

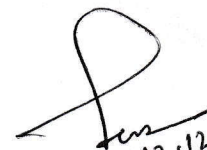
GOVERNMENT DEGREE COLLEGE SANTIRBAZAR
SANTIRBAZAR, SOUTH TRIPURA
UGC Recognized Under 2(F) & 12(B)
Accredited with "B+" (CGPA 2.72) BY NAAC

Dated, Santirbazar, the 12th DEC. 2024

Declaration

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Sl.No.	Administrative setup	Year	Remarks
1.	Academic Section	2023-24	Report attached
2.	Establishment Section	2023-24	Report attached
3.	Recipt & Dispatch Sections	2023-24	Report attached
4.	Cash Section	2023-24	Report attached
5.	Library	2023-24	Report attached
6.	Service Rules	2023-24	Report attached


12.12.2024

(Dr. Sanjoy Das)
Principal (I/C)

Govt. Degree College Santirbazar
Santirbazar, South Tripura

Address: Near Betaga H.S School, Pin Code: 799144, Email: gdc santirbazar@gmail.com



GOVERNMENT DEGREE COLLEGE SANTIRBAZAR
SANTIRBAZAR, SOUTH TRIPURA
UGC Recognized Under 2(F) & 12(B)
Accredited with "B+" (CGPA 2.72) BY NAAC

Dated, Santirbazar, the 8th August. 2023

Declaration

Different Administrative Sections of the Government Degree College, Santirbazar are as follows:

Academic Section:

1. Joydeb Das
2. Debabrata Kar
3. Manas Bhowmik

Establishment Section:

1. Narayan Sarkar
2. Mithun Majumder

Receipt & Dispatch Section:

1. Motilal Debnath

Cash Section:

1. Biswajit Bhowmik

Library:

1. Smt. Bishnu Datta

(Dr. Sanjoy Das)
Principal (I/C)

Govt. Degree College Santirbazar
Santirbazar, South Tripura

TRIPURA CIVIL SERVICE(CONDUCT) RULES 1988

Presented by: Md H. Rahaman, TCS Gr-II
Under Secretary, GA(P&T) Department
Government of Tripura

COMMENCEMENT & APPLICATION

- These rules have come into force on 19th July, 1988.
- They shall apply to all employees of the Government of Tripura.
- These rules will not apply to the persons appointed to any All India Services.

DEFINITIONS

- **Appointing Authority** : Authority empowered to make appointment to the services or posts.
- **Government Employee** : A person appointed to a service or post of the state.
- **Members of the Family** : Wife or husband / Dependent sons & daughters (Child or children/ Step-child or step-children)/ Parents.

RULE 3(GENERAL)

- **Every Government Employee shall at all times-**
 - i. Maintain absolute integrity.
 - ii. Maintain devotion to duty.
 - iii. Do nothing which is unbecoming of a Government Employee.
- Supervisory officers shall ensure the integrity & devotion of his subordinate employees.
- Shall act in best of judgement.
- Shall act according to the direction of the superior .
- Oral direction shall be confirmed in writing by the official superior.
- Responsibilities cannot be evaded seeking approval where instructions are not necessary.

RULE 4 (EMPLOYMENT OF NEAR RELATIVES IN PRIVATE UNDERTAKINGS)

- Official position shall not be used to secure employment of family members.
- Gr-A Officers shall not permit family members to accept employment in private undertakings having official dealings without previous sanction.
- Shall not allow any contract or deal, if a family member is employed in a private undertaking without sanction of Government.

RULE 5 (TAKING PART IN POLITICS & ELECTIONS)

- Shall not be a member of any political party.
- Shall not be associated with organizations involved in politics.
- Shall not subscribe in aid of or assist any political movement or activity.
- Shall prevent any family member from taking part in political activities. If participated, Govt. Employee shall report to the Government.
- In case of deciding a Party or Organization, whether political or not, the decision of the Government shall be final.

RULE 6 (JOINING OF ASSOCIATIONS BY GOVERNMENT EMPLOYEES)

- No Government Employee shall join an association, the objects or activities of which are Pre-judicial to the interests of –
 - i. The Sovereignty of India.
 - ii. The Integrity of India.
 - iii. Public order.
 - iv. Morality.

RULE 7 (DEMONSTARTION & STRIKES)

- No Government Employee shall engage or participate in any demonstration which is pre-judicial of –
 - i. Sovereignty of India.
 - ii. Security of the State.
 - iii. Friendly relations with Foreign states.
 - iv. Public order.
 - v. Decency or Morality.
 - vi. May invite contempt of Court
 - vii. Defamation.
 - viii. Incitement to an offence.
- Shall not abet any form of strike pertaining to his service or service of any Government Employee.

RULE 8 (CONNECTION WITH PRESS OR RADIO)

- Shall not own (wholly or partly) or conduct or participate in editing / management of newspaper or periodical publications.
- Shall not publish a book by himself or through publisher or contribute article to a book.
- Shall not participate in Radio broadcast or contribute write up in a newspaper or periodical in own name or anonymously or pseudonymously or in the name of any other person.
- Shall not utter in public criticizing the Government.
- No permission required if publication/ Broadcast is of purely literary , artistic or scientific character.

RULE 9 (CRITICISM OF GOVERNMENT)

- **Shall not publish or broadcast –**
 - i. Having effect of an adverse criticism of any current or recent policy or action of the Government.
 - ii. Which is capable of embarrassing the relations between central government & any State Government.
 - iii. Which is capable of embarrassing the relation between Central Government & any Foreign State.
- This will not apply to an office bearer if the same is safeguarding the conditions of services of the Employees.

RULE 10 (EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY)

- Shall not give evidence in an enquiry conducted by a person, committee or authority without sanction of Government.
- If Government Sanctions, then shall not criticise the policy or action of the Government while giving evidence.
- **This will not apply in cases of giving –**
 - i. Evidence before authority appointed by Government or Legislators
 - ii. Evidence in judicial enquiry.
 - iii. Evidence at departmental enquiry.

RULE 11 (UNAUTHORIZED COMMUNICATION OF INFORMATION)

- Shall not communicate directly or indirectly any official document or a part of it, if he is not authorized to do so.
- Quotation from Government letter, circular , memo , File notes etc. by an employee to which he is not authorized to access shall amount to unauthorized communication.

RULE 12 (SUBSCRIPTIONS)

- Shall not ask for or accept contributions in matter.
- Shall not associate in raising any funds.
- Shall not involve in other collections in cash or kind in pursuance of any object whatsoever.

RULE 13 (GIFTS)

- Gifts include free transport, boarding, lodging or other services or any other pecuniary advantages.
- Government Employee shall not accept or permit any family member to accept any gifts.
- A casual meal , lift or other social hospitality shall not be deemed to be a gift.
- Lavish hospitality or frequent hospitality shall be avoided.
- Gift which is inconformity to social / religious practice may be accepted & to be reported to the Government, if the value exceeds of a certain limit(Indicated the value as amended in the following slide).

RULE 13.A (DOWRY)

- **No Government Employee shall –**
 - i. Give or take or abet the giving or taking of dowry.
 - ii. Demand directly dowry or indirectly from either side.

RULE 14 (PUBLIC DEMONSTRATIONS IN HONOUR OF GOVERNMENT EMPLOYEES)

- **No Government Employee shall –**

- i. Receive any complimentary or valedictory address or accept any testimonial.
- ii. Attend any meeting or entertainment held in his honour.

- **This rule will not apply to –**

- i. A farewell entertainment of informal character.
- ii. Acceptance of simple & inexpensive entertainments.

RULE 15 (PRIVATE TRADE OR EMPLOYMENT)

- **No Government Employee shall –**

- i. Engage directly or indirectly in any trade or business.
- ii. Negotiate for or undertake any other employment.

- **Exceptions-**

- i. Honorary work of social or charitable nature.
- ii. Occasional work of literary , artistic or scientific character.
- iii. Participate in sports activities.

- **No fees may be accepted without sanction of the authority in case of the Exceptions.**

- **Conditions-**

- i. Official duties shall not suffer.
- ii. Discontinue the activity if desired by the Government.

RULE 16 (INVESTMENT , LENDING & BORROWING)

■ **No Government Employee shall –**

- i. Speculate in any stock, share or other investment.
- ii. No family member shall invest on behalf of the employee.
- iii. lend or borrow or deposit as a principal or an agent with a person or firm or with Private Limited Company with whom having official dealings.
- iv . Lend money to any person on interests.

■ **Exceptions-**

Temporary loan of a small amount, free of interest may be given or accepted from a relative or a personal friend.

RULE 17 (INSOLVENCY & HABITUAL INDEBTEDNESS)

- A Government Employee shall manage his private affairs so as to avoid habitual indebtedness or insolvency.
- A Government Employee against whom proceeding for recovery of any debt is instituted shall report to the Government.

RULE 18 (MOVABLE , IMMOVABLE & VALUABLE PROPERTY)

- A Government Employee shall on first appointment submit a return of his assets & liabilities.
- This rule will not apply for Gr-D employees.
- Value of articles of daily use such as clothes , utensils, crockery, books etc. need not be included in the return.
- In case of migration from one service to another, return on first employment is not required.
- **Prior intimation of Immovable Property inherited , owned or acquired or disposed is required , if the transaction is with a person having no official dealings. In case of having official dealings, prior sanction is required.**
- **In case of movable property, intimation/sanction is needed within one month from the date of transaction.**
- Movable property includes Jewellery, Insurance Policies, Shares, Securities & Debentures, Loans advanced, Motor Cars, Motor Cycles, Horses, refrigerators, televisions etc.

RULE 18.A (RESTRICTIONS IN RELATION TO ACQUISITION & DISPOSAL OF IMMOVABLE PROPERTY OUTSIDE INDIA & TRANSACTION WITH FOREIGNERS)

- Prior sanction is required in transactions of Immovable Property situated outside India.
- Prior sanction is required to enter into any transactions with any foreigner, foreign government, foreign organizations etc.

RULE 19 (VINDICATION OF ACTS & CHARACTER OF GOVERNMENT EMPLOYEE)

- No Government Employee shall take recourse to any court or to the press for the vindication of any official act.
- This rule shall not apply from vindicating his private character or any act done by him in his private capacity.

RULE 20 (CANVASSING OF NON OFFICIAL OR OTHER OUTSIDE INFLUENCE)

- No Government Employee shall bring or attempt to bring any political or other outside influence on any superior authority in furtherance of his interest in service matter.

RULE 21 (RESTRICTION REGARDING MARRIAGE)

- No Government Employee shall enter into or contract marriage with a person having a spouse living.
- No Government Employee having a spouse living, shall enter into or contract marriage with a person.
- Government may permit marriage in above cases , if permissible under personal law applicable to such employee or other grounds persist for doing so.
- Such marriage shall immediately be brought to the knowledge of the Government.

RULE-22(CONSUMPTION OF INTOXICATING DRINKS & DRUGS)

- Not to be under influence of any intoxicating drinks or drugs while on duty.
- Refrain from consuming intoxicating drinks or drugs in a public place.
- Not to appear in a public place in a state of intoxication.
- Public place means any place or premises where public access is open and in public conveyance.

IMPORTANT AMENDMENTS

- **Amendment dated 28th July 1992 :**

- i. No Government employee shall employ to work any child below the age of 14 years.
- ii. Breach of above shall amount to misconduct attracting a major penalty.

- **Amendment dated 14th December 1998 :**

- i. No Government servant shall indulge in any act of Sexual Harassment of any women at her workplace.
- ii. Take appropriate step to prevent Sexual Harassment of any women at her workplace.

IMPORTANT AMENDMENTS (CONTD.....)

■ Amendment dated 31st January 2001 :

i. Value of gifts acceptable by Gr-A & B Employee shall be Rs 5000 [Rule 13(2)(i)].

ii. Value of gifts acceptable by Gr-C Employee shall be Rs 2500 [Rule 13(2)(ii)].

iii. Value of gifts acceptable by Gr-D Employee shall be Rs 1000 [Rule 13(2)(iii)].

IMPORTANT AMENDMENTS (CONTD.....)

- Reportable value of Movable Property is Rs.10000/- & Rs.5000/- in case of Gr-A & B and Gr-C & D Employees respectively [Rule 18(3)]

IMPORTANT AMENDMENTS (CONTD.....)

- **Amendment dated 6th August 2005 :**

Gr-C Employees shall file Annual Return under Rule 18(1).

- **Amendment dated 19th July 2008:**

Information otherwise barred by Rules may be communicated under RTI Act 2005 (Rule 11).

- **Amendment dated 19th October 2018 :**

i. Annual Return shall be filed online [Rule 18(i)].

ii. For default in submitting IPR, vigilance clearance will be denied.

***THANKS ***



GOVERNMENT OF TRIPURA

**DELEGATION OF FINANCIAL POWER
RULES, 2019**

FINANCE DEPARTMENT

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No.F.9(5)-FIN(EXPENDITURE-I)/2019
GOVERNMENT OF TRIPURA
FINANCE DEPARTMENT

Dated, Agartala, the, 2019

NOTIFICATION

In exercise of power conferred by Clause (3) of Article 166 of the Constitution of India, the Governor of Tripura is pleased to make the following Rules:-

1. SHORT TITLE, EXTENT AND COMMENCEMENT:

- (1) These rules may be called the ‘Delegation of Financial Powers Rules, Tripura, 2019’.
- (2) They shall come into force on and from the date of publication of this notification in the Tripura Gazette.
- (3) Save as otherwise provided in these rules, these rules shall apply to Government Departments as well as Government Bodies, as defined under Rule 2.
- (4) Only Rule 9(1) (xxxiv) of DFPRT and any other specific Rule wherever mentioned will be applicable to ‘Government Undertakings and Aided Institutions’. The administrative Department may, however, issue further orders for administrative and financial control of Government Undertakings, if required.

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, but does not include any expenditure which has been specifically classified as falling under some other head of expenditure such as “Works”, “Tools and Plants 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;
- (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 and Government bodies 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) (i) "Government bodies" means Statutory Commissions, Sub-ordinate & Attached offices, Boards, Agencies etc. that are financed and administered by the Government;

(ii) "Government Undertakings and Aided Institutions" means Government Companies, Corporations, Societies, Authority, Trusts, Autonomous bodies including Local bodies, SPV, Joint ventures as well as Grant-in-Aid / Sponsored Institutions, which are fully or partly financed/ aided or otherwise assisted by 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 Rural Local Bodies".

(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/electrical works including public Buildings, public services, transport infrastructure etc., both original and repair works and any other project, including infrastructure which is for the use of general public";

(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 and any other authority under Controlling Officer of any Department notified as such;

(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.

