegations are also subject to observance of the instructions regarding the powers and functions of the Lower Purchase Committee, Higher Purchase Committee and Departmental Purchase as constituted under Rule 23 and other formalities to be complied with in respect of each item of expenditure.
- (v) 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.
- (vi) Necessary budget provision exists for the specific scheme.
- (vii) Outlay on the continued plan scheme has been included in the approved plan by the Planning & Co-ordination Department for the year.
- (viii) Prior concurrence of the Finance Department is to be obtained for the restricted items as mentioned under Rule 9 of these rules.
- (ix) This power is prudently exercised so that limited number of projects/ schemes commensurate with their 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 (including Central and State) shall be as follows:-

SI No.	Authority to whom delegated	Extent of powers (Rs.in lakhs)	
		Plan	Non-Plan
1.	Minister-in-charge of Administrative Department	Full	Full
2.	Secretary of Department	100.00	50.00
3.	D.M & Collector, Municipal Commissioner, Agartala Municipal Corporation	50.00	25.00
4.	Heads of Department (other than Sl. No. 3)	25.00	10.00
5.	Sub-Divisional Magistrate, Chief Executive Officer, Municipal Council/ Executive Officer, Nagar Panchayat	12.00	4.00



6.	Sub-Division Level Head of Office (other than Sl. No. 5)	10.00	3.00
7.	Block Development Officer, Executive Officer, Panchayat Samiti.	10.00	3.00
8.	Head of Office ( Other than Sl. No. 7)	5.00	2.00
9.	Medical Superintendent, GBP Hospital, IGM Hospital and Regional Cancer Centre	25.00	10.00

(3) The D.M & Collectors shall have full powers for administrative approval and expenditure sanction in respect of MPLADS (MP Local Area Development Scheme) for any admissible project.

(4) Heads of Departments and District Level Officers authorized by the Secretary of the Department may sanction work without the technical approval of the competent Engineering Officer to the estimate of value not exceeding Rs.50,000/- 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 any wings of PWD.

(5) The Medical Superintendents of G.B. Hospital, I.G.M. Hospital and Regional Cancer and the Chief Medical Officers of the Districts shall have full powers to sanction expenditure for supply of diet to the patients and sweeping and cleaning approved by the competent authority on the basis of sub-allocation of fund made to them by the Controlling Officer.

## **12. APPRAISAL AND APPROVAL OF GOVERNMENT FUNDED SCHEMES AND PROJECTS**

(1) *Appraisal:* The Institutional framework for appraisal of Schemes and Projects shall be as below:-

### **Expenditure Finance Committee (EFC)**

Chief Secretary	Chairman
Secretary-in-Charge of Finance Department	Member
Secretary-in-Charge of Industries & Commerce Department	Member
Secretary-in-Charge of the concerned Administrative Department	Member
Senior-most Special Secretary/Additional Secretary/ Joint Secretary, Finance Department	Member-Secretary
<i>For appraisal of schemes of scientific nature, Secretary In-charge of Department of Science, Technology &amp; Environment may be invited as Member.</i>	

### **Standing Finance Committee (SFC)**

Secretary-in-charge of the concerned Administrative Department	Chairperson
Representative of Finance Department	Member
Director of the concerned Administrative Department	Member-Secretary
<i>For appraisal of schemes of scientific nature, Secretary In-charge of Department of Science, Technology &amp; Environment may be invited as Member.</i>	

Note: (a) "Schemes" shall indicate programme-based cost centres through which the Departments spend their budgetary and extra-budgetary resources for delivery of public goods and services to the citizens. This will include a) *Central Sector Schemes* and b) *Centrally Sponsored Schemes*. They can have both *Central and State Components*.

(b) "Projects" involve one-time expenditure resulting in creation of capital assets, which could yield financial or economic returns or both. Projects may either be approved on stand-alone basis or as individual projects within an approved scheme envelope. They may be executed through budgetary, extra-budgetary resources, or a combination of both.

(2) The delegation of powers for appraisal and approval of Schemes/ Project having *Original Cost Estimates (OCE)* is given in the table below:

<b>Scheme/Project Appraisal</b>		<b>Scheme/Project Approval</b>	
<b>Cost (Rs. Cr.)</b>	<b>Appraisal by</b>	<b>Cost (Rs. Cr.)</b>	<b>Approval by</b>
Upto 2.00	SFC	Upto 2.00	Minister-in-charge of Administrative Department
Above 2.00 to less than 10.00	EFC	Above 2.00 to less than 10.00	Minister-in-charge of Administrative Department
10.00 and above	EFC	10.00 and above	Council of Ministers

Note: a) The financial limits above are with reference to the total size of the Scheme/Project being posed for appraisal and includes budgetary support, extra-budgetary resources, external aid, debt/equity/loans, state share, etc.

b) Delegated powers should be exercised only when the budgetary allocation or medium-term scheme outlay as approved by Finance Department is available.



- c) While exercising delegated powers, the Departments should also ensure the proposals are subject to rigorous examination in project design and delivery, and careful attention should be paid to recurring liabilities and fund availability after adjustment of the committed liabilities.

(3) Depending on the level of delegation as indicated under sub-rule (2), the Schemes/ Project will be appraised by the Expenditure Finance Committee (EFC) or the Standing Finance Committee (SFC). The step-wise time-lines for appraisal are given at Annexure-XVII. The formats for submitting Schemes and Project Proposals are given at Annexure-XVIII and Annexure-XIX respectively. For Schemes, a Concept/ Detailed Paper which outlines the overall scheme architecture and its main structural elements should be attached. Similarly, for Projects either the Feasibility or the Detailed Project Report should be attached. *The word Scheme is used here in a generic sense.* It includes programs (umbrella schemes), schemes and sub-schemes, which, depending on the need, may be appraised as stand-alone cost centres.

(4) Any increase in costs due to statutory levies, exchange rate variation, price escalation within the approved time cycle and/or increase in costs up to 20 percent due to any other reason, are covered by the approval of the original cost estimates. Any increase in this regard would be approved by the Secretary of the concerned Administrative Department with the concurrence of the Finance Department.

Any increase in costs beyond 20 percent of the firmed-up cost estimates due to time overrun, change in scope, under-estimation, etc. (excluding increase in costs due to statutory levies, exchange rate variation and price escalation within the approved time cycle) should first be placed before EFC to identify the specific reasons behind such increase, identify lapses, if any, and suggest remedial measures for the same. The recommendations of the EFC should be placed for fresh appraisal and approval before the competent authority as per the extant delegation of powers.

**Note :** A "firmed-up cost estimate", in this context, means a cost estimate which has been through the full appraisal and approval procedure as per the extant delegation of powers.

(5) Administrative approval and expenditure sanction will be issued by the concerned Department after issue approval of Scheme/Project by competent authority as per provision at Sub Rule (2) *ibid*.

### **13. AGENCY CHARGE/ SUPERVISION CHARGE/ SERVICE REIMBURSEMENT CHARGE:**

- (1) No Department of the State Government will levy any agency charge/ supervision charge upon any other Department of the State Government for execution of any work or providing of any service.
- (2) However, agency charge/ supervision charge shall be levied by the concerned State Government Department where any work is entrusted upon them by any Organization/ Agency outside State Government. Similarly cost/ reimbursement also to be realized where manpower/ service are provided by any State Government Department to any Organization/ Agency outside the State Government.
- (3) Wherever agency charge/ supervision charge/ service reimbursement charge is realized by the Department as per sub-rule (ii) above, it must be deposited in appropriate revenue head of the State Government. 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.

### **14. GRANTS, LOANS AND STIPENDS:**

- (1) Administrative Departments shall have full powers to sanction grant-in-aid (including stipends and scholarships) and/or loans provided:
  - (i) Such grant-in-aid (including stipends and scholarships) and/ or loans are in accordance with the prescribed rules and prior concurrence of the Finance Department has been obtained.
  - (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 by the Finance Department.



(2) 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 rates to the employees and stipends & 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 those employees who have been appointed against posts created with the concurrence of the Finance Department and continued as per the provision under rule 9(4).
- (ii) Funds under budget provisions exist and are adequate to meet the requirements for the entire financial year.
- (iii) Stipends and scholarships payable to the students are as per the approved rules framed in consultation with the Finance Department.

(3) Administrative Departments shall have full powers to sanction grants to TTAADC on monthly/quarterly/annual basis on being satisfied about the proper utilization of the amounts previously released.

#### **15. PAYMENT OF INTEREST AND REPAYMENT OF LOAN : -**

Administrative Department 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.

#### **16. 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.

### **17. 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-postponed-able 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 personal staff and Group-D employees attached to the Office of the Chief Minister, other Ministers, the Chief Secretary, other Secretaries upto the rank of Joint Secretary, 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.200/- (Rupees two hundred) to Group D employees and @ Rs.350/- (Rupees three 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.

### **18. 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 :

<b>Sl. No</b>	<b>Authority to whom delegated</b>	<b>Maximum Limit per month</b>
i)	All Ministers, all Secretaries, Special Secretaries, Addl. Secretaries, Jt. Secretaries, Dy. Secretaries and meetings in Secretariat at the disposal of the Secretariat Administration Department.	Rs.50,000/- (Rupees fifty thousand) per month.
ii)	All Officers in the Apex Scale and above (other than officers posted in the Secretariat).	Rs.800/- per month
iii)	All Officers in HAG+ Scale (Level 20 of Pay matrix) (other than officers posted in the Secretariat )	Rs.400/- per month
iv)	All officers in PB-4 ( Level 19 of Pay matrix ) and above (other than officers posted in the Secretariat and other than HODs)	Rs.300/- per month
v)	DM & Collectors	Rs.800/- per month
vi)	District Superintendent 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 to tea/coffee only.

(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/ Sub 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.

#### **19. HIRING OF ACCOMMODATION:-**

(1) The Department may hire accommodation to the minimum extent required for office purposes.

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



(3) The above procedure shall not be 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.

## **20. 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 Department and 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.

