



सत्यमेव जयते

त्रिपुरा सरकार

# DELEGATION OF FINANCIAL POWER RULES, 2019

Finance Department  
Government of Tripura

## DFPRT, 2019

- DFPRT, 2019 has been notified on 30<sup>th</sup> November, 2019.
- **Rule 1: Extent**
  - These Rules shall apply to Government Departments and Government Bodies.
  - Government undertaking and aided institutions: Only Rule 9(1)(xxxiv) applicable.
- **Rule 5: Allotment of Funds**
  - The fund released by FD at the disposal of Controlling Officer (Secretary).
  - Controlling Officers sub-allocates to DDOs or Sub-controlling Officers.
  - Controlling Officers to ensure budgetary provisions are not exceeded under any circumstance (subject to RE).
  - Fund should not be drawn to avoid lapse at the end of financial year.

## DFPRT, 2019

- **Rule 8: Re-appropriation**

- Prior approval of FD required.
- Expenditure on "works" will be subject to the following further conditions:-
  - 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.
  - 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.
  - 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.
  - 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.
  - No work order should be issued unless fund is made available or committed.

## DFPRT, 2019

- **Rule 9: Prior concurrence of FD**

- Creation of posts, filling up of posts, engagement of contractual employees, purchase of vehicles, hiring of vehicles, writing of losses, revisions of pay scales/wages, sanction of allowance/special pay/honorarium/Over time allowance, etc., acceptance of loan, externally aided projects, furnishing of guarantee, subscription to any LIC Group Insurance Scheme for pension, gratuity or leave salary, acceptance of any scheme having State share more than 10% - shall also apply to Government Undertakings and Aided Institutions.
- Hiring of vehicles:
  - Secretary competent to allow hiring for a maximum period of 3 months when a running vehicle goes out of order and repair takes considerable amount of time.
  - Secretary competent to allow continuation of hiring of vehicles on annual basis subject to Minister approval (provided FD had concurred initially).
  - Secretary competent to allow hiring of 1 vehicle for max up to 7 days for 3 spells in a year for each Department (emergency requirement situation).

## DFPRT, 2019

### Rule 9 contd..

- No official below Head of Department shall be entitled for residential telephone, mobile and broadband/data card (can be extended to officials below HOD with prior concurrence).
- Secretary is competent approve purchase of Furniture/Laptop/AC/ Photocopiers and any other equipment not in common use upto Rs.2 lakhs for any establishment. Upto Rs.10 lakhs for all establishment under his/her control in a financial year.
- Administrative Department competent to decide deputation of any individual or team to participate in any cultural, sports or similar programmes outside the State within India, with approval of CM. For outside India FD concurrence is also required.
- The rate notified by Transport Department cannot be used for hiring vehicles for performing Government duty on long term basis.
- Administrative Department competent to sanction continuation of temporary post provided it is created by FD & COM approval and physically occupied on the date of expiry of continuation (does not exceed 12 months or the last date of financial year).
- All contingent and part time/temporary post shall automatically lapse on the day vacated by the incumbent.

# DFPRT, 2019

## Rule 9 contd..

- Once FD has concurred for purchase of any item, concurrence valid for FY and FY+1.
- Notes
  - Concurrence for filling up posts is valid for same financial year.
  - Engagement of persons on contract, should be for maximum 11 months at a time. Re-engagement should be with a break of at least one day (other than through outsourcing agency or retired person or for fixed tenure).
  - All posts vacant for more than one year shall lapse and fresh creation will be required following due process.
  - In case of outsourcing of any service, the sanctioned post will have to be kept in abeyance.
  - Whenever Department submits a proposal for post creation, it should be accompanied by a proposal for surrender/abolition of posts.
  - Fresh recruitment will normally be restricted to the retirement taking place in a year.
  - The creation and filling up of post will require approval of Council of Ministers apart from concurrence of GA(AR) and Finance Department.

## DFPRT, 2019

### Rule 9 contd..

- Annual review of sanctioned posts (Gazetted & Non-Gazetted), by a committee Secretary, FD, Secretary, GA(AR) & Secretary of the Department in December every year (Annexure-XVII).
- Economy Board headed by CS, all ACS and Principal Secretaries to recommend and monitor economy measures. Rationalisation & optimal utilisation of manpower.