(z) "Administrative approval" means the formal acceptance by the Department concerned for an original work other than a petty work costing Rs. 50,000/- or under to be undertaken for the Department either by the Public Works Department or the Department or Agency to which the work may have been assigned by the Governor.

(aa) "Expenditure sanction" means the sanction of Government or of an authority to which powers has been delegated to incur expenditure of public money for a specified purpose and is subject to appropriation of funds.

(bb) "Technical sanction" means the sanction of the competent authority to a properly detailed estimate for a work to be done. A "technical sanction" amounts to a guarantee that the proposals are technically sound, and that the estimates are accurately prepared and are based on adequate data.

(cc) "Miscellaneous expenditure" means all expenditure other than expenditure falling under the category of pay and allowances of Government servants, leave salary, pensions, contingencies, grants-in-aid, contribution works, stock, tools and plant and the like.

(dd) "Revenue Expenditure" means expenditure incurred on normal running of the Government departments and maintenance of services, interest charges on debt incurred by

Government, subsidies and so on. Broadly speaking, it is an expenditure which does not lead to any creation of assets or reduction in liability is treated as revenue expenditure.

(ee) “Capital Expenditure” An expenditure which either involves creation of an asset, investment in shares, acquisition of valuables, loans and advances granted by the Government or reduces liability (e.g., repayment of loan) is called capital expenditure. This type of expenditure adds to the capital stock of the economy and raises its capacity to produce more in future.

(ff) “Administrative Department” – wherever power is delegated to Department or Administrative Department, it has to be exercised by Secretary with the approval of Minister-in-charge of Department or Secretary of the Department himself if so delegated by the Minister-in-charge.

(gg) “Outsourcing of Services” means deployment of outside agencies on a sustained long term (for one year or more) for performance of other services which were traditionally being done in-house by the employees of Ministries/ Departments (e.g. Security Services, Horticultural Services, Janitor/ Cooking/ Catering/ Management Services for Hostels and Guest Houses, Cleaning/ Housekeeping Services, Errand/ Messenger Services, and so forth). Besides outsourcing, other services also include procurement of short-term stand-alone services.

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 upto 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 fund, Non-Lapsable Central Pool of Resources and North Eastern Council Schemes are not exceeded under 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. Fund should not be drawn merely to avoid lapse at the end of financial year or for parking in bank accounts as the Finance Department revalidates fund under CSS/ CASP in next financial year. If at all fund is drawn which is not required during the financial year, it may be kept in PL Account / Public Account under Head of Account 8443-00-800-Other Deposit rather than bank account. Withdrawal of fund from PL Account can be done any time and will not require any approval of Finance Department. All funds lying idle in bank accounts may be deposited back to Government account or transferred to PL account/ Public Account.

(4) The Departments should send their proposal for release/ revalidation of central schemes/ NEC/ NABARD/ EAP 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. The proposal for release of fund should invariably be accompanied by status report of fund released earlier under the scheme. Scheme should be implemented strictly as per guidelines, in a manner that no additional liability is created for State Government, over and above the stipulated state share (usually 10%). The administrative expenditure/ contingency permissible under the Scheme should be utilized optimally so as to reduce pressure of State resources for expenditure of similar nature.

(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. 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 30th November of the ongoing financial year failing which the Finance Department will make adjustment of the amount released from subsequent releases.

(6) All proposals for additional fund over and above the budget provision should be accompanied by offer of savings in some other salary/non-salary head.

6. GENERAL LIMITATIONS ON POWER TO SANCTION EXPENDITURE:

(1) In all cases, the following fundamental conditions must be fulfilled before Government money can be used for any kind of expenditure or paid or advanced to any person for any purpose, namely.

- i. that public revenue may be spent only on legitimate objects of public expenditure;
- ii. that there is specific authority or sanction to incur the expenditure or make the payment or advance the money;
- iii. The authority or sanction to incur the expenditure or make the payment or advance, shall not be operative unless funds to meet it have been available by appropriation or re-appropriation by competent authority in accordance with the rules contained in the Budget manual;
- iv. Funds should ordinarily be drawn only when the expenditure is imminent;
- v. No funds 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;
- vi. No breach of any standard of financial propriety is involved.

(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.
 - (d) Fund has been sanctioned or committed in writing. If only part fund is available and work is divisible, work may be taken up in phased manner. However, if work is not divisible, prior commitment from Finance Department may be obtained regarding availability of balance fund from the budget before issue of the Administrative Approval and Expenditure Sanction.
 - (e) Any order of the Government laying down as scale or maximum scale of expenditure has been followed.
- (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 or financial liability 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.
- (8) In spite of the sanctions accorded under delegation, no expenditure can be incurred unless funds to cover the charge during the year have been provided. Hence when applying for sanction of a competent authority to any expenditure, it should invariably be specified how it is proposed to be met. The sanctioning authority should also indicate on the body of the sanction as to how the fund is to be provided including name of scheme/project etc.
- (9) Lapse of sanction – An expenditure sanction for any fresh charge, which has not been acted upon within the financial year in which it is issued must be held to have lapsed, unless it is specially renewed with necessary provision of funds.

Note:- This rule does not apply to a case where an allowance sanctioned for a post or a class of Government servants has not been drawn by a particular incumbent of the post or a particular set of Government servants nor does it apply to additions made gradually from year to year to permanent establishments under a general scheme which has been sanctioned by a proper authority.

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.

Provisions of General Financial Rules & other Central Rules as adopted in the State as well as Manuals for procurement of goods/ services/ works/ consultancy as well as PWD Manual of State have to be followed wherever applicable. If there is no provision for a particular matter in State Rules / Guidelines, provisions of similar current documents of Central Government may be followed.

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 Capital Head to Revenue Head, but the reverse is allowed.
- (iv) Funds shall not be re-appropriated across Central Schemes, Centrally Sponsored Schemes, NLCPR, NEC, State Schemes & Loan Schemes.
- (v) Funds shall not be re-appropriated from grants meant for State schemes/ projects or specific purpose of committed nature.
- (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.
- (xiii) No increase is made in the recurring expenditure against a saving in non-recurring items of expenditure.
- (xiv) The saving which may be available within the overall allotment for the scheme will not be utilised for any new item of expenditure which requires prior Legislative approval before the expenditure is incurred.
- (xv) No new service will be introduced by the re-appropriation whatsoever.
- (xvi) No expenditure shall be incurred on any object for which no provision exists in the budget without making provision.
- (xvii) The re-appropriation should not have any effect of undertaking of recurring liability.
- (xviii) No re-appropriation can be made from a sub-head accommodating expenditure which is likely to be reimbursed by the Government of India or any other agency to any Sub head which does not accommodate such reimbursable expenditure.
- (xix) No re-appropriation will be allowed to enhance provision under a works project or under a suspense Head only to purchase materials unless such material are required for use during the year.
- (xx) In a case in which provision made in the budget under a Sub head is expected to exceed, re-appropriation should ordinarily be postponed until a reliable forecast is possible as the information available in the earlier part of the year is not always a safe guide for making re-appropriation.
- (xxi) No re-appropriation shall be sanctioned for any purpose whatsoever out of provision obtained through supplementary Demand voted by the Assembly for Specific purposes. The same principle applies to supplementary charged appropriation.
- (xxii) No re-appropriation shall be made, save with the previous consent of Finance Department, to meet any expenditure which is likely to lead to further outlay in future years.
- (xxiii) If any Department requires additional allocation under any head of account over and above the Budget Estimates, the Department should locate savings in some other head of account in their budget and send a proposal for re-appropriation of funds.
- (xxiv) Expenditure on "works" will be subject to the following further conditions:-

- (a) Funds shall not be re-appropriated for any work which has not received administrative approval and technical sanction as prescribed by rules from time to time.
- (b) The amount appropriated for any work shall not exceed the amount approved or sanctioned for that work by a sum greater than the excess which may be authorised under the Public Works Department Code.
- (c) Where excess of requirement over the administrative approval or/ and technical sanction exceed 10%, it will need revision of administrative approval or/and technical sanction. Diversion in such cases should be made only after assessment of actual requirement is made on the basis of detailed revised estimates and revised administrative approval of the competent authority is obtained.
- (d) Recoveries in the nature of reduction of expenditure in excess of provisions therefore in the estimate of a work (and if the estimate is spread over a number of years, credit in excess of provisions therefore during a particular year) release additional funds for a work. These additional funds are not admissible for expenditure and should be allowed to lapse. Withdrawal of funds out of this credit for meeting expenditure on other work is also not admissible.
- (e) Re-appropriation of funds for completion of electrical installations and public health portion of building works may be made out of the composite estimates for the works as a whole.
- (f) No work order should be issued unless fund is made available or committed.

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 Contractual employees including re-appointment/re-engagement etc. New engagement of DRW/ PTW/ MRW/ Contingent workers is banned and it will be allowed only in extreme exigency.
- (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.

The Secretary of the Department will be further competent to allow hiring of one vehicle, for emergency requirements, for maximum spell of 5 days limited to maximum 2 spells in a year for each Department under his control.

(vi) No official below head of Department will be entitled for residential telephone, mobile and broadband / data card. Moreover, reimbursement of combined bills of personal residential landline telephones, mobile & broadband / data card can be extended to officials below Heads of department only after prior concurrence of Finance Department as per ceiling prescribed by it.

(vii) The Secretary of a Department is competent to approve the purchase of furniture / laptop / air-conditioners / photocopiers and any other equipment not in common use in Government offices up to Rs.2.00 lakh for any establishment in a year subject to ceiling of Rs.10.00 lakhs for all offices / sections within that financial year for the entire Department. Beyond this, the administrative Department will be competent to decide subject to availability of fund.

(viii) Increase of the state share or subsidy in any State/Central scheme

(ix) Re-drawal of lost cash.

(x) Writing off of losses, except cases covered under Rule 30 and Rule 31 *ibid*.

(xi) Administrative Departments will be competent to decide deputation of any individual or team to participate in any cultural, sports or similar programme outside the State within India with approval of the Chief Minister. However, for participation abroad from State Government's funds, concurrence from Finance Department shall be required in addition.

(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. at the cost of State Government.
- (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 scheme and scope or coverage of the existing schemes.
- (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) Acquisition of land for projects except where costs can be met from Central schemes
- (xxx) Introduction or increase of rate of subsidisation of services offered by Government / Govt. aided institutions.
- (xxxi) Introduction of new scheme having financial implication or rate of change of benefit in existing scheme.
- (xxxii) Continuation of temporary posts which are vacant.
- (xxxiii) Subscription to any LIC Group Insurance Scheme for pension, gratuity or leave salary.
- (xxxiv) Acceptance of Central schemes/ Schemes of Financial Institutions / NEC having state share more than 10%
- (xxxv) Provision of clause (i), (ii), (iii), (iv), (v), (x), (xii), (xv), (xxi), (xxii), (xxiii), (xxxiii) and (xxxiv) will apply to Government Undertakings including local bodies. The

non-applicability of other clauses is subject to availability of own resources to fund the activity.

(xxxvi) Any other item where the approval of the Finance Department is required under any other rules or Rules of Executive Business including matters having financial implications.

(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. The period for which a temporary posts is created or extended does not exceed twelve months or such shorter period as may be specified in the order delegating the power and does not in any case extend beyond the last day of the financial year concerned.

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, filling up & continuation of vacant temporary 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, along with 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) NOTES

- a. Concurrence for filling up posts is valid for same financial year.

- b. Engagement of persons on contract, other than through outsourcing agency or retired persons or engaged for a fixed tenure, should be for maximum 11 months at a time after prior concurrence of the Finance Department and re-engagement should be with a break of at least one day.
- c. All posts vacant for more than one year shall lapse and fresh creation will be required following due process.
- d. In case of outsourcing of any service, the sanctioned post will have to be kept in abeyance. The persons already in position for same work may be declared surplus and redeployed appropriately.
- e. Whenever Department submits a proposal for post creation, it should be accompanied by a proposal for surrender/abolition of posts getting vacant because of retirement during the year with equivalent financial implications.
- f. Fresh recruitment will normally be restricted to the retirement taking place in a year.
- g. The creation and filling up of post will require approval of Council of Ministers apart from concurrence of GA(AR) and Finance Department.
- h. When any service like cleaning / sweeping, security, IT, house-keeping etc. is outsourced with concurrence of Finance Department, the persons already appointed for the purpose may redeployed / declared surplus and post abolished if vacant or on vacation.

(11) General limitations on creation of post: No post shall be created

- (a) On the establishment of an Administrative Department unless there exists in that Department a post of a similar character on a rate or scale of pay which has been approved by Government.
- (b) On the establishment of any other non-Secretariat Department or office under the control of an Administrative Department/Head of Department unless there exists in the same or any other non-secretariat Department or office a post of a similar character or of a rate or scale of pay approved by Government,
- (c) In contravention of the instructions regulating staffing pattern, staff composition and work standards where prescribed.
- (d) Unless funds to meet the cost of the post can be found by valid appropriation or re-appropriation from within the provision placed at the disposal of the authority concerned.
- (e) The post or establishment is really required in addition to the full strength of the staff already sanctioned for the purpose;

(12) To ensure elimination of posts that may outlive their utility, there shall be annual review of sanctioned posts, both Gazetted and Non-Gazetted, by a committee consisting of Secretary-in-Charge of Finance, Secretary-in-Charge of GA(AR) and Secretary-in-Charge of concerned Department in the month of December every year. For this purpose, Secretaries of

Departments will submit a certificate by end of November in Annexure XVII. The GA(AR) Department will maintain a pool of surplus employee who can be redeployed after training and change of designation, if required. Departments will be competent to issue orders for abolition of any post without reference to Finance Department.

(13) Economy Board - An Economy Board will be set up under Chief Secretary with Addl. Chief Secretaries & Principal Secretaries in State Secretariat as members to recommend and monitor economy measures. It will also make recommendation regarding rationalisation and optimum utilisation of manpower.

(14) For any new engagement and payment of wages of DRW / PTW / Contingent Worker / MRW/ Contractual employee including re-employment without prior concurrence of Finance Department, responsibility will be fixed on the HoD and officer concerned. In case of emergency, proposal may be sent to Finance Department for outsourcing of service through employment agencies transparently for getting competitive rate and best resources.

(15) Departments, Govt bodies and undertakings may directly source treated rubber wood furniture from TFDPC after approval of competent authority as per Rules.