## **21. SANCTION OF GPF ADVANCE AND PART FINAL WITHDRAWAL :**

(1) Controlling Officer shall be competent to sanction GPF advance/ withdrawals for Head of Department and above rank officers. Head of Department shall be competent



to sanction GPF advance/ withdrawals for Group-A (other than himself and above rank officer), B & C (Gazetted employees) and Head of Office shall be competent to sanction GPF advance/ withdrawals to all 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 latest balance as available in the credit of the employees.

(3) The amount to be sanctioned under these Rule shall be strictly as per the provisions of Rules and must be reasonable and in conformity with the purpose for the advance/withdrawal.

(4) The sanctioning authority shall have adequate documentary evidence on record to satisfy him about the purpose of sanction. If he is satisfied on the basis of any evidence other than documents, that should be clearly recorded in the file and it shall be the responsibility of such sanctioning authority

## **22. 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 Union Government or on foreign service to State or Central Public Undertakings, State Public Undertakings, Companies, Bodies, Institutions 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 for foreign service is on standard terms prescribed in the Appendix-6 of the Swamy's Compilation of Fundamental Rules and Supplementary Rules, Part- I (18<sup>th</sup> 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:-
    - (i) For training of Government servants inside Tripura under the prescribed departmental Rules.
    - (ii) 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.

### **23. RATES AND CONTRACTS :-**

#### **(1) Committees:-**

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 whom at least one should be from some other Department and the Officer-in-charge concerned with the stores/service/works in the Establishment to which it relates as the Member-Secretary.
- (b) The Administrative Departments shall constitute **Higher Purchase Committee (HPC)** with the Head of Department as Chairman, a Senior Officer of any other



Department to be nominated by the concerned Department as the Member and the Officer-in-charge concerned with the stores/ service/ works in the Department to which it relates as the Member-Secretary. A representative of the Department of Industries shall be a permanent invitee in all meetings.

(c) The Administrative Departments shall also constitute **Departmental Purchase Committee (DPC)** with the Secretary of the Department as Chairman, the Head of Department as Member, any other Head of Department to be nominated by the Secretary, Finance, as Member, the Officer-in-charge concerned with the stores/ service/works in the Department to which it relates as the Member-Secretary. A representative of the Department of Industries and Finance Department shall be permanent invitees in all meetings. The list of second Head of Department nominated by Secretary, Finance is shown at **Schedule I**.

Provided that Government Departments and Government Undertakings may purchase goods upto a value of Rs. 25,000/- (Rupees twenty five thousand) only in each case without inviting quotations or bids on the basis of a Certificate to be recorded by the competent authority in the following format, subject to the condition that the total purchases without inviting quotations or bids in a quarter of a financial year shall not exceed the aforesaid value:

*"I, ..... (name and designation of the authority), am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable rate."*

**(2) Financial Ceiling Limit:**

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:

<b>Sl. No</b>	<b>Name of Committee</b>	<b>Purchase</b>	<b>Financial Ceiling Limit</b>
(i)	Lower Committee	Purchase	Above Rs. 0.25 lakh to Rs. 5.00 lakh
(ii)	Higher Committee	Purchase	Above Rs. 5.00 lakh to Rs. 50.00 lakh
(iii)	Departmental Committee	Purchase	Full powers in respect of all cases falling beyond the powers of the Higher 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 be applicable on purchases through tenders by State Government Agencies on products manufactured in Tripura by eligible enterprises. Purchase preference shall be available to local enterprises whose quoted prices is within 15% of the price quoted by the lowest bidder from outside the State, subject to the condition that the local unit agrees to supply at the same rate as the price offered by the first lowest bidder from outside the State. The benefit is available only to enterprises achieving minimum 20% value addition within the State and is subject to certain other condition as laid down by Industries & Commerce Department for this purpose.

(5) **Power to decide single tender :**

These are of two types, viz:-

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

(ii) Single tender received in response to widely published open tender.

In both these cases, the rates may be finalized by the respective Committees according to financial powers, provided that the Chairman of the respective Purchase Committee is satisfied that the article required is of proprietary nature or 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 restricted 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 a tender or quotation or offer is received without any tender having been invited, such tender or quotation or offer shall be finalized only by the Higher Purchase Committee(HPC) for contracts up to the financial ceiling laid down for the Lower Purchase Committee(LPC) (i.e. above Rs. 0.25 lakh to Rs. 5.00 lakh), while all other cases shall be finalized by the Departmental Purchase Committee. The Chairman of the HPC/ DPC, as the case maybe, 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. No negotiation shall be carried out in respect of finalization of any tender. Unsolicited tender shall not be accepted in normal circumstances.

(ii) When necessity is felt in the public interest for quick implementation of major works, the same may be taken up by calling Restricted Tenders from the public sector agencies having experience of execution of similar projects within the guidelines of General Financial Rules. The rate offered by them in the restricted tender may then be examined for acceptance as per the existing procedure.

**(7) Purchase of Vehicles: -**

The Departments may purchase vehicles at DGS & D / GeM 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.

**(8) Purchase of GCI sheet and Steel materials: -**

The Departments may procure GCI Sheet and Steel Materials from SAIL, Tata Steel, 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.



**(9) Power to accept tenders:-**

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 Minister In-charge of the Department shall be competent to accept tenders recommended by the Departmental Purchase Committee.

**(10) Purchase through DGS & D :-**

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

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

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

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

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

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

**(11) Purchase through Government e-Marketplace (GeM) :**

Department shall have full powers to make direct online purchases of materials and supplies (at their option), without calling tender, from the suppliers available on Government e-Marketplace (GeM) as per rates and terms, subject to the following conditions :-



- (i) Upto Rs. 0.50 lakhs through any of the available Sellers/ Suppliers on the GeM, meeting the requisite quality, specification and delivery period;
- (ii) Above Rs. 0.50 lakhs and upto Rs. 30.00 lakhs through the GeM Seller/ Supplier having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. Tools for online bidding and online reverse auction provided in the GeM can be used by the Purchaser, if decided by the competent authority.
- (iii) Above Rs. 30.00 lakhs through Seller/ Supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.
- (iv) The Seller/ Supplier shall be selected by taking into account the lowest cost in transportation, if applicable.
- (v) Departments may authorize an officer not below the rank of Head of Department to act as Government Buyer for different independent wings of their Department. If the Secretary of the Department does not find suitable Head of Department below him to authorize to act as Government Buyer, the Secretary himself may act as Government Buyer for availing the facility of GeM.
- (vi) The Contract/ supply order shall be placed subject to the fulfillment of following conditions:-
  - (a) Purchase by the State Government Department and Government Undertakings including local bodies against Seller/ Supplier available in GeM shall be strictly made within the sanctioned budget.
  - (b) Approval of the competent authority shall be taken prior to placing order with the supplier at GeM. Ex-post facto approval shall be avoided in all cases.
  - (c) The debits raised by the Seller/ Supplier at GeM are to be promptly accepted.

**(12) Purchase of vehicles at GEM rate:-**

Where Finance Department's concurrence has already been obtained, the vehicles may be purchased from the Seller/ Supplier available at GeM as per procedure

mentioned therein and approval of rate by any Purchase Committee shall not be necessary. In cases, where no Seller/ Supplier are available at GeM, approval of the Purchase Committee along with Finance Department's concurrence shall be necessary.

**(13) 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 Regional Cancer Centre 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. 2,00,000/- 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.
- (14) 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 24ibid.



(15) **Purchase of articles from Consumer Federation / Primary Marketing Cooperative Societies/ TSIC/ TKVIC:**

- (i) Government Departments and Undertakings may purchase stationery articles of regular use in offices from Consumer Federation / Primary Marketing Cooperative Societies/ TSIC/TKVIC etc., as the case may be, subject to the ceiling limits mentioned below:-

SI No	Name of Government Department/ Offices	Maximum ceiling on purchase in a year (Rs. In lakhs)
1.	Secretary of the Department	15.00
2.	DM & Collector	8.00
3.	Head of Department other than D.M.& Collector	6.00
4.	District level Head of Office	4.00
5.	SDM	4.00
6.	Sub-Divisional level Head of Office (other than SDM)	3.50
7.	BDO	2.00
8.	Other Head of Office	1.50

- (ii) Wherever it is observed that purchase(s) made by any of the aforesaid level of Government Department/ offices exceeds its maximum ceiling, the next higher authority in the connected hierarchy in the table above, shall be competent to authorize such expenditure subject to condition that such expenditure falls within his financial ceiling.
- (iii) Prior concurrence of Finance Department shall have to be obtained in respect of purchase of articles of regular use in offices exceeding the ceiling limit of Rs. 15.00 lakhs in a year.

(16) **e-Tender/ e-Procurement:-**

- (i) All procurements involving goods, services and consultancies above 3(Three) lakhs and works/ EPC above 25 (Twenty Five) Lakhs by the State Government Departments/ Organizations shall be carried out through e-procurement solution <https://tripuratenders.gov.in>.
- (ii) The following procedure may be adopted for the purpose:-
- (a) Identify on suitable senior officer as nodal officer in each Department/Organization for implementing and smoothly running

<https://tripuratenders.gov.in> in his/ her respective Department/ Organization.

- (b) Identify minimum three persons in each Department/Organization for handling the e-procurement solution and intimate their names to NIC Tripura State Unit (TSU) for e-procurement training.
  - (c) Obtain email ID from NIC for above three persons.
  - (d) Procure Digital Signature Certificate (DSC) for three persons as mentioned in previous Sl. No. (ii)
  - (e) Coordinate with NIC TSU and collect User IDs and passwords for accessing <https://tripuratenders.gov.in> by respective Department/Organization.
- (iii) Any procurement involving value less than 3(three) lakhs may also be done through e-procurement, if convenient to the departments.

Note: These will not apply to procurements being made by Departments/Organizations through Government e-Market Place (gem.gov.in), DGS&D rate contracts, NICS. In emergency conditions the Departments may call limited / short term tender.