### • Rule 10: Sanction of contingent expenditure

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 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

## DFPRT, 2019

- **Rule 11: Administrative Approval and Expenditure Sanction**
  - Powers for AA & ES in respect of approved scheme, projects and other non-contingent expenditure is

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)	75.00	25.00
5.	Sub-Divisional Magistrate Chief Executive Officer, Municipal Council Executive Officer, Nagar Panchayat Head of Office at District level	25.00	4.00
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	75.00	25.00



## DFPRT, 2019

### Rule – 11 contd...

- Engineering Officers of PWD, PWD (NH) & Other Departments governed by Rule 23 & Rule 24.
- Forest Department governed by Rule 25.
- Delegation of Powers also subject to Rule 22 (various Purchase Committees).
- HODs and District Level Officers authorised by the Secretary may sanction works without technical approval upto a value of Rs.50,000/-.
- Administrative approval for engineering works shall be issued on obtaining clearance of various agencies, finalisation of funding arrangement, detailed drawing, design & estimates based on latest SOR.
- Monetary limit to building includes sanitary, water supply and electrical installation.
- Any new scheme to be partially or fully funded with State resources shall require concurrence from
  - FD.
  - CS & Scheme and Project Appraisal Board (SPAB).
  - CM.
  - If financial implication is greater than Rs.5 crores, COM approval required.

# DFPRT, 2019

## Rule – 11 contd...

- Control of high value AA & ES: AA & ES for new infrastructure projects costing more than Rs.15 crores (partly or fully funded from State budget) shall be issued with prior concurrence of FD.
- Externally Aided Projects: All proposals for external funding will be processed by EAP Cell in Finance Department.
- PPP Projects: PPP Committee to oversee all PPP Projects from RFP to implementation stage. 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.
- SPA/SCA/SDS Projects: The schemes has been discontinued and hence the projects that have not been started should be dropped. For on going works funding will be through RIDF/TIIFB/HUDCO Loan. No additional/extra work may be taken up.

## DFPRT, 2019

- **Rule 12: Agency charge**

- Engineering Departments may levy reasonable agency/supervision charge for any work to be executed as deposit work under Central Schemes/NEC/NLCPR/NABARD/EAP etc.
- Agency/supervision charge shall be levied by Government Departments where any work is entrusted to them by any agency/organisation outside the State Government.

## DFPRT, 2019

- Rule 17: Sanction of entertainment charges**

<b>Sl. No.</b>	<b>Authority to whom power is delegated</b>	<b>Maximum Limit per month (in Rs.)</b>
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/-

## **DFPRT, 2019**

- **Rule 19: Payment of Decretal Dues**

- Administrative Department shall have full powers for sanction expenditure provided the Department has made a thorough scrutiny, consulted FD & Law Department and satisfies itself there is no merit for filing review/appeal/revision petition.

- **Rule 20: Deputation of State Government employees**

- Department shall have full powers to depute State Government employee to any other Department or to another State Government or to Central Government or Foreign Service or State/Central PSUs, Companies, Bodies, Institutions or TTAADC with prior approval of CS & CM.
- Training of State Government employees outside Tripura within India administrative department is competent (Secretary with approval of Minister).
- For training outside India from State fund, FD approval is also required.

## DFPRT, 2019

- **Rule 22: Rates & Contracts**

- Committees at different level to recommend rates and terms of contract.
- The Financial ceiling limit of various Committees is –

Sl. No.	Name of Purchase Committee	Financial Ceiling Limit
(i)	Lower Purchase Committee	Above Rs. 0.25 lakhs up to Rs. 10.00 lakhs
(ii)	Higher Purchase Committee	Above Rs. 5.00 lakhs up to Rs. 2.00 crore
(iii)	Departmental Purchase Committee	Above Rs. 2 crore up to Rs. 15 Crores for goods/services and consultancy. Above Rs. 2 crore up to Rs. 25 Crores for Works.
(iv)	Supply Advisory Board	Above Rs. 15 Crores for goods/services and consultancy.
(v)	Works Advisory Board	Above Rs. 25 Crores for Works.

- Local MSME: Purchase difference shall be available to local enterprises provided
  - The quoted rate less than 15%.
  - Supply to be made at same price as L1
  - 20% value addition.

## DFPRT, 2019

### Rule –22 contd...

- Power to decide single tender (Proprietary item or single tender in response to widely published open tender), rates may be finalised by respective committees provided they satisfy themselves on the reasonableness of the rate.
- In case of unsolicited tender or rate from single party one Higher Level Purchase Committee may finalize.
- Power to accept tenders:
  - Head of the Department: LPC.
  - Secretary of the Department: HPC.
  - Minister In-charge of the Department: DPC & SAB/WAB.
- Purchase through GEM: Department have full powers to make direct online purchase, without calling tender on GEM Portal subject to
  - Upto Rs.0.25 lakhs from any available supplier.
  - Above Rs.0.25 upto Rs.5 lakhs having lowest price from atleast 3 different sellers (online bidding & online reverse auction may be used).
  - Above Rs.5 lakhs After mandatorily obtaining online bids (online bidding & online reverse auction).
  - The supplier shall be selected by taking into account the lowest cost in transportation if applicable.