10. SANCTION OF CONTINGENT EXPENDITURE ON ACCOUNT OF OFFICE EXPENSES & OTHERS:

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

Name of Officials	Extent of power delegated:	
	Recurring	Non-Recurring
Head of Office	Rs. 25,000/- in each case	Rs. 50,000/- in each case
Head of Office at State and District level	Rs. 50,000/ in each case	Rs. 1,00,000/- in each case
Heads of Department	Rs. 2,00,000/- in each case	Rs. 4,00,000/- in each case
Secretary of a Department / DGP / PCCF	Rs. 4,00,000/- 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. 10,00,000/- 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 1st 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 INCONNECTION WITH APPROVED SCHEMES, PROJECTS & OTHER NON-CONTINGENT EXPENDITURE:

(1) Financial powers are delegated to the Departments/ Heads of Departments / Heads of Office as indicated in sub rule (2) of this rule subject to the conditions that:

(i) Issue of administrative approval and sanction of works expenditure by Engineering Officers of PWD, PWD (National Highways) and other Departments will be governed by the financial powers delegated to them under Rule-23 and 24 and this rule shall not affect their powers.

(ii) Expenditure sanction in respect of works to be executed by PWD on behalf of other Departments for which provision exists in the PWD Budget will also have to be accorded by the PWD 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 PWD / RD/ Tripura Housing & Construction Board, both administrative approval and expenditure sanction

will be accorded by the requisitioning Department based on technically sanctioned estimate and availability of fund. The scheme under which project is being undertaken and budget provision may clearly be mentioned.

(iii) Issue of administrative approval and expenditure sanction of works 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 25 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, Departmental Purchase Committee or SAB/WAB as constituted under Rule 22 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 scheme has been included in the approved scheme 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.

(x) The norms prescribed by Government regarding floor space for residential and official building will not be exceeded. Scheme under which work/procurement is proposed to be undertaken and Budget provision should be clearly mentioned in the sanction.

(2) Powers for Administrative approval and Expenditure sanction in respect of approved scheme, projects and other non-contingent expenditure shall be as follows:-

Sl. No.	Authority to whom power is delegated	Extent of powers (Rs. in lakhs)	
		Capital	Revenue
1.	Minister-in-charge of Administrative Department	Full	Full
2.	Secretary of Department Director General of Police	200.00	50.00
3.	D.M & Collector Municipal Commissioner, AMC	100.00	25.00
4.	Heads of Department (other than Sl. No. 3)	50.00	10.00
5.	Sub-Divisional Magistrate	25.00	4.00

	Chief Executive Officer, Municipal Council Executive Officer, Nagar Panchayat Head of Office at District level		
6.	Sub-Divisional Level Head of Office (other than Sl. No. 5) Block Development Officer Executive Officer, Panchayat Samiti	20.00	3.00
7.	Head of Office (other than those already mentioned)	10.00	2.00
8.	Medical Superintendent, GBP Hospital, IGM Hospital and Regional Cancer Centre	50.00	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.

(6) For Engineering Works

- i. Monetary limit for building includes Sanitary, Water supply and electrical installations
- ii. The power should be exercised after obtaining technical advice of competent engineering personnel.
- iii. Power of HOD & HOO of engineering Departments shall be governed as per Rule 23 and PWD Code.
- iv. A group of works forming one project shall be considered as one work for the purpose of according administrative approval.
- v. Administrative approval shall be issued on obtaining clearance of various agencies, finalisation of funding arrangement, detailed drawing, design and estimates based on latest Schedule of Rates so as to avoid time and cost overrun.

(7) No new scheme to be funded partially or fully with state resources shall be finalised without prior concurrence of the Finance Department. In addition, they will require approval of the Chief Secretary and Chief Minister. All such schemes will also need approval of Scheme and Project Appraisal Board (SPAB). Approval of Council of Ministers will be required if the financial implication for state exchequer is more than Rs.5.0 cr.

(8) Sanction of Scheme & Project Appraisal Board (SPAB). –

(a) No proposal involving of any Project/Scheme and expenditure thereof above Rs.5.0 cr from state fund shall be given administrative approval by the administrative department or shall be posed for funding by way of loans etc. from any financing institution or agency and no expenditure clearance shall be given by the Finance Department without obtaining prior approval of the Scheme & Project Appraisal Board.

(b) The concerned departments would prepare a detailed memorandum for consideration of the SPAB and furnish the copies of the proposal to FD in advance to enable it to process and place the matter before the SPAB. Each memorandum should indicate the objective of the proposal, its technical details, feasibility, economic and financial viability, investment and cost benefit analysis and method/source of financing/funding over a period of time. FD would provide necessary Secretarial Support for SPAB. The Proposals when received from the Departments would be circulated to the concerned Departments/Members in advance for their views which would be submitted along with the comments of the Administrative Department thereon SPAB at the time of its consideration.

(c) Constitution of SPAB - The Scheme & Project Appraisal Board for pre-sanction scrutiny and examination of expenditure/investment proposals shall consist of Chief Secretary as Chairman with all Additional Chief Secretaries and Principal Secretaries as members. The Secretary-in-Charge of Planning & Co-ordination and Department to which the proposal belongs will also be members.

(9) Control of high value AA & ES - The administrative approval and expenditure sanction of new infrastructure projects costing more than Rs.15.0 crore funded partly or fully from state budget should be issued with concurrence of Finance Department and UO No. should be quoted in sanction. In all Infrastructure projects, the source of fund must be quoted in sanction letter.

(10) Externally Aided Projects- All proposals for external funding will be processed by EAP Cell in Finance Department. The Cell will also identify suitable projects with the help of concerned Department. The Cell will co-ordinate matters relating to sanction and implementation of these projects.

(11) PPP projects- A PPP committee has been constituted to oversee the PPP projects from RFP to implementation stage. The Committee will give final shape to RFP document based on draft submitted by Department / Technical Committee. However, the matters of financial nature will be considered by respective purchase committee. The Committee will consist of Chief Secretary as Chairman, ACS / Pr. Secy. to Chief Minister, Secretary in charge of Finance, PWD, UDD, Revenue, Industry & Commerce, IT, CEO Smart City and Chief Engineer Building as members and Director UD / Commissioner, TUPDA as Member Secretary.

(12) SPA/SCA/SDS Projects: These schemes have been discontinued and hence the projects that have not started under these schemes should be dropped. For ongoing works, efforts will

be made to provide fund through RIDF / TIIFB (Tripura Infrastructure and Investment Fund Board) / HUDCO loan. No additional / extra work may be taken up without fund being provided from RIDF/TIIFB/HUDCO loan.

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

(1) Engineering Departments of the State Government may levy reasonable agency charge/ supervision charge upon other Departments / Govt. bodies / Govt. Undertakings / Aided Institutions for execution of any work or providing any service to be executed as deposit work under Central Schemes / NEC / NLCPR / NABARD / EAP etc. if admissible. No charge to be levied on works undertaken by government departments from state's own resources.

(2) 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 or any services 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, 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. The fund may be used for maintenance work.

13. 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 under sanctioned 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.
- (4) The amount of subsidy/grant shall not exceed the amount of actual deficit in the relevant financial operations of the individual or the institution to which subsidy/grant is sanctioned.
- (5) The grantee of a subsidy, grant-in-aid, or loan shall be required to furnish an audited statement of the accounts of expenditure incurred, within a period of six months, from the end of the year in which the subsidy etc. was paid, unless the payment was made on the basis of expenditure already incurred. In cases where the subsidy / grant is paid for a specific purpose, a certificate of utilization shall also be furnished by the grantee along with the audited statements of accounts within a period of twelve months from the date of receipt of subsidy/grant.

14. 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.

15. SANCTION OF ADVANCES TO GOVERNMENT EMPLOYEES:

(1) After allocation of fund by the Finance Department, the Administrative Department shall have full powers to sanction all recoverable or adjustable advances to Gazetted employees, while Heads of Departments shall have similar powers for Non-Gazetted employees. Sanction of advances, release of instalments and recovery of advances with interests shall be regulated under relevant rules in force. In view of constraint of funds, sanction of advances

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

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

16. GRANT OF HONORARIUM:

(1) According to F.R. 9(9), honorarium is normally admissible only for special work of an occasional or intermittent character. Thus, the condition precedent to payment of honorarium is that the work must be of a special type and it must be occasional in nature. The normal work assigned to offices must be completed during office hours by proper planning/ deployment of staff.

(2) Subject to sub rule (1), whenever in extremely special circumstances the engagement of staff beyond office time becomes inevitable because of a special time-bound work requiring a greater volume of work to be completed within a short time span, registers should be maintained which would indicate the names of employees, the nature of the non-postpone-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.

17. SANCTION OF ENTERTAINMENT CHARGES:

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

Sl. No.	Authority to whom power is delegated	Maximum Limit per month (in Rs.)
1.	All Ministers, all Secretaries, Special Secretaries, Addl. Secretaries, Jt. Secretaries, Dy. Secretaries and meetings in Secretariat at the disposal of the Secretariat Administration Department	1,00,000/-

2.	All officer of level 15 and above of Central scale (posted outside secretariat)	2,500/-
3.	All Officers in the Apex Scale of state (level 14 of Central scale) (Posted outside Secretariat)	2,000/-
4.	All Officers in HAG + Scale/HODs (Level 20 of pay matrix of state) (level 13 of Central scale) (posted outside Secretariat)	1,200/-
5.	All officers in PB-4 (Level 19 of Pay matrix of state) and above (level 12 of Central scale) (posted outside Secretariat)	1,000/-
6.	DM & Collectors	2,000/-
7.	District Superintendent of Police	1,000/-
8.	SDM / Addl. SP / DCF / BDO / District level head of office	500/-

(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 except State lunch / dinner to be hosted by the Chief Minister / Minister / Chief Secretary.

18. 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.

19. PAYMENT OF DECRETAL DUES:

The Administrative Department shall have full powers to sanction expenditure for payment of any decretal amount in pursuance of any Court's orders provided:-

- (i) The Administrative Department has made a thorough scrutiny of the judgment, consulted the Finance 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.

20. 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, which should be clearly recorded in the file and it shall be the responsibility of such sanctioning authority.

21. DEPUTATION OF STATE GOVERNMENT EMPLOYEES:

(1) The Departments shall have full powers to send State Government employees on deputation to any State Government Department or to another State Government or to 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 (18th 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 Departmental Minister.

(3) In all other cases of training of State Government officials abroad from state fund, prior concurrence of the Finance Department shall be obtained.

22. 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.

(d) Finance Department shall constitute **Supply Advisory Board / Work Advisory Board (SAB/WAB)** with the Chief Secretary as Chairman, the Finance Secretary, Law Secretary and the PWD Secretary as Members. One of the senior officers viz., Special Secretary / Additional Secretary / joint Secretaries in the Finance Department as nominated from the Finance Department shall be the Member-Secretary. The Secretary of the Department of Industries shall be permanent invitee in all meetings. Secretary of the concerned Department (except those Departments which are looked after by the Chief Secretary) and the Head of the Department to which the stores / services / works relates will attend the meeting.

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:

"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:

Sl. No.	Name of Purchase Committee	Financial Ceiling Limit
(i)	Lower Purchase Committee	Above Rs. 0.25 lakhs upto Rs. 5.00 lakhs
(ii)	Higher Purchase Committee	Above Rs. 5.00 lakhs upto Rs. 50.00 lakhs
(iii)	Departmental Purchase Committee	Above Rs. 50 Lakhs upto Rs. 2 Crores for goods/services and consultancy. Above Rs. 50 Lakhs upto Rs. 5 Crores for Works.
(iv)	Supply Advisory Board	Above Rs. 2 Crores for goods/services and consultancy.
(v)	Works Advisory Board	Above Rs. 5 Crores for Works.

NOTE:

(i) Procurement of materials shall be made on yearly estimate of requirement limited to available annual budget, except under special circumstances.

(ii) A demand for goods should not be divided into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand.

(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 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)(A) 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 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.

(B) Power to decide single tender:-

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 one higher level Committee e.g. 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) etc. The HPC/DPC/WAB/SAB, as the case may be, 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. Unsolicited tender shall not be accepted in normal circumstances.

(6) When necessity is felt in the public interest for quick implementation of major works, the same may be taken up by calling Limited 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 limited tender may then be examined for acceptance as per the existing procedure.

(7) Deleted

(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 as well as SAB/WAB.

(10) Deleted

(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.0.25 lakhs through any of the available Sellers / Suppliers on the GeM, meeting the requisite quality, specification and delivery period;
- (ii) Above Rs. 0.25 lakhs and upto Rs. 5.00 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. 5.00 lakhs (excluding Automobiles where limit of Rs. 30.00 lakh will continue) 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. The rate will be recommended by competent purchase committee.
- (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. The designation of the secondary users may be as defined by the Primary user of the Department concerned.
- (vi) The Contract / supply order shall be placed subject to the fulfilment 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.
- (vii) Other provisions of the General Terms & Conditions of GeM and GFR relating to procurement through GeM as amended from time to time will apply.

(12) Purchase of vehicles:

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, normal procurement process may be followed. Where payment in advance is unavoidable, the same may be made by cheque / draft without insisting on bank guarantee.

(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 23(1).

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

(i) Government Departments and Government bodies 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 subject to availability of fund:-

Sl. No.	Name of Government Department / Offices	Maximum ceiling on purchase in a year (Rs. in lakhs)
1	Administrative Department	Full

2	Secretary of the Department	15.00
3	DM & Collector	8.00
4	Head of Department other than D.M. & Collector	6.00
5	District level Head of Office	8.00
6	SDM	4.00
7	Sub-Divisional level Head of Office (other than SDM)	3.50
8	BDO	2.00
9	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.

(16) e-Tender / e-Procurement:

(i) All procurements involving goods, services and consultancies above 2 lakhs and Works/EPC above 5 lakhs by State Government Departments / Organisations shall be carried out through e-procurement solution <https://tripuratenders.gov.in>. Tenders which are not floated through <https://tripuratenders.gov.in>, shall be published on Government of India portal <https://eprocure.gov.in>.

(ii) The following procedure may be adopted for the purpose:-

(a) Identify one suitable Officer in each Department / Organization who will be the Nodal Officer in the Department and will be managing the Roles like Bid Publisher / Opener / Evaluator, in each Department that intends to do e-Tender / e-Procurement, and intimate their name to the Finance Department for on-boarding, and capacity building. The on-boarding request is to be recorded as a statutory filled up form and Departmental hierarchy.

(b) Identify minimum four persons, as Bid Publisher / Opener / Evaluator and a separate Nodal Officer (who will not be participating as Publisher / Opener / Evaluator) in each Office of the Department that intends to do e-Tender/ e-Procurement, and intimate their names to the Departmental Nodal Officer for User creation and capacity building”.

(c) Obtain any email ID with name inscribed into it, which will be used as Login ID for all the five persons (one Nodal Officer & four Department users).

(d) Procure Class III type Digital Signature Certificate (DSC) from any of Registration Authority (RA) empanelled by the Controller of Certifying Authority (CCA), having Signing & Encryption Certificates.