#### **24. POWERS OF ENGINEERING OFFICERS OF PWD & OTHER DEPARTMENTS:-**

(1) Notwithstanding anything contained in Rule 23 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 :-

Sl. No	Subject	Extent of powers delegated (Rs. In lakhs)				
		Eng-in-Chief/ Chief Eng.	Add. 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	250.00	150.00	25.00	2.00
2	Expenditure sanction for works/Projects	200.00	--	--	--	--
3	Power to undertake deposit works	200.00	100.00	10.00	2.00	Provided full amount of



						work is placed with the department
4	Acceptance of tenders for work					
	(a) Acceptance of lowest tender	500.00	200.00	150.00	15.00	1.00 subject to approval of concern SE/EE
	(b) Acceptance of single tender	250.00	150.00	100.00	10.00	--
Note: Full reasons should be recorded by the approving authority that should also guard against contractors holding out unjustifiably higher rates.						
5	Award of work without call of tender or with a firm which has not quoted for the executing the remaining work after the rescission of a contract.	5.00	3.00	1.50 in each case subject to Rs. 15.00 lakh per Division	0.75 in each case subject to Rs. 5.00 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	1.00
7	Sanction of rates for additional items/ substituted items	Upto 20% of contract amount and beyond this with approval of the Department.	10.00	6.00	Upto 0.80 in respect of schedule and agreement items. In respect of other items 25% of contract value subject	--

					to a ceiling of 0.08	
<p>Note: i) These should be exercised for the technical reasons only.  ii) Scales of accommodation and furniture sanctioned by the higher authority should not be exceeded.  iii) These powers are in respect of each contract.  iv) These powers will be exercised by each authority in addition to those of subordinate authority.  v) Agreement item means those items which can be derived from similar items in the agreement.</p>						
8	Restricted Call of tenders for work (administrative power with approval of Department).	Full powers	--	--	--	--
9	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	2.00	1.00	0.80	0.80
<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 mentioned above.</p>						
10	(a) Acceptance of highest bid at or exceeding the reserve price for disposal of Govt. buildings (without land).	Full powers	30.00	15.00	3.00	--
	(b) Acceptance of bids below reserve price for disposal of Govt. building (without land).	40.00	--	1.50	--	--
	(c) Acceptance of single tender for disposal of Govt. building (without land).	20.00	--	2.00	--	--
<p>Note: The bid must not be below the reserve price, otherwise the recommendation of the Work Advisory Board will be required, beyond the delegated power at 11(b).</p>						
11	Advance payment for purchase of steel from	Full power	--	--	--	--



	SAIL/Tata Steel/IISCO, RINL subject to reasonability					
12	Advance payment for purchase of Petroleum and Bitumen from CPSUs.	Full power	--	--	--	--
13	Local purchase and repair of Mathematical and Survey instruments.					
	i) Purchase of instruments manufactured by any Government/ Govt Undertaking/ PSUs/ CPSUs/ National Instruments Ltd., Kolkata.	0.50 per item	--	0.10 per item subject to a ceiling or Rs. 2.00 lakhs per Divn.	--	--
	ii) Repairs of instruments locally	Full power	--	Rs. 5000/- per item	--	--
14	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.	0.10 in each case.	--	--	--	--
	ii) Write off infructuous expenditure on construction	1% of the contract value or Rs. 0.50 lakhs, whichever is less.	--	--	--	--
15	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.				
16	Power to sanction advertisement charges	Full power	--	--	--	--
17	Write off of Tools & Plants (T&P) and other articles of which part	1.00	--	--	--	--

	value has been recovered.					
18	Power to fix standard rent	Full powers	--	--	--	--
19	To fix annually the limit of reserve stocks in various divisions.	Full powers	--	--	--	--
20	(a) Local purchase of stores borne in the GeM running contract.	Full power with the approval of the Secretary of the Dept. keeping in view Sl. No.7 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.	Rs. 2.00 lakhs per item with ceiling of Rs. 10.00 lakhs per circle.	--	Rs. 0.50 lakhs per item with ceiling of Rs. 2.00 lakh per division	Rs. 0.15 lakhs per item subject to annual limit of Rs.1.00 lakh	--
21	Write off of losses of immovable property in respect of building or communication including bridges culverts or portion thereof.	1.00 in each case provided the works are not to be restored at all.	--	--	--	--
22	Write off of losses on stores due to the theft, fraud or negligence on the part of the individuals.	Rs. 0.25 in each case with full justification and provided satisfaction with the enquiry report of Police after lodging FIR	--	--	--	--



23	Sanction of expenditure on ceremonies connected with laying of foundation of stone and opening of public buildings.	As Head of Deptt., Chief Engineer is competent to sanction Rs. 0.20 lakh per annum for entertainment	--	--	--	--
24	Fixation of ceiling based on capital cost of building for their annual maintenance/ repairs and special repairs.	Full powers	--	--	--	--
25	Sale/ Dismantlement of buildings.					
	(i) Permanent	5.00	Sale of buildings will be covered by 11(a), (b), (c)			
	(ii) Semi-permanent	Full powers	--	--	--	--
	(iii) Purely Temporary structure erected during construction of a work.	--	--	--	Full powers	--
26	Issue of order to dismantle building structure departmentally instead of being auctioned in the case of emergency.	Full powers	--	--	--	--
Note: proper justification of urgency should be recorded with accounts of dismantled materials, for use at other works or auction of lumpsum quantity.						

(2) Rates and terms of contract for execution of works beyond the financial ceilings delegated to the Chief Engineer shall be approved by the Minister In-charge on the recommendation of the Expenditure Finance Committee.

(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 PWD shall exercise the power of Executive Engineer as provided under Rule 24.

## **25. SPECIAL POWERS OF ENGINEERING OFFICERS OF PWD (NATIONAL HIGHWAYS)**

(1) The Engineering Officers of PWD(National Highways) shall follow the guidelines issued by Government of India, Ministry of Road Transport & Highways vide letter No.

RW/NH-24035/4/2008-P&M/PIC-EAP dated 31.03.2016 and subsequent amendment, if any issued by the MoRTH, Government of India.

## 26. POWERS OF THE OFFICERS OF THE FOREST DEPARTMENT:

(1) Notwithstanding anything contained in Rule 23 of these rules, the extent of financial and technical powers delegated to the Forest Officers of the Government of Tripura are shown in the following statement:

Sl. No	Subject	Extent of powers delegated ( <i>Rupees in lakh</i> )				
		PCCF	Chief Wild Life Warden	CCF	District Forest Officer/ Dy. Conservator of Forest	Div. Forest Officer/ Wild Life Warden
1	2	3	4	5	6	7
1	Technical sanction to detailed estimates for works	20.00	15.00	10.00	6.00	4.00
2	Administrative approval and Expenditure Sanction for Forestry related Works/Projects under Plan/CAMPA/FC Award and all CS Schemes.	20.00	10.00	8.00	6.00	4.00
3	Administrative approval and Expenditure Sanction for Forest maintenance related works/Projects under Non-Plan.	16.00	8.00	6.00	4.00	3.00
4	Acceptance of lowest tender for Plan works	20.00	10.00	8.00	6.00	4.00
5.	Purchase of Fire Arms	2.00	--	--	-	--



6.	Reward to the member of public for intelligence leading to control of illicit felling and smuggling of timber	Rs.10,000/- only in each case with total ceiling of Rs.2.00 lakhs in a year	--	--	-	-
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## 27. MAINTENANCE AND REPAIR OF GOVERNMENT VEHICLES:

(1) The year-wise cumulative financial ceiling for maintenance and repair of different categories of Government vehicles shall not exceed the ceiling specified in the following schedule: -

(Amount in Rs.)

Sl. No	Model	Life in Km/ Year	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>d</sup> Year	4 <sup>th</sup> year	5 <sup>th</sup> year	6 <sup>th</sup> Year	7 <sup>th</sup> Year	8 <sup>th</sup> Year	9 <sup>th</sup> Year	10 <sup>th</sup> Year	Category
1.	Maruti CIAZ	1.50 lakh kms/ 10(ten) years	Rs.9,200.00	Rs.27,600.00	Rs.46,000.00	Rs.1,01,200.00	Rs.2,11,600.00	Rs.2,48,400.00	Rs.2,85,200.00	Rs.3,40,400.00	Rs.4,32,400.00	Rs.4,60,000.00	A
2.	Maruti SX4												
3.	Maruti Swift D'Zire												
4.	Maruti Esteem												
5.	Maruti Ertiga												
6.	Maruti Omni	1.50 lakh kms/ 10(ten) years	Rs. 5,425.80	Rs.16,277.40	Rs. 27,129.00	Rs. 59,683.80	Rs.1,24,793.40	Rs.1,46,496.60	Rs.1,68,199.80	Rs.2,00,754.60	Rs.2,55,012.60	Rs.2,71,290.00	B
7.	Maruti Gypsy												
8.	Maruti Swift												
9.	Maruti Celerio												
10.	Maruti Wagon R												
11.	Maruti Eeco												
12.	Ambassador												
13.	M&M Petrol Jeep												
14.	Toyota Innova	1.50 lakh kms/ 10(ten) years	Rs.12,250.00	Rs.36,750.00	Rs. 61,250.00	Rs.1,34,750.00	Rs.2,81,750.00	Rs.3,30,750.00	Rs. 3,79,750.00	Rs. 4,53,250.00	Rs.5,75,750.00	Rs.6,12,500.00	C
15.	M&M Bolero												
16.	M&M Scorpio												
17.	M&M Xylo												

18	TATA Sumo Gold	1.50 lakh kms/ 10(ten) years	Rs.6,500.00	Rs.19,500.00	Rs.32,500.00	Rs.71,500.00	Rs.1,49,500.00	Rs.1,77,500.00	Rs.2,01,500.00	Rs.2,40,500.00	Rs.3,05,500.00	Rs.3,25,000.00	D
19	TATA Indica EV2												
20	TATA Indigo ECS												
21	TATA Winger												
22	M&M Diesel Jeep												
23	Heavy Vehicle	3.00 lakh kms/ 10 (ten) years	Rs.30,000.00	Rs.90,000.00	Rs.1,50,000.00	Rs.3,30,000.00	Rs.6,90,000.00	Rs.8,10,000.00	Rs.9,30,000.00	Rs.11,10,000.00	Rs.14,10,000.00	Rs.15,00,000.00	E
24	Motor cycle/Auto	0.80 lakh km or 8(eight) years	Rs.1,500.00	Rs.4,500.00	Rs.7,500.00	Rs.16,500.00	Rs.34,500.00	Rs.40,500.00	Rs.46,500.00	Rs.55,500.00	Rs.70,500.00	Rs.75,000.00	F
25	Tractor	10,000 hours	Rs.1,300.00	Rs.3,900.00	Rs.6,500.00	Rs.14,300.00	Rs.29,900.00	Rs.35,100.00	Rs.40,300.00	Rs.48,100.00	Rs.61,100.00	Rs.65,000.00	G

(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. 20,000/- for light petrol vehicles and up to Rs 25,000/- per Diesel vehicles and uptoRs 50,000/- for Heavy vehicles may be incurred each year from the 11th year onwards. These yearly ceiling amounts shall be calculated on cumulative basis so that in the event of less expenditure in any previous years, the balance is available for maintenance in subsequent year.