## DFPRT, 2019

### Rule –22 contd...

- Purchase of stationery articles for regular use in offices from Consumer Federation / PMCS / TSIC / TKVIC, are subject to financial ceiling as

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

- E-Tender/E-Procurement mandatory for all procurement of goods, services and consultancies above Rs.2 lakhs and Works/EPC above Rs.5 lakhs (Not applicable for procurement being made through GEM).
- Government Undertakings and Aided Institutions may form their own Purchase Committees. However, they should adopt E-Tendering as per the above limits.



# DFPRT, 2019

## Rule –22 contd...

- Sourcing of IT manpower through tender on service charge within the rate prescribed or approved by FD (with prior concurrence from FD).
- 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.
- **Rule 23: Powers of Engineering Officers (PWD, RD, AGRI & Othrs.)**
  - AA & ES: Adm Dept: Full powers, CE: 2 cr, SE: 1 cr.
    - For repair & maintenance: CE: Full powers, SE: 25 lakhs, EE: 10 lakhs.
    - Deposit works: Adm Dept: Full powers, CE: 2 cr, ACE: 1 cr.
  - Acceptance of Tender
    - Lowest Tender: Adm Dept: Full powers, CE: 5 cr, ACE: 2 cr, SE: 1.5 cr.
    - Single Tender: Adm Dept: Full powers, CE: 2.5 cr, ACE: 1.5 cr, SE: 1 cr.
  - Work without Tender/rescission of a contract
    - CE: 5 lakh, ACE: 3 lakhs, SE: 1.5 lakhs, EE: 0.75 lakhs.
  - Additional items of work/deviation
    - Adm Dept: Full powers, CE: 10% of the contract value subject to 50 lakhs, ACE: 10% subject to 20 lakhs, SE: 10% subject to 12 lakhs.

## DFPRT, 2019

- **Rule 25: Powers of Officers of Forest Department**

Sl. No.	Subject	Extent of powers delegated (Rs. in lakh)				
		PCCF	Chief WLW	CCF	DFO / DCF	SDFO / WLW
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	-	-	-	-

# DFPRT, 2019

Rule –25 contd...

- Special powers of Officers of 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

- **Rule 29: Writing off of losses**
  - Upto 50,000: Administrative Department with approval of FD.
  - More than 50,000: COM with approval of FD.

## DFPRT, 2019

- **Rule 31: Drawal of AC Bill**

- With regard to implementation of wage component under various schemes

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

## DFPRT, 2019

### Rule –31 contd...

- Cash payment to victims of natural calamities: DM: 2 lakhs, SDM: 1.5 lakhs.
- In case of Elections: DM: 1.5 lakhs, SDM: 1 lakh.
- Cash payment to inmates of relief camps: DM/SDM: Full powers.
- Financial assistance to patients (NBS): DM: 1 lakh, SDM: 0.5 lakhs.
- Arms & Ammunition: DGP: Full powers.
- Cultural events & other programmes: Dir, ICA: 2 lakhs in each case.
- Sports & Youth Affairs: HOD, Edn (S&Y Aff) : 1.5 lakhs in each case.
- Drawal powers subject to following conditions
  - AC Bill drawal supported by ES from Competent Authority.
  - Should be adjusted in DCC Bills within 60 days (from the date of drawal).
  - 2<sup>nd</sup> drawal after exhaustion of money drawn in previous AC Bill.
  - Drawing Officers to certify (i) fund drawn is exhausted, (ii) no pending adjustment.
  - Drawal of fund in AC Bill should be avoided.
- HOD shall countersigned all DCC Bills and send to AG within 90 days.
- Proforma Bill: complete ban for drawal of fund except when concurred by FD.

## DFPRT, 2019

- **Rule 33: Powers of DG (Police) & DG (Fire Service)**

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

# DFPRT, 2019

## Rule-33 contd...

Sl. No.	Item	Extent of Powers Delegated	
		DG of Police	DG (FS)
(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

**THANK**

**YOU**

**FINANCE DEPARTMENT  
GOVERNMENT OF TRIPURA**