(e) Coordinate with the System Application Administrator in the Finance Department for on-boarding, support, and capacity building with respect to usage of Tripura Tenders portal (<https://tripuratenders.gov.in>).

(iii) Any procurement involving value less than the limit mentioned in (i) 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) & NICS. In emergency conditions the Departments may call limited / short term tender.

- (17) Public Undertakings / Aided institutions may form their own Purchase Committees for procurement of goods / services / works with different financial limits. They should also adopt e-tendering as per limits indicated in 16(i).
- (18) Sourcing of IT manpower through tender on service charge within the rate prescribed or approved by Finance Department after taking concurrence of the Finance Department is allowed.
- (19) Nodal Department may empanel agencies for services like housekeeping, sweeping & cleaning, security, IT manpower etc. based on unit of services / manpower which can be used by all Departments as per their option.

23. POWERS OF ENGINEERING OFFICERS OF PWD, UD, RD, AGRICULTURE & OTHER DEPARTMENTS:

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

Sl. No.	Subject	Extent of powers delegated (Rs. In Lakhs)					
		Adm. Dept.	Eng-in-Chief / C.E.	Addl. C.E.	Supdt. Eng.	Exe. Eng.	Astt. Eng.
1	2	3	4	5	6	7	8
1	Technical sanction to detailed estimates for works	--	Full powers	250.00	150.00	25.00	2.00
2	Administrative Approval & Expenditure sanction for works/projects	Full powers	200.00	=	100.00	--	--
	(a) Administrative Approval & Expenditure sanction for repair/ maintenance	--	Full powers	--	25.00	10.00	--
3	Power to undertake deposit works	Full powers	200.00	100.00	20.00	5.00	Provided full amount of work is placed with department
4	Acceptance of tenders for work						

	(a) Acceptance of lowest tender	Full powers	500.00	200.00	150.00	30.00	1.00 subject to approval of concern SE/EE
	(b) Acceptance of single tender	Full powers	250.00	150.00	100.00	20.00	--
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 lakh in each case subject to Rs. 30.00 lakh per Division annually	0.75 lakh in each case subject to Rs. 10.00 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	Full powers	Up to 10% of contract amount subject to limit of Rs. 50 lakh.	10% subject to limit of Rs. 20.00 lakh	10% subject to limit of Rs. 12.00 lakh	Upto 0.80 in respect of schedule and agreement items. In respect of other items 25% of contract value subject to a ceiling of 0.08	--
Note: 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.							
8	Limited 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	--	Full powers	2.00	1.00	0.80	0.80

	enhanced to the extent of cost index approved by Chief Engineer.)						
Note: The offices are allowed to award such quantities up to 25% of the quantities stipulated in the Agreement in respect of work below plinth level and up to 5% in the case of work above plinth level. Beyond these limits, their powers shall be restricted to the monetary limits mentioned above.							
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	--	--
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).							
11	Advance payment for purchase of steel from SAIL/Tata Steel/IISCO, RINL subject to reasonability	--	Full power	--	--	--	--
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 Division	--	--
	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 of in fructuous 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 value has been recovered		1.00	--	--	--	--
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 SI. 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 lump sum 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 Administrative Department.

(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 23.

24. SPECIAL POWERS OF ENGINEERING OFFICERS OF PWD AND PWD (National Highways):

(1) The PWD Department authorities as well as Engineering Officers of PWD (National Highways) shall exercise their powers to the extent as indicated in 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.

However, Original works, Periodical Renewal (PR) and Special Repair (SR) works between Rs. 5 Crore and up to Rs. 100 Crore which is recommended for acceptance by the State Government authorities by the Evaluation Committee constituted as per MORTH guidelines shall be considered by WAB before placing it to the Accepting Authority in the State Government.

25. POWERS OF OFFICERS OF THE FOREST DEPARTMENT:

(1) Powers to be delegated for the Officers of Forest Department in revised DFPRT:

Sl. No.	Subject	Extent of powers delegated (Rs. in lakh)				
		PCCF	Chief Wildlife Warden	CCF	DFO / DCF	SDFO / Wildlife Warden
1	2	3	4	5	6	7
1	Technical sanction to detailed estimates for works other than engineering works	Full	30.00	20.00	12.00	8.00
2	Administrative approval and Expenditure Sanction for Forestry related Works / Projects / CAMPA / FC Award and all CS Schemes	40.00	20.00	16.00	12.00	8.00
3	Administrative approval and Expenditure Sanction for Forest maintenance related works / Projects under Revenue Head	16.00	8.00	5.00	4.00	3.00
4	Acceptance of lowest tender for works under State / Central fund	40.00	20.00	16.00	12.00	8.00
5	Purchase of Fire Arms	4.00	-	-	-	-
6	Reward to the member of public for intelligence leading to control of illicit felling and smuggling of timber	Rs.20,000/- only in each case with total ceiling of Rs.4.00 lakh in a year	-	-	-	-

(2) Special powers of Officers of the Forest Department

Sl. No.	Authority	Execution of contract for sale of forest produce including timber on auction/tender	Acceptance of rate for sale of forest produce including timber on auction/tender
1.	Sub-Divisional Forest Officer	Up to Rs.5.00 lakhs	Up to Rs.5.00 lakhs
2.	District Forest Officer	Up to Rs.10.00 lakhs	Up to Rs.10.00 lakhs

3.	Principal Chief Conservator of Forest	Up to Rs.20.00 lakhs	Up to Rs.20.00 lakhs
4.	Administrative Department	Above Rs.20.00 lakhs	Above Rs.20.00 lakhs

26. 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 st year	2 nd year	3 rd year	4 th year	5 th year	6 th year	7 th year	8 th year	9 th year	10 th year	Category
1.	Maruti CIAZ	1.50 lakh kms/10 (ten) years	10,120	30,360	50,600	1,11,320	2,32,760	2,73,240	3,13,720	3,74,440	4,75,640	5,06,000	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	5,968.38	17,905.14	29,841.90	65,652.18	1,37,272.74	1,61,146.26	1,85,019.78	2,20,830.06	2,80,513.86	2,98,419.00	B
7.	Maruti Gypsy												
8.	Maruti Swift												
9.	Maruti Celerio												
10.	Maruti Wagon R												
11.	Maruti Eco												
12.	Ambassador												
13.	M&M Petrol Jeep	1.50 lakh kms/10 (ten) years	13,475	40,425	67,375	1,48,225	3,09,925	3,63,825	4,17,725	4,98,575	6,33,325	6,73,750	C
14.	Toyota Innova												
15.	M&M Bolero												
16.	M&M Scorpio												
17.	M&M Xylo	1.50 lakh kms/10 (ten) years	7,150	21,450	35,750	78,650	1,64,450	1,95,250	2,21,650	2,64,550	3,36,050	3,57,500	D
18.	TATA Sumo Gold												
19.	TATA Indica EV2												
20.	TATA Indigo ECS												
21.	TATA Winger												
22.	M&M Diesel Jeep	3.00 lakh kms/10 (ten) years	33,000	99,000	1,65,000	3,63,000	7,59,000	8,91,000	10,23,000	12,21,000	15,51,000	16,50,000	E
23.	Heavy Vehicle												

24.	Motor cycle/Auto	0.80 lakh kms or 8 (eight) years	1,650	4,950	8,250	18,150	37,950	44,550	51,150	61,050	77,550	82,500	F
25.	Tractor	10,000 hours	1,430	4,290	7,150	15,730	32,890	38,610	44,330	52,910	67,210	71,500	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 upto Rs.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 extreme economy on the same after satisfying justification for excess 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.

(f) A history sheet should be maintained for each Vehicle showing the mileage done, major and minor repairs the Vehicle has undergone, spare parts purchased, and cost incurred in respect of each item of expenditure.

(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 Secretary in-charge of the 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.

27. CONDEMNATION OF VEHICLES:

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

(1) The value of this purpose shall be taken as the book value where priced accounts are maintained. It shall be taken as replacement value i.e. market value (at the time of the issue of sanction of condemnation) of a new vehicle or vehicle of a similar nature, where no priced account is maintained.

(2) The lives of various types of vehicles in terms of distance run (in kilometres) and length of use (in years), shall be as mentioned in column 3 of the Schedule under Rule 26(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 ₂	5000 hours static operation or 20 years in service, whichever is completed later. 30 Km run on road is equivalent to 1 hour 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.	1.50 lakhs Km run or 8 years 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 the 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.

28. 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.

29. 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 employee(s) before sending the proposal to the Finance Department.

30. 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.

31. 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:-

Sl. No.	Name of the Implementing Officers	Extent of Power
i)	Block Development Officer Deputy Director, ARDD Deputy Director of Fisheries Deputy Director of Education Executive Engineer of WR & DWS Deputy Director of Agriculture & Horticulture Deputy Project Officer / Executive Engineer, Agriculture	Rs.2.00 lakh in each case
ii)	Superintendent of Agriculture Superintendent of Horticulture & Soil Conservation Assistant Director, ARDD Principal GTC Farm Superintendent of Poultry Farm, Gandhigram Superintendent of Fisheries Inspector of Schools Inspector of Social Welfare & Education Child Development Project Officers District Forest Officer	Rs.1.00 lakh in each case

iii)	Heads of Office of High and Higher Secondary Schools, Education & Youth Affairs.	Rs.0.40 lakh in each case
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(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 upto Rs.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 uptoRs.1.50 lakh in each case.

(4) The District Magistrates and Collectors shall have powers to draw A.C. Bills up to 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. 1.00lakh 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. Bill upto Rs.2.00 lakh in each case organizing cultural events and other programmes related to ICA Department.

(10) Head of Department Education (Youth Affairs and Sports) shall have power to draw fund in A.C. Bill upto Rs.1.50 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

upto Rs.50.00 lakhs to the RD Divisions if required with certain condition as laid down in Memorandum No.F.9(2)-Fin(G)/94(Vol-III) dated 16/02/2010 and Memorandum No. No.F.9(2)-Fin(G)/07 dated 15/12/2010 against each division.

(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.

(vii) Drawal of fund through A.C. 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 form 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.

(17) Proforma Bill- There is a complete ban for drawal of fund in proforma bill except when prescribed in these Rules or concurred by the Finance Department.

(ii) Special authority has been accorded to four Deputy Directors (Agriculture) of four Districts for entertainment of proforma bill for drawal of fund to make payment to the Brahmaputra Valley Fertilizer Corporation (a Government of India Enterprise) for supply of Fertilizer under following terms & conditions:

- a) The authority is strictly restricted only for entertainment of proforma bills raised by Bramhaputra Valley Fertilizer Corporation Ltd. against supply order issued by Deputy Directors (Agriculture) of Districts for supply of fertilizer. Ban for entertainment of proforma bill for any other purpose will continue to remain operative.
- b) Only Deputy Director (Agriculture), of Districts will have authority to prefer such proforma of Bramhaputra Valley Fertilizer Corporation Ltd. to the Treasury after recording required certificate for drawal subject to availability of fund. No other DDO of the Agriculture Department can exercise this authority.
- c) Deputy Director (Agriculture) of Districts will ensure maintaining of proper records for adjustment of such drawn fund against actual supply. Such records should be placed before audit as a regular measure.
- d) The Department should regularly monitor drawal and adjustment position of such bills.

32. 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 SR 59.
 - (vii) To define the limits of a Government servant's sphere of duty vide SR 60.
 - (viii) To decide whether a particular absence is, absence on duty vide SR 62.
 - (ix) To restrict the frequency and the duration of journeys vide SR 63.
 - (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 shall 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.

33. SPECIAL POWERS OF DIRECTOR GENERAL OF POLICE AND DIRECTOR GENERAL OF 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.25.00 lakhs in Each Case	Rs. 5.00 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. 30,000/- 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/firemen killed or injured on duty up to the rank of Inspector as per the scale laid down by the Home Department with the concurrence of the Finance Department	Full Powers	Full Powers
(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	Capital- Rs. 100.00 Lakh Revenue - 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	Rs. 2.50 lakh in a year
(xv)	Sanction of expenditure for Computer and Peripherals	Rs.5.00 lakh in a year	2.5 lakhs in a year

(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 upto Rs.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 (ADD) 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 (ADD) 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 (ADD) 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.

34. 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

35. 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.

36. REPEAL & SAVINGS:

(1) The Delegation of Financial Powers Rules, 2017 in force immediately before the commencement of these rules in 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.

37. 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,

(Manoj Kumar)
Additional Chief Secretary
Government of Tripura

SCHEDULE-I**NAMES OF NOMINATED HEAD OF DEPARTMENTS**

[Rule-22(1)(c)]

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

ANNEXURE –I

HIRING RATES OF VEHICLE

[See Rule 9(3)]

Subject:-Fixing of new ceilings for hiring of vehicle.