(3) Additional expenditure of Rs 1.00 per Km. may be incurred by the D.G.P. for Police vehicles in the categories of (A) and (B) of sub-rule (1) for the distance covered in excess of 15000 (fifteen thousand) Kms. per year. Similarly additional expenditure of Rs. 2.00 per Km. may be incurred for Police vehicles in the category of (C) in sub-rules (1) for the distance covered in excess of 30000 (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, District Superintendents of Police, and Superintendents of Police of different wings, 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.25,000/- in each case, the repair can be done by inviting quotations and after observing codal formalities.

(b) When the cost is more than Rs. 25,000/- in each case, the vehicle should invariably be sent to PWD workshop/ 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 & Commerce 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.

## 28. 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 kilometers) and length of use (in years), shall be as mentioned in column 3 of the Schedule under Rule 27(1).

(3) The lives of Fire Service vehicles and appliances shall be as mentioned in the Table below:

Type of vehicles	Life
Water Tender Type 'A' & 'B' / Portable Pump / Tractor Pump / Motor Fire Engine / Dry Powder Jeep / Fire Truck / Foam Crash Tender / CO <sub>2</sub>	5000 hrs static operation or 20 yrs in service, whichever is completed later. 30 K.M. run on road is equivalent to 1 hr. stationery operation.
Crash Tender / Jeep Fire Engine Trailer mounted Tanker.	- Do -
Portable Fire Pump	15 years in service
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 whichever 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 relevant rules 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.

## **29. DISPOSAL OF UNSERVICEABLE MATERIALS**

Departments shall have powers under GFR 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.

## **30. WRITING OFF OF LOSSES**

The Administrative Department shall be competent to write off losses up to Rs.50,000/- (Rupees fifty thousand) in respect of the Department/ PSU/ Statutory Bodies etc., under it, with prior approval of the Finance Department and for losses more than Rs. 50,000/- (Rupees fifty thousand), the approval of Council of Ministers shall be necessary after the concurrence of the Finance Department.

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



take measures for recovery of such losses from the delinquent employees(s) before sending the proposal to the Finance Department.

### **31. WRITING OFF OF STORAGE AND HANDLING LOSS OF PDS COMMODITIES:**

The Secretary of the Department shall be competent to write off storage and handling loss of PDS Commodities, if the storage and handling loss is within the limit of 0.5% and beyond that the power of writing off of storage and handling loss of PDS commodities shall be vested with the Departmental Minister.

### **32. DRAWAL OF A. C. BILL :**

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

<b>Sl. No</b>	<b>Name of the Implementing Officers</b>	<b>Extent of power</b>
i)	B.D.O. / Deputy Director, ARDD / Deputy Director of Agriculture / Deputy Director of Fisheries / Deputy Director of Education/ Executive Engineer of I&FM & DWS	Rs.1.00 lakh 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/ Divisional Forest Officer.	Rs.0.60 lakh in each case
iii)	Heads of Office of High and Higher Secondary Schools, Education & Youth Affairs.	Rs. 0.40 lakh in each case

(2) For implementation of family welfare programme, Chief Medical Officers, Superintendent of IGM Hospital. G.B. Hospital, Regional Cancer Centre, Medical Officer in charge of District Hospitals shall have powers to draw upto Rs. 1.00 lakh in each case and the Sub-Divisional Medical Officers shall have powers to draw uptoRs.60,000/- in each case.

(3) For payment of cash to the victims of natural calamities as per scales approved by Finance Department out of Revenue Department budget, the District Magistrates and

Collectors shall have powers to draw A.C. Bills upto Rs.2.00 lakh in each case and Sub-Divisional Magistrates shall have powers to draw A.C. Bills upto Rs.1.50 lakh in each case.

(4) The District Magistrates and Collectors shall have powers to draw A.C. Bills upto Rs. 1.50 lakhs in each case and Sub-Divisional Magistrates shall have powers to draw A.C. Bills upto Rs. 1.00 lakhs in each case for matters connected to elections.

(5) The District Magistrates and Collectors and Sub-Divisional Magistrates shall have full powers to draw amounts in A.C. Bills for payment of cash dole to the inmates of Relief Camps/ Refugees out of the Relief Rehabilitation & Disaster Management Department budget subject to the sanction of expenditure by the competent authority as per the scale approved by the Finance Department.

(6) The Director of S.T. Welfare/ S.C. Welfare/ OBC Welfare/ Minority Welfare Department/ D.M. & Collector shall have powers to draw A.C. Bills up to Rs. 1.00 lakh in each case and Sub-Divisional Magistrate shall have powers to draw A.C. Bills up to Rs. 0.50 lakh in each case for payment of financial assistance to patients as per scales prescribed under the Nucleus Budget Scheme.

(7) 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 being done from a Government of India Undertaking, the advance may be paid without bank guarantee, if it is unavoidable.

(8) Concerned Superintendents of Agriculture will have power to draw funds in A.C. Bills upto Rs. 0.50 lakhs for implementation of Watershed Development Project in Shifting Cultivation Areas.

(9) The Director, ICA shall have powers to draw A.C. Bills up to Rs. 1.00 lakh 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. 0.75 lakh only in each case for organising departmental programme relating to Sports & Youth Affairs.

(11) Secretary-in-charge of RD Department shall have special power for authorising the Executive Engineers of RD Engineering Wing for drawal of fund in advance under A/C



Bill with certain condition as laid down in Memorandum No.F.9(2)-Fin(G)/94(Vol-III) 16/02/2010 and Memorandum No.F.9(2)-Fin(G)/07 dated 15/12/2010 against each division as indicated below :-

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

(12) The power under all the above sub-rules of this rule is subject to the following conditions:

- (i) Drawal of the A.C. Bill is supported by the expenditure sanction for the purpose issued by the competent authority.
- (ii) Drawal of the amount in A.C. Bill should be adjusted in DCC Bills submitted to Countersigning Officer within 60 (sixty) days from the date of the drawal of the amount.
- (iv) 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.
- (v) For drawal of the amount in A.C. Bill, the drawing officer shall have to certify in the Bill that there is no A.C. Bill pending for adjustment in DCC Bill for a period exceeding 60 days from the date of drawal and the money drawn in previous A.C. Bill has been fully exhausted by advance to implementing officers. This certificate should not be issued in a routine manner and DDO will be personally responsible if the same is found false at any stage. The Treasury/Sub Treasury Officer may verify record of any DDO to ensure correctness of the certificate.
- (vi) The total outstanding unadjusted A.C. Bills can't exceed ten times the ceiling of individual bills in each case at any point of time. To determine the total



value of outstanding unadjusted A.C. Bills, the DDOs shall furnish to the Treasury/Sub-Treasury Officer the list of such outstanding unadjusted A.C. bills in the beginning of every quarter.

(vi) Drawal of fund through AC Bill may be avoided in all circumstances.

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

(14) 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/ Sub-Treasury.

(15) 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.

(16) All Heads of Department shall furnish in the month of April to the Finance Department a statement of total number of outstanding A.C. Bill with amount involved drawn by different DDOs under their control and total number of A.C. Bills and amounts for which adjustment has been sent to A.G. during the previous financial year ending in March.

### **33. GENERAL POWERS UNDER VARIOUS RULES**

(1) The Secretaries of the Administrative Departments and Heads of Departments shall be competent authorities under various Rules adopted by the State Government in

respect of gazetted employees and non-gazetted respectively to decide the matters as specified below:-

- (i) To fix pay under the provisions of F.R. 22, 22-A, 22-B, 22-C and Revision of Pay Rules.
- (ii) To reduce the pay of officiating Government servants provided that he can make officiating appointment to the post concerned vide FR-35.
- (iii) To decide the shortest or cheapest of two or more routes for journeys within his jurisdiction vide SR 30(b).
- (iv) To allow Travelling Allowance by a route other than the shortest or cheapest within their jurisdiction provided selection of the route is in Government interest vide SR 31.
- (v) To permit a Government servant to draw higher class fare, when accompanying an officer on a train which provides no entitled class vide SR35.
- (vi) To prescribe a Government servant's headquarters vide SR59.
- (vii) To define the limits of a Government servant's sphere of duty vide SR60.
- (viii) To decide whether a particular absence is absence on duty vide SR62.
- (ix) To restrict the frequency and the duration of journeys vide SR63.
- (x) To grant exemption from operation of SR 73.
- (xi) To disallow travelling allowance for a journey to attend an obligatory examination, if it is considered that the candidate culpably neglected the duty of preparing for it vide proviso (2) SR 130.
- (xii) To permit drawal of travelling allowance for a journey to attend an examination other than those mentioned in supplementary Rules 130 vide SR 132.
- (xiii) To authorise any sub-ordinate officer to grant increment in the normal course in the case of employees appointed with the regular time scale of the post where no penal restriction has been imposed in respect of earning increment.



- (xiv) To sanction Leave Travel Concession in accordance with the rules in force applicable in each case.
  - (xv) To transfer a staff under them from one charge to another charge.
  - (xvi) To fix the pay & other benefits on re-employment under the Tripura State Civil Services (Fixation of Pay of Re-employed Person) 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 rules mentioned at GFR.
  - (ii) To authorize 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, Additional Chief Secretaries, Principal Secretary, Secretaries, Special 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) Departmental Secretary shall be the Controlling Officer for Head of Department and above rank officer for medical reimbursement claim. Head of Department shall be Controlling Officer for medical reimbursement for employees under Group-A (other than



himself and above rank officer), B & C (Gazetted employees). Head of Office shall be Controlling Officer for medical reimbursement for non-gazetted employees.

### 34. 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.5.00 lakhs in Each Case	Rs. 1.00 lakh in Each Case
(iv)	Departmentally executed works	Rs.10.00 lakh in each case with technically approved estimates and Rs.30,000/- in each case without technically approved estimates	Rs.2.00 lakh 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
(xii)	Drawal of AC Bill for purchase of arms & ammunition.	Full Powers till alternative arrangement is devised	NIL
(xiii)	Sanction of Expenditure for centrally sponsored schemes after approval of Empowered Committee & MHA	Plan – Rs. 50.00 Lakh Non Plan – Rs. 20.00 lakhs	NIL
(xiv)	Sanction of expenditure for Procurement of approved peacetime equipment table (PET) items	Rs.5.00 Lakh in a year	NIL
(xv)	Sanction of expenditure for Computer and Peripherals	Rs.5.00 lakh in a year	NIL

(2) The powers delegated under the sub-rule(1) of this rule shall be exercised by the Director General of Police and that of 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 Director General 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 uptoRs.20,000/ and Rs.50,000/- respectively in each case for maintenance of Dog Squad as per the scale prescribed for B.S.F. Dog squad.

(5) Director General of Police shall be competent for entertainment of proforma bills for drawal of fund for procurement of POL products like petrol, diesel etc. under following terms & conditions :

- (i) This delegation shall remain strictly restricted only for entertainment of Proforma Bills raised by Indian Oil Corporation Ltd. and Indian Oil Corporation (AOD) against supply order issued from the office of the Director General of Police for supply of POL products viz. petrol, diesel etc. Ban for non-entertainment of Proforma Bill for any other purpose will continue to remain operative.



- (ii) Only one DDO as authorized by the Director General of Police will have authority to prefer such Proforma Bills raised by Indian Oil Corporation Ltd. and Indian Oil Corporation (AOD) to the Treasury after recording required certificate for drawal subject to availability of fund. No other DDO of the Home (Police) Department can exercise this authority.
- (iii) Proforma Bills from Indian Oil Corporation Ltd. and Indian Oil Corporation (AOD) may be collected against one month's requirement in each lot which may contain a number of such bills, each consignment wise against identified petrol pumps. After collection of such bills, the same may be utilized for preferring to the Treasury under fully vouched bills form for drawal and advance payment. Separate books of accounts are to be maintained for adjustment of drawn fund against actual supply. In case of short / excess supply against the concerned Proforma Bill, the same is to be adjusted with subsequent payment. The records maintained for the purpose should be placed before Audit team as a regular measure.
- (iv) The Department shall regularly monitor drawal and adjustment position of such Bills.

### **35. POWERS OF TRIPURA PUBLIC SERVICE COMMISSION & OTHER STATUTORY COMMISSIONS**

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



## **36. 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.

## **37. REPEAL & SAVINGS: -**

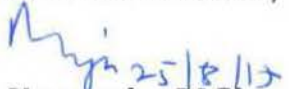
(1) The Delegation of Financial Power Rules, 2011 in force immediately before the commencement of these rules is hereby repealed.

(2) 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.

**38. INTERPRETATION:**

If any question arises relating to the interpretation of any provisions of these Rules, it shall be referred to the Finance Department of the Government of Tripura for decision.

By Order of the Governor,

  
**(M. Nagaraju, IAS)**

Principal Secretary to the  
Government of Tripura  
Finance Department



**List of Schedules and Annexures**

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**NAMES OF NOMINATED HEAD OF DEPARTMENTS**

[Rule- 23(1)(c)]

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

**HIRING RATES OF VEHICLE***[See Rule 9(3)]*

NO.F.9(2)-FIN(G)/07  
 GOVERNMENT OF TRIPURA  
 FINANCE DEPARTMENT

\* \* \* \* \*

Dated, Agartala, the 8<sup>th</sup> February, 2017Subject:-**Fixing of new ceilings for hiring of vehicle.**

The Governor of Tripura is pleased to amend the Annexure-I of DFPRT, 2011 under Rule 9(3) ibid in respect of hiring rates of vehicles as under with immediate effect.

2. The upper ceiling for hiring of vehicles subject to monthly as well as annual ceiling for hiring expenditure for each category of vehicles are to be maintained as follows:-

SI No	Type of vehicle	Detention charge @per day (in Rs.)	@ perkilometre (in Rs.)			Monthly ceiling (in Rs.)			Annual ceiling (in Rs.)		
			Petrol	Diesel	CNG	Petrol	Diesel	CNG	Petrol	Diesel	CNG
1	Maruti CIAZ	700.00	7.00	5.00	0.00	27300	24300	0.00	327600	291600	0.00
2	Maruti SX4	700.00	7.00	5.00	0.00	27300	24300	0.00	327600	291600	0.00
3	Maruti Swift Dzire	700.00	7.00	5.00	0.00	27300	24300	0.00	327600	291600	0.00
4	Maruti Esteem	700.00	6.50	0.00	0.00	26550	0.00	0.00	318600	0.00	0.00
5	Maruti Ertiga	700.00	7.00	5.00	4.00	27300	24300	22800	327600	291600	273600
6	Maruti Omni	600.00	6.00	0.00	0.00	23400	0.00	0.00	280800	0.00	0.00
7	Maruti Gypsy	600.00	6.00	0.00	0.00	23400	0.00	0.00	280800	0.00	0.00
8	Maruti Swift	600.00	6.50	5.50	0.00	24150	22650	0.00	271800	271800	0.00



9	Maruti Celerio	600.00	6.50	5.50	4.00	24150	22650	20400	289800	271800	244800
10	Maruti Wagon R	600.00	6.50	5.50	4.00	24150	22650	20400	289800	271800	244800
11	Maruti Eeco	600.00	6.50	0.00	4.00	24150	0.00	20400	289800	0.00	244800
12	Ambassador	600.00	6.50	0.00	0.00	24150	0.00	0.00	289800	0.00	0.00
13	Toyota Innova	800.00	0.00	7.50	0.00	0.00	30450	0.00	0.00	365400	0.00
14	M&M Bolero	800.00	0.00	7.25	0.00	0.00	30075	0.00	0.00	360900	0.00
15	M&M Scorpio	800.00	0.00	7.50	0.00	0.00	30450	0.00	0.00	365400	0.00
16	M&M Xylo	800.00	0.00	7.50	0.00	0.00	30450	0.00	0.00	365400	0.00
17	TATA Sumo Gold	650.00	0.00	6.00	0.00	0.00	24600	0.00	0.00	295200	0.00
18	TATA Indica Ev2	650.00	0.00	6.00	0.00	0.00	24600	0.00	0.00	295200	0.00
19	TATA Indica ECS	650.00	7.00	6.50	0.00	26100	25350	0.00	313200	304200	0.00
20	TATA Winger	650.00	0.00	6.00	0.00	0.00	24600	0.00	0.00	295200	0.00
21	Diesel Jeep	650.00	0.00	5.75	0.00	0.00	24225	0.00	0.00	290700	0.00
22	Petrol Jeep	600.00	5.75	0.00	0.00	23025	0.00	0.00	276300	0.00	0.00

3. For duties beyond 8 hours, overtime @ Rs.10/-per hour may be allowed subject to maximum of Rs. 40/- per day.

4. Upper ceiling for hiring of vehicles for respective category in Gandachhera, Kanchanpur, Longtharai Valley, Karbook and Amarpur Sub-Division may be upto 15% higher than the above rates.
5. Other terms and conditions are follows:-
  - (i) The above rates are upper ceiling limits. No hiring beyond the said ceiling will be entertained. These rates are not approved for hiring without tender. The tender formalities shall have to be observed in all cases and the lowest tender rate may be accepted subject to the aforesaid ceiling limits.
  - (ii) When a vehicle is to be hired for which ceiling rate, monthly / annual ceiling is not mentioned in the above table, the rate will be the one obtained through a proper bid process after approval on the basis of recommendation of Purchase Committee. The monthly ceiling for such purpose may be worked out on the basis of 1500 KM run for 24 days in a month.
6. The above rate would come into force with immediate effect. However, for the existing vehicles hired on contract basis for a specified period of contract, the old rates would prevail till the expiry of the existing contract period.
7. This will apply for vehicle hired by any Government Department or any State Government Undertaking with the prior approval of Finance Department.
8. This is issued in modification of earlier Memo of even no. dated 3<sup>rd</sup> June,2011 and 9<sup>th</sup> January, 2013

Sd/- 08.02.2017  
**(A. Dewanjee)**  
Under Secretary to the  
Government of Tripura

To:  
All Departments/Heads of Department.

Copy to :-

1. The Secretary to the Governor, Tripura, Agartala.
2. The Principal Secretary to the Chief Minister, Tripura, Agartala.
3. The P.S. to Finance Minister, Tripura, Agartala.
4. P.S./A.P.S./P.A. to all Ministers, , Tripura, Agartala.
5. S.A & J.S to the Chief Secretary, Government of Tripura, Agartala.
6. P.S./P.A. to all Principal Secretaries/ Secretaries/ Special Secretaries.
7. The Accountant General (A&E), Tripura, Agartala.
8. The Accountant General (Audit), Tripura, Agartala
9. All Treasury / Sub-Treasury Officers, Tripura.