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:-

Sl. No.	Type of vehicle	Detention charge @per day (in Rs.)	@ per kilometre (in Rs.)			Monthly Ceiling Limit		Monthly ceiling (in Rs.)			Annual ceiling (in Rs.)		
			Petrol	Diesel	CNG	Max. No. of working days in a month	Max. distance covered by a vehicle in a month (km)	Petrol	Diesel	CNG	Petrol	Diesel	CNG
A	B	C	D	E	F	G	H	I= (CxG + DxH)	J= (CxG+ ExH)	K= (CxG + FxH)	L= (12xI)	M= (12xJ)	N=(12xK)
1.	Maruti CIAZ	1000	9	7	0	23	1840	39560	35880	0	474720	430560	0
2.	Maruti SX4, ZXI MT	1000	9	7	0	23	1840	39560	35880	0	474720	430560	0
3.	Maruti Ertiga ZDI	1000	9	7	5	23	1840	39560	35880	32200	474720	430560	386400
4.	Maruti Swift D'Zire	1000	9	7	0	23	1840	39560	35880	0	474720	430560	0
5.	Maruti Vitara Brezza	1000	9	7	0	23	1840	39560	35880	0	474720	430560	0
6.	Maruti Swift	1000	9	7	0	23	1840	39560	35880	0	474720	430560	0
7.	Maruti Baleno	1000	9	7	0	23	1840	39560	35880	0	474720	430560	0
8.	Hundai BR-V (i-VTEC)	1200	10	8	0	23	1840	46000	42320	0	552000	507840	0
9.	Hundai Creta	1200	10	8	0	23	1840	46000	42320	0	552000	507840	0
10.	Hundai Verna	1200	10	8	0	23	1840	46000	42320	0	552000	507840	0
11.	Hundai Elantra	1200	10	8	0	23	1840	46000	42320	0	552000	507840	0
12.	Hundai Tucson	1200	10	8	0	23	1840	46000	42320	0	552000	507840	0
13.	Hundai Elite i-20	1200	10	8	0	23	1840	46000	42320	0	552000	507840	0
14.	Maruti Gypsy, MG413W	700	8	0	0	23	1840	30820	0	0	369840	0	0
15.	Maruti Wagon R	700	8	7	5	23	1840	30820	28980	25300	369840	347760	303600
16.	Maruti Esteem, VX	700	8	0	0	23	1840	30820	0	0	369840	0	0
17.	Maruti Celerio X	700	8	7	5	23	1840	30820	28980	25300	369840	347760	303600
18.	Maruti Eco	700	8	0	5	23	1840	30820	0	25300	369840	0	303600
19.	Maruti Alto K10	700	8	0	5	23	1840	30820	0	25300	369840	0	303600
20.	Maruti Estilo	700	8	7	0	23	1840	30820	28980	0	369840	347760	0
21.	Maruti Omni	700	8	0	5	23	1840	30820	0	25300	369840	0	303600
22.	Ambassador	700	8	0	0	23	1840	30820	0	0	369840	0	0
23.	M&M Petrol Jeep	700	8	0	0	23	1840	30820	0	0	369840	0	0
24.	Toyota Innova Crysta	1200	12	11	0	23	1840	49680	47840	0	596160	574080	0
25.	M&M Xylo	1200	0	11	0	23	1840	0	47840	0	0	574080	0
26.	M&M Bolero	1200	0	11	0	23	1840	0	47840	0	0	574080	0
27.	M&M Scorpio	1200	0	11	0	23	1840	0	47840	0	0	574080	0

28	M&M XUV500	1200	0	11	0	23	1840	0	47840	0	0	574080	0
29	M&M Verito	1200	0	11	0	23	1840	0	47840	0	0	574080	0
30	TATA Tigor XZ Plus	800	9	8	0	23	1840	34960	33120	0	419520	397440	0
31	TATA Tiago	800	9	8	0	23	1840	34960	33120	0	419520	397440	0
32	TATA Indica EV2	800	9	8	5	23	1840	34960	33120	27600	419520	397440	331200
33	TATA Indigo ECS	800	9	8	5	23	1840	34960	33120	27600	419520	397440	331200
34	TATA Zest	800	9	8	0	23	1840	34960	33120	0	419520	397440	0
35	TATA Nexon	1200	9	8	0	23	1840	44160	42320	0	529920	507840	0
36	TATA Safari Storme VX	1200	0	11	0	23	1840	0	47840	0	0	574080	0
37	TATA Sumo Gold	1200	0	11	0	23	1840	0	47840	0	0	574080	0
38	TATA Harrier	1200	0	11	0	23	1840	0	44160	0	0	529920	0
39	TATA Hexa XT 4X4	1200	0	11	0	23	1840	0	47840	0	0	574080	0
40	TATA Winger	800	0	7	0	23	1840	0	31280	0	0	375360	0
41	M&M Diesel Jeep	800	0	7	0	23	1840	0	31280	0	0	375360	0
42	TATA Magic	800	0	7	0	23	1840	0	31280	0	0	375360	0
43	Force Cruiser	800	0	7	0	23	1840	0	31280	0	0	375360	0
44	Heavy Vehicle Truck TATA LPT 2518 TC	2300	0	24	0	23	2760	0	119140	0	0	1429680	0
45	TATA Star Bus Ultra BS-IV	2300	0	24	1 2	23	2760	0	119140	86020	0	1429680	1032240
46	TATA 407	1200	0	15	0	23	2760	0	69000	0	0	828000	0
47	TATA 709 EX (bus/track)	1200	0	15	0	23	2760	0	69000	0	0	828000	0
48	Swaraj Mazda 32 Seater Bus	1700	0	15	9	23	2760	0	80500	63940	0	966000	767280
49	Heavy vehicle Bus Ashok Leyland Cheetah/TATA 1510,1512 etc.	1700	0	24	0	23	2760	0	105340	0	0	1264080	0
50	Motor Cycle	200	2	0	0	23	1840	8280	0	0	99360	0	0
51	Scooty	200	1	0	0	23	1840	6440	0	0	77280	0	0
52	Bajaj CNG Auto	400	0	0	3	23	1840	0	0	14720	0	0	176640

Terms and Conditions:

1. For duties beyond 8 hours, overtime @ Rs.10/-per hour may be allowed subject to maximum of Rs.40/- per day.
2. Upper ceiling for hiring of vehicles for respective category in Gandachhera, Kanchanpur, Longtharai Valley, Karbook and Amarpur Sub-Division may be upto15% higher than the above rates.
3. 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.

4. 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.

5. This will apply for vehicle hired by any Government Department or any State Government Undertaking with the prior approval of Finance Department.

ANNEXURE –II

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). :
(b) If by direct recruitment, the mode of selection of candidates :
7. Whether budget provision available. If so, details thereof (Central/State 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 Central/ State 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. Posts of equivalent financial implication to be Abolished/ kept in abeyance :
14. Proposed savings in non-salary to meet additional Financial liability:
15. The recommendation of Head of the Department :
16. The recommendation of the Secretary of Department :

Head of the Office

ANNEXURE – III

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.O. (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

ANNEXURE -VI

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 Finance Department :
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

ANNEXURE –VII

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 :
(b) Whether the budget provision is in Revenue/ Capital. :
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 ARI), P&C & F.D. was obtained for opening the office? If yes, U.O.NO. & date to be quoted. :
12. Recommendation of the Head of the Department :
13. Recommendation of the Secretary of the Department :

Head of the Office

ANNEXURE –VIII

PROFORMA FOR SENDING PROPOSAL FOR PURCHASE OF FURNITURE

[Rule 9(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 :
(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 2ndFeb., 2017**MEMORANDUM**

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 23rd 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:-

Mileage of Government Vehicle				
Sl. No.	Model	Fuel	Mileage up to 1 st 5 year(in k.m.)	Mileage after 5 year(in k.m.)
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

1. 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 kilometre 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", 2004 should be sent to the Transport Department by the first of the following month.
4. This would take effect from 1" 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.

ANNEXURE-X

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 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

ANNEXURE –XI

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

ANNEXURE -XII

PROFORMA FOR SENDING PROPOSAL FOR SANCTION OF SHARE CAPITAL CONTRIBUTION

[Rule 9 (I) (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 :

Counter signature
Secretary of the Department

Signature
Head of the Department

ANNEXURE – XIII

**PROFORMA FOR SENDING PROPOSAL FOR CONCURRENCE FOR
FURNISHING OF GUARANTEE**

[Rule 9 (1)(xxiii)]

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 Administrative Department. :

Counter signature
Secretary of the Department

Signature
Head of the Department

ANNEXURE - XIV**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:

Signature:

Name:

Sub-Division Magistrate

Place:

Seal

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

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

Dated, Agartala, 7th 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 SOS, 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 / Cooperatives / 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) OMS 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 e-Marketplace (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 at least 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 attend 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 7th 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/PRI 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. |
|--|--------------|

3. 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.

4. 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.

ANNEXURE XVII**ANNUAL ESTABLISHMENT REVIEW
(Certificate by Secretary of Departments)**

Rule 9(12)

Name of Department.....

The sanctioned strength of the Department and subordinate offices directly functioning under the Department as on the 1st November 20..... is as indicated in Form I given below.

I have reviewed the staff requirement having regard to the prescribed yardsticks wherever applicable as well as possibility of re-designation / redeployment / outsourcing. I certify that continuance of all the posts except those set out in Form II is considered necessary.

Signature.....

Date.....

Name.....

Designation.....

Form I**Details of sanctioned strength**

Name of the office

Sl. No.	Description of Post	Scale of Pay	Number of sanctioned posts			No. of vacant post			Remarks
			Permanent	Temporary	Total	Permanent	Temporary	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Signature.....

Date.....

Name.....

Designation.....

Form II**Details of posts whose sanction needs termination**

Name of the office.....

Name of the office	Description of post	G.O. Number and date in which sanctioned	Pay scale	Number of posts to be terminated	Date from which post(s) to be terminated	No. and date of order for termination of posts	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature.....

Date.....

Name.....

Designation.....

GOVERNMENT OF TRIPURA
FINANCE DEPARTMENT

No. F. 9(5)-FIN(EXPENDITURE-I)/2019/2959-3099

Dated, Agartala, the 12th March, 2020.

NOTIFICATION

Subject: Delegation of Financial Powers Rules, Tripura, 2019 – Amendment thereof.

1] Short title and commencement:

- (i) These may be called the 'Delegation of Financial Powers Rules, Tripura, 2019 (First Amendment)'.
- (ii) They shall come into force on and from the date of issue of notification.

2] Amendment of Rule 1(4) of the Principal Rules:


The Section shall be read as "Only Rule 9(1) (xxxv) of DFPRT and any other specific Rule wherever mentioned will be applicable to 'Government Undertakings and Aided Institutions'. The administrative Department may, however, issue further orders for administrative and financial control of Government Undertakings, if required".

3] Amendment of Rule 9(1) (vii) of the Principal Rules:

Rule 9(1) (vii) of the Principal Rules, the following shall be inserted after the existing Para:

"Departments will be competent to purchase disaster related equipment after approval of the State Executive Committee".

By order of the Governor,



(Tanusree Deb Barma, IAS)
Secretary to the
Government of Tripura

To

The Additional Chief Secretary/Principal Secretary/Secretary/Special Secretary of all Departments/all Heads of Departments.

Copy to:

1. The Principal Secretary to the Governor of Tripura, Agartala.
2. The Additional Chief Secretary to the Chief Minister, Tripura, Agartala.
3. PS/PA to all Ministers, Tripura, Agartala.
4. PS to the Chief Secretary, Tripura, Agartala.
5. The Secretary, Tripura Legislative Assembly, Agartala.
6. The Secretary, TPSC, Agartala.
7. The Accountant General (A&E), Tripura, Agartala.
8. The Accountant General (Audit), Tripura, Agartala.
9. The Director, GA (Printing & Stationary) Department for publication in the next Tripura Gazette.
10. All Treasury/Sub-Treasury Officers, Tripura.
11. The Web Administrator, Finance Department to upload a copy of the notification in the Finance Department's Web portal.


Secretary to the
Government of Tripura

**GOVERNMENT OF TRIPURA
FINANCE DEPARTMENT**

No. F. 9(5)-FIN(EXPENDITURE-I)/2019 (Part-III)/3805

Dated, Agartala, the 2nd September, 2020.

NOTIFICATION

1. Short title and commencement:

- (i) These may be called the 'Delegation of Financial Powers (Second Amendment), Rules, Tripura, 2020';
- (ii) They shall come into force on and from the date of issue of notification.

2. Insertion of new Sub-Rule (16) in Rule 9:

In Delegation of Financial Powers Rules, Tripura, 2019 (herein after referred to as the Principal Rules), after sub-rule (15), a new sub-rule (16) shall be inserted as follows:

"(16) In case of procurement of items as per State Action Plan under MoPF Scheme as approved by the State Level Empowered Committee (SLEC) and High Power Committee of Ministry of Home Affairs, no further concurrence of Finance Department shall be required. Administrative Department shall be competent to procure the approved items. However, any change / deviation in the approved items to be procured or in case of additional financial implications, concurrence of Finance Department shall be mandatory."

3. Amendment of Rule 11(8)(a):

In sub-rule (8) (a) of Rule 11 of the Principal Rules, after the expression "from any financial institution or agency" the following expression shall be inserted:

"except any loan scheme of central government"

4. Amendment of Rule 22(2):

In sub-rule (2) of Rule 22 of the Principal Rules, in Sl. No.(ii), (iii), (iv) & (v) under column of Financial Ceiling Limit the expression 'Rs. 50 Lakhs' should be substituted as 'Rs. 75 Lakhs' and 'Rs.2 Crores' should be substituted as 'Rs.4 Crores' and 'Rs.5 Crores' should be substituted as 'Rs.10 Crores'.

5. Amendment of Rule 22(11)(v):

Clause (v) of sub-rule (11) of Rule 22 in Principal Rules shall be substituted with:



“(v) Head of the Department shall be registered as ‘primary user’ on GeM for the Department. The primary user, in turn, can create secondary subordinate users in the system with specific roles of Buyers, Consignee, Paying Authority/Officer for the Department and also for the Organization/Subordinate Offices under the administrative control of the Department”.

6. Amendment of Rule 23(1) (7):

- (i) In sub-rule (1) of Rule 23 of the Principal Rules, column no. (2) in Sl. No. 7 shall be substituted with:

“Sanction of Deviation / Substituted Items / Extra Items”

- (ii) Note (iv) under SL. No. 7 shall be substituted with:


“Total deviation shall be sanctioned by one authority only whosoever is competent to sanction total deviation.”

- (iii) New Notes (vi) and (vii) under SL No. 7 shall be inserted as follows:

“vi) In terms of maintenance works, up to 25% of contract amount subject to upper limits as specified above.”

“vii) Deviation means deviation in quantities of items i.e. increase or decrease in the quantities of items of work in the agreement, Extra Items are items that are completely new & in addition to items in the contract, Substituted Items are items taken up with partial modification or in lieu of items of works in the contract.”

By order of the Governor,

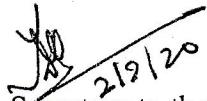

(Tanusree Deb Barma, IAS)
Secretary to the
Government of Tripura

To

The Additional Chief Secretary/Principal Secretary/Secretary/Special Secretary of all Departments/all Heads of Departments.

Copy to:

1. The Principal Secretary to the Governor of Tripura, Agartala.
2. The Additional Chief Secretary to the Chief Minister, Tripura, Agartala.
3. PS/PA to all Ministers, Tripura, Agartala.
4. PS to the Chief Secretary, Tripura, Agartala.
5. The Secretary, Tripura Legislative Assembly, Agartala.
6. The Secretary, TPSC, Agartala.
7. The Accountant General (A&E), Tripura, Agartala.
8. The Accountant General (Audit), Tripura, Agartala.
9. The Director, GA (Printing & Stationary) Department for publication in the next Tripura Gazette.
10. All Treasury/Sub-Treasury Officers, Tripura.
- ✓ 11. The Web Administrator, Finance Department to upload a copy of the notification in the Finance Department's Web portal.


21/2/20
Secretary to the
Government of Tripura

GOVERNMENT OF TRIPURA /4358- 4500
FINANCE DEPARTMENT

No. F. 9(5)-FIN (EXPENDITURE-I)/2019 (Part-III)/

Dated, Agartala, the 24 September, 2020.