Sd/- 08.02.2017  
**(A. Dewanjee)**  
Under Secretary to the  
Government of Tripura

**PROFORMA FOR SENDING PROPOSAL FOR CREATION OF NEW POST**

[See Rule 9(1)(i)]

In addition to the information in the Proforma of A.R. 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). :
- 6(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 AR Deptt/ P&C Deptt 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(4)]

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

**Head of Office**

**PROFORMA FOR SENDING PROPOSAL FOR INSTALLATION OF NEW TELEPHONE**

Rule 9(vi)

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 OF 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. :
10. Recommendation of the Head of the Department :
11. Recommendation of the Secretary of the Department :

**Head of the Office**



**PROFORMA FOR SENDING PROPOSAL FOR CREATION OF NEW POSTS OF  
CW/DRW//PTW ETC.**

Rule 9(1)(iii)

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 Deptt and F.D. :
9. A comparative account of the engagement of similar workers done in other Departments :
10. Recommendation of the Head of the Department :
11. 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(1)(vii)]

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

**Head of the Office**

**PROFORMA FOR SENDING PROPOSAL FOR PURCHASE OF FURNITURE**

Rule 9(1)(vii)

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 :
6. Number of staff in the office (category-wise A,B,C,D) :
7. If the furniture is for new office has the opening of new office been approved by AR Deptt/P&C Deptt as well as F.D. :
8. The financial involvement :
9. The availability of fund with related Head of Account :
10. The furniture purchased during previous year and current year. :
11. Formalities proposed to be observed for purchase. :
- 12(a) Has the Department explored avenues to meet requirement by shifting existing furniture from other officers/establishments :
- 12(b) If yes, the result thereof :
13. Is there any old furniture which can be repaired to meet the requirement :
14. Whether stock book for furniture maintained? :
15. When Stock-book was last verified and by whom? :
16. Whether same proposal moved earlier to the F.D.? If yes, result thereof ? :
17. Recommendation of the Head of the Department :
18. Recommendation of the Secretary of the Department :

**Head of the Office**



**ANNEXURE -IX**

**CEILING ON CONSUMPTION OF PETROL / DIESEL FOR GOVERNMENT  
VEHICLES.**

See Rule 9

GOVERNMENT OF TRIPURA  
FINANCE DEPARTMENT  
\* \* \* \* \*

No.F.10(2)-FIN(G)/2015

Dated, Agartala, the 2<sup>nd</sup>Feb., 2017

M E M O R A N D U M

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

In partial modification of this Department Memorandum No.F.10(22)-FIN(G)/2003 dated 23<sup>rd</sup> April, 2004 it has been decided by the Government to fix the following ceilings in regard to the consumption of Petrol / Diesel for Government vehicles:-

<b>Mileage of Government Vehicle</b>				
<b>Sl. No.</b>	<b>Model</b>	<b>Fuel</b>	<b>Mileage upto 1<sup>st</sup> 5 year(in k.m.)</b>	<b>Mileage after 5 year(in k.m.)</b>
1.	Maruti CIAZ	Petrol	12	11
2.	Maruti SX4	Petrol	12	11
3.	Maruti Swift D'Zire	Petrol	12	11
4.	Maruti Esteem	Petrol	10	9
5.	Maruti Omni	Petrol	12	11
6.	Maruti Gypsy	Petrol	10	9
7.	Maruti Ertiga	Petrol	10	9
8.	Maruti Swift	Petrol	12	11
9.	Maruti Celerio	Petrol	12	11
10.	Maruti Wagon R	Petrol	12	11
11.	Maruti Eeco	Petrol	11	10
12.	M&M Bolero	Diesel	12	11
13.	M&M Scorpio	Diesel	12	11
14.	M&M Xylo	Diesel	12	11
15.	TATA Sumo Gold	Diesel	11	10
16.	TATA Indica Ev2	Diesel	12	11
17.	TATA Indigo ECS	Diesel	12	11
18.	TATA Winger	Diesel	10	9
19.	Toyota Innova	Diesel	10	9
20.	Ambassador	Petrol	10	9

21.	M&M Diesel Jeep	Diesel	8	7
22.	M&M Petrol Jeep	Petrol	7	6
23.	Tata Truck 407	Diesel	6	5

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 Proforma enclosed in the Memo.No.F.10(22)-FIN(G)/2003 dated April 23<sup>rd</sup>, 2004 should be sent to the Transport Department by the first of the following month.

4. This would take effect from 1<sup>st</sup> February, 2017.

**Sd/-**

02.02.2017

**( G. Das )**

Under Secretary to the  
Government of Tripura

To:

All Departments/Heads of Department.

Copy to :-

1. The Secretary to the Governor, Tripura
2. The Principal Secretary to the Chief Minister
3. The P.A. to Finance Minister
4. The P.A. to all Ministers
5. The P.S. to the Chief Secretary
6. The P.S./P.A. to the Principal Secretary, Finance
7. The P.S./P.A. to all Principal Secretaries/Commissioners & Secretaries
8. The P.A. to All Secretaries
9. The Accountant General (A&E), Tripura
10. The Accountant General (Audit), Tripura
11. All Treasury / Sub-Treasury Officers
12. The Director, IT, Indranagar, Agartala with request to upload the same in the website of Finance Department under the State Portal.

**PROFORMA FOR SENDING PROPOSAL FOR HIRING OF THE VEHICLE**

Rule 9(1)(v)

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

Rule 9(1)(iv)

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 Executive Engineer/ 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 SANCTION OF SHARE CAPITAL CONTRIBUTION**  
**Rule 9 (1) (xvi)**

- 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 updating 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 CONCURRENCE FOR  
FURNISHING OF GUARANTEE**

Rule 9 (1)(xxiv)

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

Signature  
**Head of the Department**

Counter signature  
**Secretary of the Department**



**REPORT FORMAT FOR DIE-IN-HARNESS SCHEME  
PART –‘A’**

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

**PART- B’**

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

ii. Any other source of income (details):

**PART-‘C’**

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

(            Name            )  
SDM, \_\_\_\_\_  
(place)  
(Seal)

**ANNEXURE XV**

**MEMORANDUM ON OBSERVANCE OF ECONOMY IN GOVERNMENT  
EXPENDITURE**

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

Dated, Agartala, 7<sup>th</sup> July, 2017

MEMORANDUM

Subject: Measures for achieving better level of economy in government expenditure.

Finance Department has issued several instructions from time to time emphasizing the steps to be taken to bring economy in government expenditure. Recently the matter has been reviewed. It has been observed that some Departments/ State PSUs/ Co-operatives / Societies/ PRIs and ULBs/ Other Autonomous Bodies have further scope to reduce avoidable expenditures without compromising their respective institutional efficiency and individual productivity.

2. Considering the above, it has been decided to issue the following instructions on regulation of expenditure so that each Departments/ State PSUs/ Co-operatives/ Societies/ PRIs and ULBs/ Other Autonomous Bodies can achieve better level of economy in government expenditure:

- (i) In respect of construction activities under various schemes like SDS, CSS, CASP etc., Departments shall send proposal to Finance Department for release of fund only after finalization of land and finalization of Implementing Agency.
- (ii) Identification and selection of development projects/ construction works that require State funding shall be done in a prioritized manner by concerned Departments for execution in phases.
- (iii) While implementing projects related to construction, it should be ensured that the estimated cost of the project remains within the sanctioned amount to avoid allocation of additional fund beyond the originally sanctioned project cost.
- (iv) In no case, any new work shall be taken up without having provision for fund in the budget and corresponding expenditure sanction.
- (v) No Departments/ State PSUs/ Co-operatives / Societies/ PRIs and ULBs/ Other Autonomous Bodies etc. shall incur any expenditure or commit any liability beyond its budgetary allocation.

- (vi) Wherever contingency funds are available under Flagship Schemes that are being implemented by Department, proper use of such contingency funds shall be made without relying solely on fund under State Budget for the same.
- (vii) Prior approval of the Finance Department and the Council of Ministers shall be taken for creation of new posts and filling-up of vacant posts by direct recruitment.
- (viii) No Departments/ State PSUs/ Co-operatives / Societies/ PRIs and ULBs/ Other Autonomous Bodies etc. shall engage any Part-Time Worker / DRW / Contingent Worker / Contractual Worker without the concurrence of Finance Department. Punitive shall be taken against the officers in case of violation of this instruction.
- (ix) Administrative Departments may be encouraged to take low-interest bearing EAP Loan from different International Agencies like World Bank, Asian Development Bank, BRICS Bank etc.
- (x) Payment of all government dues within the stipulated period out of the fund available shall be the first priority of all Departments/ State PSUs/ Co-operatives / Societies/ PRIs and ULBs/ Other Autonomous Bodies. In all cases, payment for Power Bills & Telephones shall be made within due dates to avail of the rebates provided and avoid penalty. Heads of Departments shall monitor this closely for strict enforcement.
- (xi) All Departments/ State PSUs/ Co-operatives / Societies/ PRIs and ULBs/ Other Autonomous Bodies shall initiate steps for reducing parking of excessive liquid cash balance. Drawal of fund in advance for execution of construction projects and parking of such fund in Banks should also be avoided.
- (xii) All Departments/ State PSUs/ Co-operatives / Societies/ PRIs and ULBs/ Other Autonomous Bodies shall review on monthly basis at the level of the Secretaries the expenditures under Office Expenditure / Other Charges / minor Works etc., in order to minimize unproductive expenditures and to ensure that unpaid liabilities do not accrue.

3. Further with a view to bring economy of expenditure in Government Departments/ State PSUs/ Co-operatives / Societies/ PRIs and ULBs/ Other Autonomous Bodies etc., the following may be observed:

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



- (ii) Officers in the rank of Head of Department and above, Joint Secretary & above level officers in the Secretariat, DM & Collectors, Districts SPs, Officers in the rank of IG and above in the Police Organization, Officers in the rank of CCF and above in the Forest Department shall be provided telephone connection with STD facility at Office and residence. No other officers shall be entitled to STD facility.
- (iii) DMs and District SPs and Head of Department shall be allowed the facility of internet connection in their office chamber. The internet connection extended to the CICs at various Block Headquarters and under authorized office network shall continue. Non-entitled officers should not be provided with Internet connection facility. Possible internet connection may be avoided wherever it is provided by the NIC.
- (iv) Procurement of large scale stores in order to utilize fund allocated during a financial year may be avoided, particularly in case of perishable stores. There should be quarterly review in this regard by the Secretary-in-Charge concerned. Present status of stores held mainly by the PWD/H&FW/ Home (Police)/ RD Departments may be reviewed and further procurements made only on the basis of realistic need assessment. Stores in every office shall be verified and unserviceable stocks shall be disposed of as per rules. Head of Departments shall undertake this exercise immediately.
- (v) Departments/ State PSUs/ Co-operatives / Societies/ PRIs and ULBs/ Other Autonomous Bodies etc., may avail the facilities provided under Government eMarket place (GeM) for procurement of items. Government Buyers have to obtain prior administrative and expenditure sanction from the competent authority.
- (vi) There shall be ban on purchase of new vehicles except those wholly funded under any Central Scheme (MoPF etc.). No vehicle shall be purchase from the fund under State Budget. For purchase of new vehicles, prior approval of Finance Department should be required. Departments should opt for purchase of CNG running vehicle as this is fuel efficient compared to vehicles using by HSD or petrol as fuel.
- (vii) Departments should exercise restriction on hiring of vehicles for official use. State PSUs/ Co-operatives / Societies/ PRIs and ULBs/ Other Autonomous Bodies etc., should not procure or hire any vehicle for official use without permission of the Administrative Department concerned.
- (viii) Hiring charges should not be allowed beyond ceiling limit in normal course. However, 10% expenditure beyond the ceiling limit may be allowed as special case if proper justification is given by the Department in respect of excess expenditure incurred.

- (ix) Utmost economy shall be observed in use of vehicles by all concerned. 10% cut out of existing fuel cost shall be made by way of avoiding unnecessary use of vehicles by the concerned officials. Departments should strictly ensure that vehicles are used for the essential official purpose only.
- (x) Non-entitled officers should not use AC vehicle for official purpose irrespective of whether the vehicle is owned by the Department or hired one. For entitlement of AC conditioned vehicles, Memo. vide No.F.10(21)-FIN(G)/99 dated 11th April, 2013 be strictly followed.
- (xi) Strict scrutiny should be done while purchasing computers and/or its peripherals, photocopiers, Scanners, LCD Projectors, Fax, Camera, Digital Camera, Video Camera, Mobile Phones, Furniture, EPABX System of all configurations and Telephone sets, Cordless handsets, Intercom System and PA Systems etc, Television sets, DVD Players any other equipment not in common use in offices in the State from non-plan budget.
- (xii) Printing of any coloured document, Brochure or preparation of Compact Discs shall not be undertaken without prior approval of the Minister In-charge.
- (xiii) Entitled officials may travel on tour at Apex Fare rates. Non-entitled officers shall not travel by air on official tours. In cases where it is absolutely essential in public interest, non-entitled officers may undertake air travel on Apex Fare only with approval of the Minister-in-Charge. Air journey on official tour between Agartala-Kolkata and Agartala-Guwahati may be performed by non-entitled officials also as per present arrangement. Similarly, non-entitled officials also may avail of Helicopter services for internal tours with approval of the Departmental Secretary.
- (xiv) In case of outside State visits by the officials of the State Government, 2(two) visits in a year may be allowed by the respective Department if it is essentially required to their officials beyond which Finance Department's approval will have to be obtained.
- (xv) Ex-post-facto sanction of air journey performed by non-entitled officials would not be generally considered by Finance Department.
- (xvi) All Departments / PSUs / Co-operatives / Societies / Boards / PRIs and ULBs/ Autonomous Bodies etc. shall take necessary measures for reduction in **electricity bills by 20% of its existing levels** by reducing consumption of power so that expenditure on electricity can be minimized. Concerned Section Officer, Head Clerk or the Section In-charge shall be responsible for implementing this instruction. There should be visible decrease in power consumption in terms of units. Major Institutions shall take up energy audit in consultation with Power Department. All Govt. offices should switch off ACs **between 1:30 PM to 3.00 PM** on all working days.



- (xvii) Efforts should be made to reduce the telephone charges by atleast 10% from the present level.
- (xviii) Extension of State Hospitality shall be strictly guided by the provisions of concerned Rules in order to keep expenditure in this regard at minimum level.
- (xix) Utmost economy shall be exercised in organizing Government meetings/ Functions/ Fairs/Exhibitions etc., and these may be held only when absolutely essential and funded by Central Government. No activity outside the State, however, can be undertaken without the prior approval of the Chief Minister. Offering of flower bouquet and other gifts, lunch etc., should be avoided in Functions/Fairs/Exhibitions except in special situations and with prior permission of the Departmental Minister.
- (xx) In all normal review meetings, tea with biscuits may be provided. No other refreshments shall be provided unless specific approval of the Principal Secretary / Secretary of the concerned Department is taken. Lunch / Tiffin ordinarily should not be arranged unless the meeting is for full day. Arrangement of refreshments for special meetings where Ministers / officials of Government of India attends shall be decided by the Principal Secretary / Secretary of the concerned Department.
- (xxi) All Department / State PSUs/ Co-operatives / Societies / Boards / PRIs and ULBs/Autonomous Bodies etc., shall take necessary measures to avoid expenditure on bouquets and Uttariya (Stole) in all Government programmes. However, if Bouquets and Uttariya (Stole) are necessary in a special situation, then prior approval of Secretary of the concerned Department may be obtained.
- (xxii) Ceiling of Entertainment charges prescribed under the DFPRT, 2011 shall be followed strictly by all concerned, as no relaxation in this regard shall be considered by the Finance Department.
- (xxiii) Departments/ State PSUs/ Co-operatives / Societies/ PRIs and ULBs/ Other Autonomous Bodies etc., should ensure that there are no cases of drawal of double salary, negative GPF Account balance etc.,
- (xxiv) Provisions regulating entitlement particularly in respect of TA, LTC & MR Rules should be strictly followed, since cases of relaxation would not be considered by the Finance Department, except in extra-ordinary cases.
- (xxv) Utmost economy shall be exercised in organizing Functions/ Fairs/Exhibitions etc and these may be held only when absolutely essential and funded by CSS. No such activity outside the State, however, can be undertaken without the prior approval of the Chief Minister.
- (xxvi) There shall be a ban on opening of any new office/establishment, except with prior approval of the Council of Ministers.



- (xxvii) AC machine should not be installed in the office chamber of the non-entitled officers.
- (xxviii) All Departments/ State PSUs/ Co-operatives/ Societies/ Boards/ PRIs & ULBs/ Other Autonomous Bodies shall realize in full all dues as early as possible. A list of such dues indicating relevant details shall be prepared and processed for necessary action by the Secretary-in-Charge of the Department in the first week of every month and a report on the action taken and savings made through austerity drives should be sent to the Secretary, Finance Department by 7<sup>th</sup> day of succeeding month.
- (xxix) Management of loss-making PSUs and other Organisations should compulsorily reduce their expenditures by atleast 30% from their previous years.
- (xxx) Administrative Departments should strictly monitor the expenditure and submit the Utilization Certificates so that central receipts against different CASP/ CSS schemes come timely.
- (xxxi) Huge amount is being expended out of the State Exchequer due to Court Cases. Each Department should carefully contest the cases in true spirit and in the interest of the State Government.

4. Compliance with the aforesaid instructions shall be monitored. This is issued in supersession of earlier instructions issued in this regard.

By order of the Governor

Sd/- 04.07.2017

( **M. Nagaraju** )

Principal Secretary to the  
Government of Tripura.

To

1. All Departments/ Heads of Departments/Heads of Offices
2. All PSUs/ Co-operatives/ Boards/Societies/PRIs and ULBs/Autonomous Bodies/ Agencies.

Copy to:

1. The Principal Secretaries/ DGP/PCCF/Secretaries/ Special Secretaries/ CEO.

Copy forwarded to:

1. The Secretary to the Governor, Tripura.
2. The Principal Secretary to the Chief Minister, Tripura.
3. PS/PA to all Ministers, Tripura,
4. The Chief Executive Member, TTAADC
5. The Vice Chairman, State Planning Board, Tripura.

**MEMORANDUM ON CEILING ON TELEPHONE BILLS**  
**See Rule 10**

GOVERNMENT OF TRIPURA  
FINANCE DEPARTMENT  
AGARTALA

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

Dated, Agartala, October 15, 2003.

**MEMORANDUM**

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

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

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

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

3. Review of the above mentioned ceiling would be made on the basis of actual expenditure that may take place during the quarter ending December, 2003. For this purpose, all the departments are requested to inform the actual expenditure on

telephone bill for the quarter ending December, 2003 to the Finance Department by 15-01-2004 positively.

By the order  
Sd/-15/10/03  
(N.C.SEN)  
Joint Secretary

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



**Time Frame for Appraisal and Approval of Schemes and Projects**

(i)	Decision on “in principle” approval, if required	2 weeks
(ii)	Preparation of a Detailed Paper/Detailed Project Report by the Administrative Department and circulating the same along with draft SFC/EFC Memo.	The time limit will vary depending on the nature of scheme and project. This is an internal matter of the Administrative Department concerned.
(iii)	Appraisal Note and Comments to be offered on the DPR and draft SFC/EFC memo by concerned administrative Department, Finance Department and other concerned Departments.	4 weeks
(iv)	Preparation of final SFC/EFC Memo based on comments received, and circulating the same for Appraisal and Approval.	2 weeks
(v)	Fixing the date of SFC/EFC meeting after receiving the final SFC/EFC Memo	1 week
(vi)	Issue of minutes of SFC/EFC after the meeting has been held	1 week
(vii)	On-file approval of Minister in Charge of Administrative Department/ Cabinet (for proposals of Rs. 10.00 Crore and above)	2 weeks

Note: *Wherever the recommended time frame is not adhered to any stage, the concerned organization should work out an appropriate trigger mechanism to take the matter to the next higher level for timely decision making.*

**FORMAT FOR EFC/SFC MEMORANDUM FOR APPRAISAL OF SCHEMES****1. Scheme Outline**

- 1.1 Title of the Scheme.
- 1.2 Sponsoring Agency (Ministry/ Department/Autonomous Body or Undertaking)
- 1.3 Total Cost of the proposed Scheme
- 1.4 Proposed duration of the Scheme
- 1.5 Nature of the Scheme: Central Sector Scheme/ Centrally Sponsored Scheme
- 1.6 For Central Sector Schemes, sub-schemes/components, if any, may be mentioned. For Centrally Sponsored Schemes, central and state components, if any, may be mentioned.
- 1.7 Whether a New or a Continuing Scheme? In case of a Continuing Scheme, whether the old scheme was evaluated and what were the main findings?
- 1.8 Whether in-principle approval is required? If yes, has it been obtained?
- 1.9 Whether a Concept Paper or a Detailed Paper has been prepared and stakeholders consulted? In case of new Centrally Sponsored Schemes, whether the State Governments have been consulted?
- 1.10 Which existing schemes/sub-schemes are being dropped, merged or rationalized?
- 1.11 Is there an overlap with an existing scheme/sub-scheme? If so, how duplication of effort and wastage of resources are being avoided?
- 1.12 In case of an umbrella scheme (program) give the details of schemes and sub-schemes under it along with the proposed outlay component-wise.