NOTIFICATION

1. Short title and commencement:

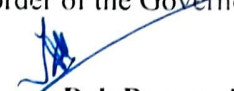
- (i) These may be called the 'Delegation of Financial Powers (**Third Amendment**). Rules, Tripura, 2020;
- (ii) They shall come into force on and from the date of issue of notification.

2. Amendment of Rule 22(13) (ii):

In the Delegation of Financial Power Rules, Tripura, 2019, Sub-Rule (13) (ii) shall be substituted as:

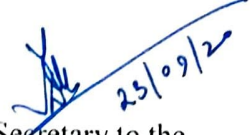
“(ii) The Committee shall have power to recommend purchase of medicines and materials of value up to Rs. 5, 00,000/- in a month.”

By order of the Governor,


(**Tanusree Deb Barma, IAS**)
Secretary to the
Government of Tripura

To


The Additional Chief Secretary/Principal Secretary/Secretary/Special Secretary of all Departments/all Heads of Departments.


Secretary to the
Government of Tripura

Contd overleaf....

Copy to:

12. The Principal Secretary to the Governor of Tripura, Agartala.
13. The Additional Chief Secretary to the Chief Minister, Tripura, Agartala.
14. PS/PA to all Ministers, Tripura, Agartala.
15. PS to the Chief Secretary, Tripura, Agartala.
16. The Secretary, Tripura Legislative Assembly, Agartala.
17. The Secretary, TPSC, Agartala.
18. The Accountant General (A&E), Tripura, Agartala.
19. The Accountant General (Audit), Tripura, Agartala.
20. The Director, GA (Printing & Stationary) Department for publication in the next Tripura Gazette.
21. All Treasury/Sub-Treasury Officers, Tripura.
22. The Web Administrator, Finance Department to upload a copy of the notification in the Finance Department's Web portal.

 23/09/20
Secretary to the
Government of Tripura



LEAVE RULES

*By Jyotirmoy Taran, Audit Officer,
Directorate of Audit*

General Principles

1. Leave cannot be claimed as a matter of right -Rule 7(1).
2. The leave sanctioning authority may refuse or revoke leave of any kind, but cannot alter the kind of leave due and applied for -Rule 7(2).
3. Leave of one kind taken earlier may be converted into leave of a different kind at a later date at the request of the official and at the discretion of the authority who granted the leave -Rule 10(1).
4. Conversion of one kind of leave into leave of a different kind is permissible only when applied for by the official while in service and not after quitting service -Rule 10(2).
5. No leave of any kind can be granted for a continuous period exceeding five years except with the sanction of the Governor - [Rule 12.pdf](#) .

6. An official on leave should not take up any service or employment elsewhere without obtaining prior sanction of the Competent Authority -Rule 13.
7. No leave shall be granted to a Government servant until a report regarding its admissibility has been obtained from the authority maintaining the leave account –Rule 16(1).
8. Leave shall not be granted to a Government servant whom a competent punishing authority has decided to dismiss, remove or compulsory retire from Government Servant – Rule 17.
9. An application for leave on Medical ground shall be accompanied by a medical certificate in Form-3 given by an Authorised Medical Attendant ([AMA](#)) or a Registered Medical Practitioner (RMP), defining as clearly as possible the nature and probable duration of the illness -Rule 18(1).
10. Leave sanctioning authority may secure second medical opinion, if considered necessary -Rule 18(3).

- 11. The authority competent to grant leave may, at its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding 3 days at a time. Such leave shall not, however be treated as leave on medical certificate -Rule 18(6).
- 12. A Government servant who is on leave on medical certificate will be permitted to return to duty only on production of M.C. of fitness from the AMA/RMP -Rule 23(3).
- 13. Willful absence from duty after the expiry of leave render a Govt. servant liable to disciplinary action -Rule 24(2).
- 14. Absence without leave not in continuation of any authorised leave will constitute an interruption of service unless it is regularised -Note below Rule 24(2).

Different Types of Leave :

1(a) Earned Leave for Govt. servant serving in Department other than Vacation Department

- ✓ Admissible @ $2\frac{1}{2}$ days for each completed calendar month of service ($12 \text{ completed months} \times 2.5 \text{ days} = 30 \text{ days/year}$).
- ✓ Credit will be afforded in advance at a uniform rate of 15 days on the 1st of January and 1st of July every year.
- ✓ Earned leave can be accumulated upto a maximum of 300 days.
- ✓ The credit for the half-year in which a Government servant is appointed will be afforded @ $2\frac{1}{2}$ days for each completed calendar month of service which he is likely to render in the calendar half-year in which he is appointed.
- ✓ While affording credit, fraction of a day should be rounded off to the nearest day e.g. $7\frac{1}{2}$ days to be rounded as 8 days.
- ✓ The credit to be afforded will be reduced by $\frac{1}{10}$ th of the extraordinary leave availed and/or period of dies-non during the previous half-year, subject to a maximum of 15 days and to the extent of such credit only.

I(b) Earned Leave for Govt. servant serving in Vacation Department

- ✓ A Government servant serving in a Vacation Department shall not be entitled to any earned leave in respect of duty performed in any year in which he avails himself of the vacation –Rule 27(I).
- ✓ In respect of any year in which a Government servant avails himself of a portion of the vacation, he shall be entitled to earned leave in such proportion of 30 days as the number of days of vacation not taken bears to the full vacation.
- ✓ Provided that no such leave shall be admissible to a Government servant not in permanent or quasi permanent employ in respect of the first year of his service.
- ✓ If in any year the Government servant does not avail himself of any vacation, earned leave shall be admissible to him in respect of that year under Rule 25.
- ✓ Vacation may be taken in combination with or in continuation of any kind of leave under these rules.
- ✓ Teaching and non-teaching staff of Government schools are entitled to earn 20 days Earned Leave a year. The leave Account shall be credited with Earned Leave in advance (in two instalments of 10 days each in case of two full half year) on the first day of January and July in every calendar year.

2. Half Pay Leave

- Admissible @ $\frac{5}{3}$ days per completed month of service.
- A Government servant shall be entitled to half pay leave of 20 days in respect of each completed year of service.
- The leave due may be granted on medical certificate or on private affairs.
- If a Government servant is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.
- For the purpose of this rule, the following periods will not be taken as service and in such case each completed year of service shall be determined afresh:
 - a) A period of foreign service when no leave salary.
 - b) A period of absence treated as dies-non.
 - c) A period of suspension treated as dies-non.
 - d) A period of suspension which has not specifically been allowed to count towards leave.

3. Commuted Leave

- ❖ Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate.
- ❖ Commuted leave can be taken without medical certificate upto a maximum of 180 days half pay leave (i.e. 90 days full pay leave) in the entire service where such leave is utilized for an approved course of study certified to be in public interest.
- ❖ If commuted leave is taken, twice the number of days availed should be debited against the half pay leave due.
- ❖ Commuted leave may be granted at the request of the Government servant even when earned leave is due to him.

4. Leave not Due

- Save in the case of leave preparatory to retirement, leave not due may be granted to a Government servant in permanent employ or quasi-permanent, subject to the following conditions:
 - a) The authority competent to grant leave is satisfied that there is reasonable prospect of the Government servant returning to duty on its expiry.
 - b) Leave not due shall be limited to the half pay leave he is likely to earn thereafter.
 - c) Leave not due during the entire service shall be limited to a maximum of 360 days, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate.
 - d) Leave not due shall be debited against the half pay leave of the Government servant may earn subsequently.
- It cannot be granted in the case of 'Leave preparatory to retirement'.
- It can be granted to an officer whose leave account shows a debit balance in consequence of the grant of leave not due on a previous occasion.

5. Extraordinary Leave

- ❖ Extraordinary leave is granted to a Government servant
 - (a) when no other leave is admissible.
 - (b) when other leave is admissible, but the Government servant applies in writing for extraordinary leave.
- ❖ EOL shall be granted on any one occasion subject to the following limits:
 - a) Upto 3 months.
 - b) Upto 6 months for officials having completed one year continuous service – supported by medical certificate for common ailments.
 - c) Upto 18 months for officials having completed one year continuous service with medical certificate for cancer, mental illness, pulmonary tuberculosis, tuberculosis of any part of the body, leprosy.

Extraordinary Leave

- d) Officials with three or more years continuous service - upto 24 months, where the leave is required for the purpose of prosecuting studies certified to be in public interest.
 - e) Officials belonging to Scheduled Caste/Scheduled Tribes may be granted EOL by the Heads of Departments in excess of three months for attending the pre-examination training course at the centres notified by the Government from time to time.
-
- ❖ Two spells of extraordinary leave, intervened by any other kind of leave, should be treated as one continuous spell for the purpose of applying the maximum limit.
 - ❖ EOL may also be granted to regularize periods of absence without leave retrospectively.

6. Maternity Leave

- Admissible to female employees during
 - a) Pregnancy : 180 days - Admissible only to employees with less than two surviving children.
 - b) Miscarriage/ Abortion : Total of 45 days in the entire service. Application should be supported by a Medical Certificate.
- Not debited to the leave account & is granted on full pay i.e. leave salary equal to pay drawn immediately before proceeding on leave.
- It may be combined with leave of any other kind.
- Any leave (including commuted leave) upto 60 days may be taken without medical certificate when applied for in continuation of maternity leave.
- Not admissible for 'threatened abortion'.

7. Leave to female Government servant on adoption of child

A female Government servant, with less than two surviving children, on adoption of a child may be granted leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days without production of medical certificate) for a period up to one year or till such time the child is one year old, whichever is earlier.

8. Child Care Leave

- Admissible to female Government servant having minor children (upto 2 children) below the age of 18 years or 22 years incase of disabled/ mentally challenged child.
- Maximum period of 2 years i.e. 730 days during entire service.
- CCL can be availed in more than one spell & not debited against the leave account.
- CCL may be combined with leave of any other kind, due & admissible.

9. Special Disability Leave

- ✓ Admissible to all employees when disabled by :
 - a) Injury intentionally or accidentally inflicted or caused in, or in consequence of the due performance of official duties or in consequence of official position.
 - b) Illness incurred on the performance of any particular duty, which has the effect of increasing liability to illness or injury beyond the ordinary risk attaching to the civil post held, under the same conditions.
- ✓ The period of leave will be as certified by an AMA subject to maximum of 24 months.
- ✓ It may be granted more than once if the disability is aggravated or recurs in similar circumstances at a later date, but the maximum leave in consequence of any one disability should not exceed 24 months.
- ✓ It may be combined with any other kind of leave.
- ✓ It will not be debited to the leave account.
- ✓ The leave salary for the first 120 days will be the pay last drawn and for the remaining period it will be equal to leave salary during HPL.
- ✓ Appointing authorities are competent to sanction Special Disability leave.

10. Quarantine Leave

- In consequence of the presence of an infectious disease in the family or household of a Govt. servant at his place of duty or residence, his attendance at the office is considered hazardous to the health of other employees, such Govt. servant may be granted quarantine leave.
- Small pox, Plague, Novel Corona Virus (COVID-19) to be considered as infectious disease.
- Quarantine leave may be granted by the Head of Office on the certificate of a Medical Officer/ Public Health Officer.
- Normally allowed for a maximum period of 21 days (14 days for COVID) & in exceptional circumstances upto 30 days.
- Any leave necessary in excess of this period shall be debitable to the leave account of the employee.

II. Paternity Leave

- ❖ Paternity leave may be granted by an authority competent to grant leave to a male govt. servant with less than two surviving children for a period of 7 (seven) days at the time of delivery of child.
- ❖ During the leave period, the govt. servant shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- ❖ Paternity leave shall not be debited against the leave account & may be combined with any other kind of leave.
- ❖ It shall not be refused under any circumstances

12. Study Leave

- Granted to Govt. servants with not less than 5 years service.
- Granted for undergoing a special course consisting of higher studies or specialised training in a professional or technical subject having a direct & close connection with the sphere of his duties or being capable of widening his mind in a manner likely to improve his ability as a civil servant.
- The proposed course of study or training should be certified to be of definite advantage from the point of view of public interest.
- The particular study or study tour should be approved by the authority competent to grant leave.
- The official on his return should submit a full report on the work done during study leave.

- Not granted :

- (a) For studies out of India if facilities are available in the India

- (b) To an official due to retire within 3 years of return from the study leave.

- (c) To a Govt. servant with such frequency as to remove him from contract with his regular work or cause cadre difficulties owing to his absence on leave.

- Granted ordinarily for 12 months at any one time and for a maximum period of 24 months during the entire service.

- Study leave will not be debited to the leave account and may be combined with other kinds of leave.

- In no case shall the grant of study leave in combination with other leave (including vacation if any) but excluding EOL involve a total absence of more than 28 months.

13. Casual Leave

Casual Leave is not a recognized form of leave and is not subject to any rules made by the Government of India. An official on Casual Leave is not treated as absent from duty and pay is not intermitted.

- ❑ Casual leave can be combined with Special Casual leave/vacation but not with any other kind of leave.
- ❑ It cannot be combined with joining time.
- ❑ Sundays and Holidays falling during a period of casual leave are not counted as part of casual leave.
- ❑ Casual leave can be taken while on tour, but no daily allowance will be admissible for the period.
- ❑ Casual leave can be taken for half-day also.
- ❑ Essentially intended for short periods. It should not normally be granted for more than 5 days at any one time, except under special circumstances.
- ❑ LTC can be availed during casual leave.
- ❑ Individuals appointed and joining duty during the middle of a year may avail of casual leave proportionately or to the full extent at the discretion of the competent authority.

THANK YOU

No.F.2(82)-MS/ESTT-II/93(Sub-I)
Government of Tripura
Health & Family Welfare Department

Dated 5th April 2018.

Notification

The Governor, Tripura is pleased to order that, the following guidelines shall be followed in sanctioning child care leave in respect of female officers / officials working under the Health & Family Welfare Department, Govt. of Tripura:-

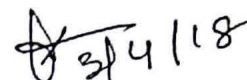
1. Child Care Leave shall be sanctioned maximum 30 (Thirty) days at a time / in a spell and gap of sanctioning Child Care Leave between spells will be 30 days i. e. after joining on expiry of Child Care Leave.
2. If Child Care Leave is prefixed or suffixed with any kind of leave then next spell of Child Care Leave will be sanctioned after expiry of same working period.
3. Child Care Leave may also be taken in continuation of Maternity leave for a maximum period of 30 (thirty) days.
4. Head of Department or Head of Offices shall sanction Child Care Leave in respect of female officers/Officials max. 20% of existing same category of staff on first come first serve basis.
5. In case application submitted by the staff is on same day, then Head of Offices/Head of Deptt. shall sanction Child Care Leave on the basis of age of child on the ground of examination, sickness etc. of the child. The Head of Office/Head of Department will decide the priority for sanctioning the Child Care Leave.
6. In special circumstances, period of Child Care Leave as applied for by the employee concerned shall be considered when child is suffering from Cancer / TB/Congenital Heart disease /Chronic Kidney Disease/ Accidental injury subject to the satisfaction and discretion of the sanctioning authority.