**Note:** It may kindly be noted that the word scheme here is used in a generic sense. It includes programs, schemes and sub-schemes, which, depending on need, can be appraised and approved as stand-alone cost centers.

**2. Outcomes and Deliverables**

- 2.1 Stated aims and objectives of the Scheme
- 2.2 Indicate year-wise outputs/deliverables in a tabular form.

Components	Year 1		Year 2 & so on		Total	
	Physical	Financial	Physical	Financial	Physical	Financial
1,2,3 & so on						

- 2.3 Indicate Outcomes of the Scheme in the form of measurable indicators which can be used to evaluate the proposal periodically. Baseline data or survey against which such outcomes should be benchmarked should also be mentioned.



- 2.4 Indicate other schemes/sub-schemes being undertaken by Ministries/Departments which have significant outcome overlap with the proposed scheme. What convergence framework have been evolved to consolidate outcomes and save public resources?

### **3. Target Beneficiaries**

- 3.1 If the scheme is specific to any location, area and segment of population, please give the details and basis for selection.
- 3.2 Please bring out specific interventions directed in favour of social groups, namely SC, ST, differently abled, minorities and other vulnerable groups.
- 3.3 If the scheme has any gender balance aspects or components specifically directed at welfare of women, please bring them out clearly?
- 3.3 Please bring out special interventions, if any, in North East, Himalayan, LWE, Island territories and other backward areas.
- 3.4 In case of beneficiary oriented schemes, indicate the mechanism for identification of target beneficiaries and the linkage with Aadhaar/UID numbers.
- 3.5 Wherever possible, the mode of delivery should involve the Panchayati Raj Institutions and Urban Local Bodies. Where this is intended, the preparedness and ability of the local bodies for executing the proposal may also be examined.

### **4 Cost Analysis**

- 4.1 Cost estimates for the scheme duration: both year-wise, component-wise segregated into non-recurring and recurring expenses.
- 4.2 The basis of these cost estimates along with the reference dates for normative costing.
- 4.4 In case pre-investment activities or pilot studies are being carried out, how much has been spent on these?
- 4.5 In case the scheme involves payout of subsidy, the year wise and component wise expected outgo may be indicated.
- 4.3 In case the land is to be acquired, the details of cost of land and cost of rehabilitation/resettlement, if any.
- 4.6 In case committed liabilities are created, who will or has agreed to bear the legacy burden? In case assets are created, arrangements for their maintenance and upkeep?

### **5. Scheme Financing**

- 5.1 Indicate the sources of finance for the Scheme: budgetary support, extra-budgetary sources, external aid, state share, etc.



- 5.2 If external sources are intended, the sponsoring agency may indicate, as also whether such funds have been tied up?
- 5.3 Indicate the component of the costs that will be shared by the State Governments, local bodies, user beneficiaries or private parties?

**6. Approvals and Clearances**

Requirement of mandatory approvals and clearances from various local, state and national bodies and their availability may be indicated in a tabular form (land acquisition, environment, forestry, wildlife etc.)

Sl.No	Approvals/ Clearances	Agency concerned	Availability (Y/N)

**7. Human Resources**

- 7.1 Indicate the administrative structure for implementing the Scheme. Usually creation of new structures, entities etc. should be avoided
- 7.2 Manpower requirement, if any. In case posts, permanent or temporary, are intended to be created, a separate proposal may be sent on file to Finance Department and GA(AR) Department (such proposals may be sent only after the main proposal is recommended by the appraisal body)
- 7.3 In case outsourcing of services or hiring of consultants is intended, brief details of the same may be provided.

**8. Monitoring and Evaluation**

- 8.1 Please indicate the monitoring framework for the Scheme and the arrangements for statutory and social audit (if any).
- 8.2 Please indicate the arrangement for third party/independent evaluation? Please note that evaluation is necessary for extension of scheme from one period to another.
- 9. **Comments** of the concerned administrative Department, Finance Department and other concerned Departments may be summarized in tabular form along with how they are being internalized and used to improve this proposal.

**10. Approval Sought:**

(-----)  
Name & Designation of the Member- Secretary  
of the SFC/EFC

Please attach an Executive Summary along with the Concept/Detailed Paper outlining the main elements and overall architecture of the proposed Scheme.

**FORMAT FOR SFC/ EFC MEMORANDUM FOR APPRAISAL OF PROJECTS****1. Project Outline**

- 1.1 Title of the Project
- 1.2 Sponsoring Agency (Ministry/ Department/Autonomous Body or Undertaking)
- 1.3 Proposed Cost of the Project
- 1.4 Proposed Timelines for the Project
- 1.5 Whether Project will be implemented as part of a scheme or on stand-alone basis?
- 1.6 Whether financial resources required for the Project have been tied up? If yes, details?
- 1.7 Whether Feasibility Report and/or Detailed Project Report has been prepared?
- 1.8 Whether the proposal is an Original Cost Estimate or a Revised Cost Estimate?
- 1.9 In case of Revised Cost Estimates, whether the meeting of Finance Department has been held and its recommendations suitably addressed?
- 1.10 Whether any land acquisition or pre-investment activity was under-taken or is contemplated for this Project? Whether the cost of such intervention has been included in the Project Proposal?

**2. Outcomes and Deliverables**

- 2.1 Stated aims and objectives of the Project
- 2.2 Indicate year-wise outputs/deliverables for the project in a tabular form.

Activities	Year 1		Year 2 & so on		Total	
	Physical	Financial	Physical	Financial	Physical	Financial
1,2,3 & so on						

- 2.3 Indicate final outcomes for the project in the form of measurable indicators which can be used for impact assessment/evaluation after the project is complete. Baseline data or survey against which such outcomes would be benchmarked should also be mentioned.

**3. Project Cost**

- 3.1. Cost estimates for the project along with scheduled duration (both year and activity-wise). Also the basis for these cost estimates along with the reference dates for normative costing (it should preferably not be more than a year old)
- 3.2. In case land is to be acquired, the details of land cost, including cost of rehabilitation/ resettlement needs to be provided
- 3.3. In case pre-investment activities are required, how much is proposed to be spent on these, with details activity-wise?
- 3.4. Whether price escalation during the project time cycle has been included in the cost estimates and at what rates?
- 3.5. Whether the Project involves any foreign exchange element, the provision made or likely impact of exchange rate risks?



- 3.6. In case of the Revised Cost Estimates, a variation analysis along with the views of the Finance Department needs to be attached.

#### 4. Project Finance

- 4.1. Indicate the sources of project finance: budgetary support, internal and extra-budgetary sources, external aid, etc.
- 4.2. Indicate the cost components, if any, that will be shared by the state governments, local bodies, user beneficiaries or private parties?
- 4.3. In case of funding from internal and extra-budgetary resources, availability of internal resources may be supported by projections and their deployment on other projects?
- 4.4. Please indicate funding tie-ups for the loan components, if any, both domestic and foreign, along-with terms and conditions of loan based on consent/comfort letters.
- 4.5. If government support/loan is intended, it may be indicated whether such funds have been tied up?
- 4.6. Please provide the leveraging details, including debt-equity and Interest coverage ratios, along with justification for the same.
- 4.7. Mention the legacy arrangements after the project is complete, in particular, arrangements for the maintenance and upkeep of assets that will be created?

#### 5. Project Viability

- 5.1. For projects which have identifiable stream of financial returns, the financial internal rate of return may be calculated. *The hurdle rate will be considered at 10 percent.*
- 5.2. In case of projects with identifiable economic returns, the economic rate of return may be calculated. In such cases project viability will be determined by taking both financial and economic returns together.
- 5.3. In case of proposals where both financial and economic returns are not readily quantifiable, the measurable benefits/outcomes simply may be indicated.

*Note: It may kindly be noted that all projects, irrespective of whether financial and/or economic returns can be quantified or not, should be presented for PIB/DIB appraisal.*

#### 6. Approvals and Clearances

Requirement of mandatory approvals/clearances of various local, state and national bodies and their availability may be indicated in a tabular form (land acquisition, environment, forestry, wildlife etc.) In case land is required, it may be clearly mentioned whether the land is in the possession of the agency free from encumbrances or encroached or stuck in legal processes?

Sl.No	Approvals/ Clearances	Agency concerned	Availability (Y/N)



## **7. Human Resources**

- 7.1 Indicate the administrative structure for implementing the Project. Usually creation of new structures, entities etc. should be avoided
- 7.2 Manpower requirement, if any. In case posts (permanent or temporary) are intended to be created, a separate proposal may be sent on file to Pers. Division of Department of Expenditure. Such proposals may be sent only after the main proposal is recommended by the appraisal body.
- 7.3 In case outsourcing of services or hiring of consultants is intended, brief details of the same may be provided.

## **8. Monitoring and Evaluation**

- 8.1 Indicate the Project Management/Implementing Agency(s). What agency charges are payable, if any?
  - 8.2 Mode of implementation of individual works: Departmental/Item-rate/Turnkey/EPC/ Public-Private Partnership, etc.
  - 8.3 Please indicate timelines of activities in PERT/Bar Chart along with critical milestones.
  - 8.4 Please indicate the monitoring framework, including MIS, and the arrangements for internal/statutory audit.
  - 8.5 Please indicate what arrangements have been made for impact assessment after the project is complete?
9. **Comments** of the concerned administrative Department, Finance Department and other concerned Departments may be summarized in tabular form along with how they are being internalized and used to improve this proposal.

## **10. Approval Sought:**

(-----)  
Name & Designation of the Member- Secretary  
of the SFC/EFC

Please attach an Executive Summary along with the Concept/Detailed Paper outlining the main elements and overall architecture of the proposed Scheme.