Cont. page-2.



7. This guideline will not be applicable to the staff whose child has completed 16 years on the date of submission of application subject to condition that, the Institutions normal work should not be disrupted and on satisfaction and discretion of sanctioning authority.

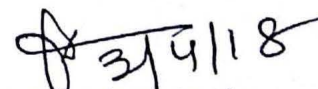
By Order,



(A. Deb Barma)
Under secretary to the
Government of Tripura.

Copy to:-

- The P.S. to the Hon'ble Chief Minister, Tripura, Agartala- for kind information please.
- The P.S. to the Chief Secretary, Govt. of Tripura, Agartala- for kind information please.
- The P.S. to the Hon'ble Minister, Health & F.W. Deptt., Govt. of Tripura, Agartala- for kind information please.
- The P.S. to the Principal Secretary, Finance Department, Govt. of Tripura, Agartala Govt. of Tripura, Agartala- for information please.
- The P.S. to the Secretary, Health & F.W. Deptt., Govt. of Tripura, Agartala- for kind information please.
- The Director of Health Services, Government of Tripura, Agartala - for information please.
- The Director of F.W. & P.M., Govt. of Tripura, Agartala- for information please.
- The Director of Medical Education, Govt. of Tripura, Agartala- for information please.
- All Head of Office(s) under Health & F.W. Deptt. Govt. of Tripura- for information & necessary action please.



Under secretary to the
Government of Tripura.

**Published in the
EXTRAORDINARY ISSUE OF TRIPURA GAZETTE**

Agartala, Thursday, August 12, 1971 A.D.

PART I- Orders & Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

Government of Tripura
Department of Labour

No. F. 9 (8)/LAB(Estt)/71

Dated, Agartala, the 19th July, 1971

NOTIFICATION

In exercise of the powers conferred by section 28 of the Maternity benefit Act. 1961. The Lt. Governor is pleased to make the following rules, the same having been previously published as required by sub-section (1) of Section 28 of the said Act.

By order of the Lt. Governor,
A. DATTA
Secretary,
Government of Tripura

THE TRIPURA MATERNITY BENEFIT RULES. 1971.

1. **SHORT TITLE AND COMMENCEMENT** – (1) These rules may be called the Tripura Maternity Benefit Rule. 1971.
(2) They shall come into force on the 1st day August, 1971.
2. **DEFINITIONS**- In these rules, unless the context otherwise requires, -
 - (a). “the Act” means the Maternity Benefit Act, 1961 (Act 53 of 1961);
 - (b) “Competent Authority” means the person or persons as may be appointed by the State Government under sub-rule (1) of rule 7;
 - (c) “form” means a form appended to these rules;
 - (d) “master roll” means a master roll maintained under rule 3,
 - (e) “register Medical practitioner” means a medical practitioner whose name has been enrolled in a register maintained under any law for the time being in force regulating the registration of Practitioners of medicine.
 - (f) “section” means a section of the Act;
 - (g) all other words and expressions used hereinafter but not defined therein shall have the same meaning as respectively assigned to them in the Act.
3. **MUSTER ROLL**- (1) The employer of every establishment in which women are employed shall prepare and maintain a muster roll in form-A and shall enter therein particulars of all women workers in the establishment.
(2) All entries in the muster roll shall be made in ink and maintained upto date and it shall always be available for inspection by the Inspector during working hours.

(3) The employer may enter in the muster roll such other particulars as may be required for any other purpose of the Act.

4. PROOF.- (1) The fact that a woman is pregnant or has been delivered of a child or has undergone miscarriage or is suffering from illness arising out of pregnancy, delivery, premature birth of child or miscarriage shall be proved by the production of a certificate to that effect from-

- (a) a Medical Officer of a hospital or a dispensary, or
- (b) a registered Medical Practitioner.

The certificate shall be in form B.

(2) The fact that a woman has been confined may also be proved by the production of a certified extract from a birth register maintained under the provisions of any law for the time being in force or a certificate signed by a registered midwife.

(3) The fact that a woman has undergone miscarriage may also be proved by the production of a certificate signed by a registered midwife.

(4) The fact of death of a woman or a child may be proved by the production of a certificate to that effect in form C from any of the authorities referred to in sub-rule (1) or by the production of a certified extract from a death register maintained under the provisions of any law for the time being in force.

(5) The certificate from a registered midwife shall be in form D.

5. PAYMENT OF MATERNITY AND OTHER BENEFIT.- (1) A woman employed in an establishment and entitled benefit shall give notice to her employer in form E and the employer shall make payment of the maternity benefit and other amount due under the Act to the woman concerned, or in case of her death before receiving such maternity benefit an amount, or where the employer is liable for maternity benefit under the second proviso to sub-section (3) of the person 5, to the person nominated by the woman in her notice in form E and in case there is no such nominee to her legal representative.

(2) In case of doubt, the maternity benefit or other amount due to a woman employed in an establishment shall be deposited by the employer, within two months of the date of death of the woman concerned with the Competent Authority, who shall, after making necessary enquiries, pay it to the person who, in his opinion, is to receive it.

(3) Whenever the payment referred to in sub-rule (1) is made a receipt shall be obtained by the employer in form F from the person to whom the payment is made. In cases falling under sub-rule (2), a receipt entitled shall be given to the employer by the Competent Authority.

(4) The medical bonus shall be paid along with the second installment of the maternity benefit.

(5) The maternity benefit or any other amount payable under section 7 shall be paid within two months of the date of death of the woman entitled to receive such benefit or amount.

(6) The wages payable under section 9 shall be paid to the woman entitled to receive such wages within forty-eight hours of production by her of the certificate in form B or form D.

(7) The wages payable under section 10 shall be paid to the woman entitled to receive such wages within forty-eight hours of the expiry of the period of leave referred to in that section.

6. BREAK FOR NURSING CHILD.- Each of the two breaks mentioned in section 11 shall be of fifteen minutes duration. An extra sufficient period depending upon the distance to be covered, shall be allowed for the purpose of journey to and from the crèche or the place where the children are left by women while on duty, provided that such extra period shall not be of less than five minutes and more than fifteen minutes duration. If any dispute arises regarding such extra period, the matter shall be referred to the Competent Authority for decision.

7. DUTIES AND POWERS OF THE COMPETENT AUTHORITY AND INSPECTORS.- (1) The State Government may, by notification in the Tripura Gazette, appoint such person or persons to exercise such

powers and perform such functions as Competent Authority, as may be specified in the notification. The Competent Authority shall be responsible for the administration of these rules.

(2) Every Inspector shall discharge his duties within the area assigned to him by the State Government and shall act under the supervision and control of the Competent Authority.

(3) Every Inspector shall at each inspection of any establishment sec-

- (a) whether due action has been taken on every notice given under section 6;
- (b) whether the muster roll prescribed under rule 3 is correctly maintained;
- (c) whether there have been any cases of discharge or dismissal or notice of discharges or dismissal in contravention of provisions of section 12 since the last inspection;
- (d) whether the provisions of sub-section (1) of section 4, sub-sections (5) and (6) of section 6, sections 8, 9, 10, 11, 13 and 19 have been paid within the prescribed time;
- (e) whether there have been any cases of deprivation of maternity benefit or medical bonus in contravention of sub-section (2) of section 12; and
- (f) how far the irregularities pointed out at previous inspections have been remedied and how far orders previously issued have been complied with.

(4) Where an Inspector observes irregularities against the Act or these rules, he shall issue orders in writing to the employer asking the latter to rectify the irregularities within a specified period and to report compliance to the Inspector.

8. ACTS WHICH CONSTITUTE GROSS MISCONDUCT.- The following Acts shall constitute gross misconduct for the purpose of section 12, namely :-

- (a) Willful destruction of employer's goods or property;
 - (b) Assaulting any superior or co-employee at any place within the establishment;
 - (c) Criminal offence involving moral turpitude resulting in conviction in a court of law;
 - (d) Theft, fraud, or dishonesty in connection with the employer's business or property; and
 - (e) Willful non-observance of safety measures or rules on the subject or willful interference with safety devices or with firefighting equipment.
- (f) **APPEAL UNDER SECTION 12-** (1) An appeal under clause (b) of sub-section (2) of section 12 shall be preferred to the Competent Authority in from G.

(2) The appeal may be made in writing and either handed over personally or sent under a registered cover to the Competent Authority.

(3) When an appeal is received, the Competent Authority shall furnish a copy of the memorandum of appeal to the employer, call for his reply thereto and also ask him to produce documents connected with the issue of the appeal by a fixed date. The Competent Authority may ascertain further details if necessary, from the employer as well as from the woman. On considering the facts presented to him and ascertained by him the Competent Authority shall give his decision. In case the employer fails to submit his reply or produce the required documents within the specified period, the Competent Authority may give his decision ex-parte.

10. COMPLAINT UNDER SECTION 17. - (1) A complaint under sub-section 1 of section 17 shall be made in writing in form H or form I, as the case may be.

(2) When a complaint referred to in section 17 is received by any Inspector, he shall examine the relevant records maintained by the employer in this behalf, examine any person employed in the establishment and take down necessary statement for the purpose of the enquiry and if he is satisfied the the maternity benefit or the amount has been improperly withheld, he shall direct the employer to make payment to woman or to the person claiming the payment under section 7, as the case may be, immediately or within a specified period.

11. APPEAL UNDER SECTION 17. - (1) An appeal against the decision of the Inspector under sub-section (2) of section 17, shall lie to the Competent Authority.

(2) The aggrieved person shall prefer an appeal in writing to the Competent Authority in form J and file other supporting documents.

(3) When an appeal is received the Competent Authority shall call from the Inspector, before a fixed date, the record of the case. The Competent Authority shall if necessary, also record the statements of the aggrieved person and of the Inspector and seek clarification if any is required.

(4) Taking into account the documents, the evidence produced before him and the facts presented to him or ascertained by him, the Competent Authority shall give his decision.

12. SUPPLY OF FORMS.- The employer shall supply to every woman employed by him at her request free of cost copies of forms B, C, D, E, F, G, H and I.

13. NON SUBMISSION OF NOTICES, APPEALS OR COMPLAINTS IN THE PRESCRIBED FORMS.-

Nothing in rules 5, 9 and 10 shall affect the right of a woman entitled to receive maternity benefit or any other amount due under the Act if she fails to submit a notice, appeal or complaint under the said rules, as the case may be, in a prescribed form:

Provided that where a notice, appeal or complaint under the said rules has been submitted by a woman entitled to receive maternity benefit or any other amount due under the Act in a form, other than the prescribed form, the authority concerned may, within fifteen days of the receipt of such notice, appeal or complaint require the woman to submit the notice, appeal or complaint, as the case may be in the prescribed form.

14. RECORDS.- Records kept under the provisions of the Act and these rules shall be preserved for a period of two years from the date of their preparation.

15. ABSTRACT.- The abstract of the Act and these rules required to be exhibited under section 19 shall be in form K and shall be exhibited in such manner as the Competent Authority may require.

16. ANNUAL RETURNS.- (1) The employer of every establishment shall on or before the twenty-first day of January in each year submit to the Competent Authority or if the latter so directs, to the Inspector within whose jurisdiction the establishment is situated, a return in each of the forms L, M, N, and O giving information as to the particulars specified in respect of the preceding year.

(2) If the employer of any establishment to which the Act applies sells abandons or discontinues the working of the establishment, he shall, within one month of the date of sale or abandonment or four months of the date of discontinuance, as the case may be, submit to the Competent Authority or if the latter so directs, to the Inspector within whose jurisdiction the establishment is situated, a further return in each of the said forms in respect of the period between the end of the preceding year and the date of sale, abandonment or discontinuance.

FORM A
(See rule 3)
MUSTER ROLL

Name of the establishment.....

1. Serial Number.
2. Name of woman and her father's (or if married, husband's) name.
3. Date of appointment.
4. Nature of work.
5. Dates with month and year in which she is employed, laid off and not employed.

Month.	Number of days employed.	Number of days laid off.	Number of days not employed.	Remarks
6.	Date of which the woman gives notice under section 6.			
7.	Date of discharge/dismissal, if any.			
8.	Date of production of proof of pregnancy under section 6.			
9.	Date of birth of child.			
10.	Date of production of proof of delivery/miscarriage/death.			
11.	Date of production of proof of illness referred to in section 10.			
12.	Date with the amount of maternity benefit paid in advance of expected delivery.			
13.	Date with amount of subsequent payment of maternity benefit.			
14.	Date with the amount of bonus, if paid under section 8.			
15.	Date with the amount of wages paid on account of leave under section 9.			
16.	Date with the amount of wages paid on account of leave under section 10 and period of leave granted.			
17.	Name of the person nominated by the woman under section 6.			
18.	If the woman dies, the date of her death, the name of the person to whom maternity benefit and/or other amount was paid, the amount thereof, and the date of payment.			
19.	If the woman dies and the child survives, the name of the person to whom the amount of maternity benefit was paid on behalf of the child and the period for which it was paid.			
20.	Signature of the employer of the establishment authenticating the entries in the muster roll.			
21.	Remarks column for the use of the Inspector.			

FORM B
[See rule 4(1)]

This is to certify that I examined..... wife/daughter ofa woman employee in(name of establishment) on...(date) and found/cannot discover that she is pregnant and is expected to be delivered of a child within...(month and/days from the above mentioned date/has undergone miscarriage/has been delivered of a child on(date) or is suffering from.....(date from illness arising out of pregnancy/delivery/premature birth of a child or miscarriage.

Date.....

Signature, qualifications and designation
of Medical Officer/Medical Practitioner.

Definitions of "Child" and "Miscarriage" as in the Maternity Benefit Act. 1961.

1. "Child" includes a still-born Child.
2. "Miscarriage" means expulsion of the contents of a pregnant uterus at any period prior to or during the twenty-sixth week of pregnancy but does not include any miscarriage the causing of which is punishable under the Indian Penal code.

FORM C
[See rule 4(4)]

This is to certify shrimati.....
Wife/daughter of..... employed in.....
(name of establishment) expired on before/during/after confinement.
The child died on...../survives her,
Date.....

Signature, qualifications and design-
nation of Medical Officer/Medical
Practitioner.

FORM D
[See rule 4(5)]

This is to certify that I examined..... wife/daughter ofa woman employed in
.....(name of establishment) and found that she has been delivered of a child/has
undergone miscarriage on.....(date).

Date.....

Signature of registered midwife.

Definitions of "Child" and "Miscarriage" as in the Maternity Benefit Act. 1961.

1. "Child" includes a still-born Child.
2. "Miscarriage" means expulsion of the contents of a pregnant uterus at any period prior to or during the twenty-sixth week of pregnancy but not include any miscarriage the causing of which is punishable under the Indian Penal code.

FORM E
[See rule 5(1)]

Notice under Section 6 of the Maternity Benefit Act. 1961.

(Name of the Establishment)

I,.....(name of the woman), wife/daughter of (establishment), hereby give notice that I
expect to be confined within six weeks next following from the date of this notice/had given birth to a
child.....(date) and shall be absent from work from(date).

I shall not work in any establishment during the period for which I received maternity benefit.

2. For the purpose of Section 7, I hereby nominate(here enter name and address of the nominee) to receive maternity benefit and or any other amount due to me under the Act in case of my death.

Signature of an Attestor in case the
Woman is not able to sign and affixes
Thumb impression.

Date.....

Signature or thumb impression of woman

FORM F
[See rule 5(3)]

Form of receipt of Maternity Benefit.

To

.....(name of establishment).

I,the undersigned a woman employee/the nominee of.....woman employee/legal representative of.....woman employee deceased in(name of establishment) at.....indistrict received maternity benefit and/or other amount due under the Maternity Benefit Act, 1961, from the employer of the establishment referred to above, as detailed below:-

Rs. , being the first installment of maternity benefit paid on.....

Rs. , being the second installment of maternity benefit after delivery paid on.....

Rs. , being the medical bonus under section 8 paid on.....

Rs. , being the wages for the leave period from
tomentioned under section 9 or section 10.

My/Her confinement/miscarriage took place on.....or I/She fell ill because of pregnancy, delivery, premature birth of a child or miscarriage on..... . In consequence, I..... her nominee/legal representative have received the aforesaid amounts prescribed in sections 5, 8, 9 and 10 of the Maternity benefit Act, 1961.

Signature or thumb impression of
*woman employee or her nominee or
legal representative.

Signature of an Attestor in case the
woman is not able to sign and affixes
thumb impression.

Date.....

*Strike out unnecessary portion,

FORM G
(See rule 9)

To

The Labour Commissioner,
West Bengal.

Sir,

I,the undersigned woman employee of.....(name of the establishment and full address) having been wrongly deprived by the employer of maternity benefit or medical bonus or both (strike out unnecessary portion) for the reasons attached hereto, prefer this appeal under sub-section (2) of section 12 and request that the said employer be ordered to pay the above mentioned amount to me. A copy of the order of the employer in this behalf is enclosed.

Signature or thumb impression of
Woman.

Date.....

Signature of an Attestor in case the
woman is not able to sign and affixes
thumb impression.

FORM H
(See rule 10)

To

The Inspector,
(Under the maternity Benefit Act, 1961).

Sir,

I,(Name of woman), employed in..... (Name and full address of establishment) having fulfilled the conditions laid down in the Maternity Benefit Act, 1961 and the Rules there-under and entitled to Rs.being maternity benefit and/or Rs.....being wages for leave due under section 9 or section 10 but the same has been improperly withheld by the employer. He may, therefore be directed to pay the amount to me.

*Signature or thumb impression of
Woman.

Date.....

Signature of an Attestor in case the
woman is not able to sign and affixes
thumb impression.

*Strike out unnecessary portion.

FORM I
(See rule 10)

To

The Inspector,

(Under the maternity Benefit Act, 1961).

Sir,

I,(name), a person nominated under section 6 by or a legal representative of(name of woman) employed in.....(name and full address of establishment) have to complain that the said woman having fulfilled the conditions laid down in the Maternity Benefit Act, 1961 and the Rule thereunder if entitled to Rs.....being maternity benefit and/or Rs.....being the medical bonus and/or Rs.....being wages for leave due under section 9, section 10 but the same has been improperly withheld by the employer. He may, therefore, be directed to pay the amount to me.

Signature or thumb impression of
the nominee/legal representative.

Date.....

Signature of an Attestor in case the
Nominee/legal representative is unable to sign
and affixes thumb impression.

Full address of the nominee/legal representative.

FORM J
(See rule 11)

To

Sir,

Shri.....Inspector, having directed under sub-section (2) of section 17 to pay the maternity benefit or other amount being.....(nature of amount) to which.....(name of woman) is said to be entitled. I prefer this appeal under sub-section (3) of section 17. In view of the facts mentioned in the memorandum attached hereto and other documents filed herewith it is submitted that the woman is not entitled to the maternity benefit of the said amount hence the decision of the Inspector in this behalf copy of which is enclosed, may be set aside.

Signature of aggrieved person.

Full address:

Date.....

FORM K
(See rule 15)

(Abstract of the Maternity Benefit Act, 1961 and the rules made there-under)

1. No employer shall knowingly employ a woman during the six weeks immediately following the day of her delivery or miscarriage and no woman shall work in any establishment during the said period.
2. No Pregnant woman shall, on a request being made by her in this behalf, be required by her employer to do during the period of one month immediately preceding the period of six weeks before the date of her expected delivery and also for any period during this period for six weeks for which she does not avail of leave of absence any work which is of an arduous nature or which involves long hours of standing or which in any way is likely to interfere with her pregnancy or

the normal development of the foetus, or is likely to cause her miscarriage or otherwise to adversely affect her health.

3. (1) Subject to the provisions of the Act, every woman who has actually worked in an establishment of the employer from whom she claims maternity benefit for a period of not less than one hundred and sixty days, including the days during which she was laid off, shall be entitled to, and her employer shall be liable for, the payment of maternity benefit at the rate of her average daily wages absence not exceeding six weeks immediately preceding and including the day of her delivery and for the six weeks immediately following that day:

Provided that where a woman dies during the period for which maternity benefit is payable to her, the benefit shall be payable only for the days upto and including the day of her death. However, where the woman having been delivered of a child, dies during her delivery or during the period of six weeks immediately following the date of her delivery, leaving behind in case the child, the employer shall be liable for the payment of maternity benefit for the entire period of six weeks immediately following the day of her delivery but if the child also dies during the said period, than, for days upto and including the day of the death of the child.

(2) The amount of maternity benefit for the period preceding the date of her expected delivery shall be paid in advance by the employer to the woman on production of a certificate in form B stating that she is pregnant and is expected to be delivery of a child within six weeks of the date of production of the certificate, and the amount due for the subsequent period shall be paid by the employer to the woman within forty eight hours of production of the certificate in form B or form D stating that she has been delivered of a child or production of a certified extract from a Birth Register maintained under the provisions off any law for the time being in force.

4. (1) Any woman employed in an establishment and entitled to maternity benefit under the provisions of this Act may give notice in writing in form E, to her employer, stating that her maternity benefit and any other amount to which she may be entitled under this Act may be paid to her or to such person as she may nominate in the notice and that she will not work in any establishment during the period for which she receives maternity benefit.

(2) In the case of woman who is pregnant, such notice shall state the date from which she will be absent from work, not being a date earlier than six weeks from the date of her expected delivery.

(3) Any woman who has not given the notice when she was pregnant may give notice as soon as possible after delivery.

(4) On receipt of the notice, the employer shall permit such woman to absent herself from the establishment until the expiry of six weeks after the day of her delivery.

5. (1) Every woman entitled to maternity benefit under the Act shall also be entitled to receive from her employer a medical bonus of twenty five rupees, if no parental, confinement and postnatal care is provided for by the employer free of charge. The medical bonus shall be paid along with the second installment of the maternity benefit.

(2) In case of miscarriage, a woman shall, on production of a certificate in Form B or Form D be entitled to leave with wages at the rate of maternity benefit for a period of six weeks immediately following the day of her miscarriage. The wages shall be paid within forty-eight hours of production of the certificate in Form B or Form D.

(3) A woman suffering from illness arising out of pregnancy, delivery, premature birth of child or miscarriage shall on production of a certificate in Form 2 be entitled, in addition to the period of absence allowed to her on account of maternity or miscarriage, as the case may be to leave with wages at the rate of maternity benefit for a maximum period of one month. The wages for the leave period shall be paid within forty-eight hours of the expiry of that period.

6. Every woman delivered of a child who returns to duty after such delivery shall, in addition to the interval for rest allowed to her, be allowed in the course of her daily work to breaks of fifteen minutes' duration for nursing the child until the child attains the age of fifteen months. An extra sufficient period the pending upon the distance to be covered, shall be allowed for the purpose of the journey to and from the crèche or the place where the children are left by woman while on duty, provided that such extra period shall not be less than five minutes' and more than fifteen minutes' duration.
7. (1) When a woman absence herself from work in accordance with the provision of act, it shall be unlawful for her employer to discharge or dismiss her during or on account of such absence or to give notice of discharge or dismissal on such a day that the notice we expire during such absence, or to vary to her disadvantage any of the condition of her service.

(2) (a) The discharge or dismissal of a woman to any time during her pregnancy, if the woman but for such discharge or dismissal would have been entitled to maternity benefit or medical bonus, shall not have the effect of depriving her of the maternity benefit or medical bonus.

Provided that where the dismissal is for one or more of the following Acts, the employer may, by order in writing communicated to the woman, deprive her of the maternity or medical bonus or both;

- (i) Willful destruction or employers goods or property;
- (ii) Assaulting any superior or co-employee at any place within the establishment;
- (iii) Criminal offence involving moral turpitude resulting in conviction in a court of law;
- (iv) Theft, fraud or dishonesty in connection with the employers business or property; and
- (v) Willful non-observance of safety measures or rules on the subject or willful interference with safety devices or with fire-fighting equipment.

(b) Any woman deprived of maternity benefit or medical bonus or both, may within sixty days from the date of which the order of such deprivation is communicated to her, appeal in Form G to the Competent Authority and his decision on such appeal whether the woman should or should not be deprived of maternity benefit or medical benefit for such period.

8. If an woman work in any establishment after she has been permitted by her employer to absent herself under the provisions of the Act, she shall forfeit her claim to the maternity benefit for such period.
9. (1) Any woman claiming that maternity benefit or any other amount to which she is entitled under the act and any person claiming that payment due has been improperly withheld may make a complaint to the Inspector in writing in form H or I, as the case may be.
- (2) The Inspector may, of his own motion or on receipt of a complaint in form H or I make a enquiry or cause an enquiry to be made and if satisfied that payment has been wrongfully withheld, may direct the payment to be made in accordance with his orders.

(3) Any person aggrieved by the decision of the Inspector may, within thirty days from the date on which such decision is communicated to such person, appeal to the Competent Authority.

(4) The decision of the Competent Authority, where an appeal has been preferred him or of the Inspector where no such appeal has been preferred, shall be final.

10. (a) The employer shall supply to every woman employed by him at her request free of cost copies of forms B, C, D, E, F, G, H and I.

(b) The failure to submit a notice, appeal or complaint in the prescribed form will not affect the right of a woman entitled to receive maternity benefit or any other amount due to under the Act. Where a notice, appeal or complaint has been received in a form other than the prescribed form, the authority concerned shall within fifteen days of the receipt of such notice, appeal or complaint, require the woman to submit the notice, appeal or complaint, as the case may be in the prescribed form.

11. a) 1) The employer of every establishment in which woman are employed shall prepare and maintain a muster roll in form A and shall enter therein particulars of all woman workers in the establishment.

2) All entries in the muster roll shall be made in ink and maintained up-to-date and it shall always be available for inspection by the Inspector during working hours.

b) The employer of every establishment shall on or before the twenty-first day of January in each year submit to the Chief Inspector of Factories, or if the latter so directs, to the Inspector within whose jurisdiction the establishment is situated a return in each of the forms L, M and N giving information as to the particulars specified in respect of the preceding year.

FORM- L
(See rule 16)

Annual return for the year ending on the 31st December, 19.....

1. Name of the establishment.
2. Address of the establishment, P.O. District.
3. Date of opening of the establishment.
4. Date of closing, if closed.
5. Postal address of the establishment.
6. Name of employers, postal address of employers.
7. Name of managing agent, if any, postal address of managing agent.
8. Name of Agent or representative of employer, postal address of representative of employer.
9. Name of Manager, postal address of Manager.
10. a) Name of the medical officer, if any, attached to the establishment.
b) Qualification of medical officer attached to the establishment.
c) Is he resident at the establishment?
d) If a part-time employer, how often does he pay visit to the establishment.
11. a) Is there any hospital attached to the establishment?
b) If so, how many beds are provided for woman employees?
c) Is there a lady doctor?
d) If so, what are her qualifications?

- e) Is there a qualified midwife?
- f) Has any crèche been provided?

Signature of employer,
date.

FORM M
(See rule 16)

Employment, dismissal, payment of bonus, etc., of woman for the year ending on 31st December, 19

1. Establishment.
2. Aggregate number of women permanently or temporarily employed during the year.
3. Number of women who worked for a period of not less than one hundred and sixty days in the twelve months immediately preceding the date of delivery.
4. Number of women who gave notice under section 6.
5. Number of women who were granted permission to absent on receipt of notice of confinement.
6. Number of claims for maternity benefit paid.
7. Number of claims for maternity benefit rejected.
8. Number of cases where pre-natal, confinement and postnatal care was provided by the management free of charge (Section 8).
9. Number of claims for medical bonus paid (Section 8).
10. Number of claims medical bonus rejected.
11. Number of cases in which leave for miscarriage was granted.
12. Number of cases in which leave for miscarriage was applied for but was rejected.
13. Number of cases in which additional leave for illness under section 10 was granted.
14. Number of cases in which additional leave for illness under section 10 was applied for but was rejected.
15. Number of women who died-
 - a) Before delivery.
 - b) After delivery.
16. Number of cases in which payment was made to person other than the women concerned.
17. Number of women discharged or dismissed while working.
18. Number of women deprived of maternity benefit and/or medical bonus under provision to sub-section (2) of section 12.
19. Number of cases in which payment was made on the before of the Competent Authority or Inspector.
20. Remarks.

N.B—Full particulars of each case and reasons for the action taken under Serials 7, 10, 12, 14, 17 and 18 should be given in the Appendix below.

Signature of employer,
date.

FORM N
(See rule 16)

Details of payment made during the year ending 31st December, 19.

Name of person to whom paid

Amount paid.

1. Date of payment.
2. Woman employee.
3. Nominee of the woman.
4. Legal representative of the woman.
5. Amount for the period preceding date of expected delivery.
6. Amount for the subsequent period.
7. Under Section 8.
8. Under Section 9.
9. Under Section 10.
10. Number of women workers who absconded after receiving the first installment of maternity benefit.
11. Cases where claims were contested in a court of law.
12. Results of such cases.
13. Remarks.

Signature of employer,

Date.