

# **THE TAMIL NADU FINANCIAL CODE**

**VOLUME II**

**EIGHTH EDITION**

*(Embodying corrections upto 15th July 1993)*



## PREFACE TO THE EIGHTH EDITION

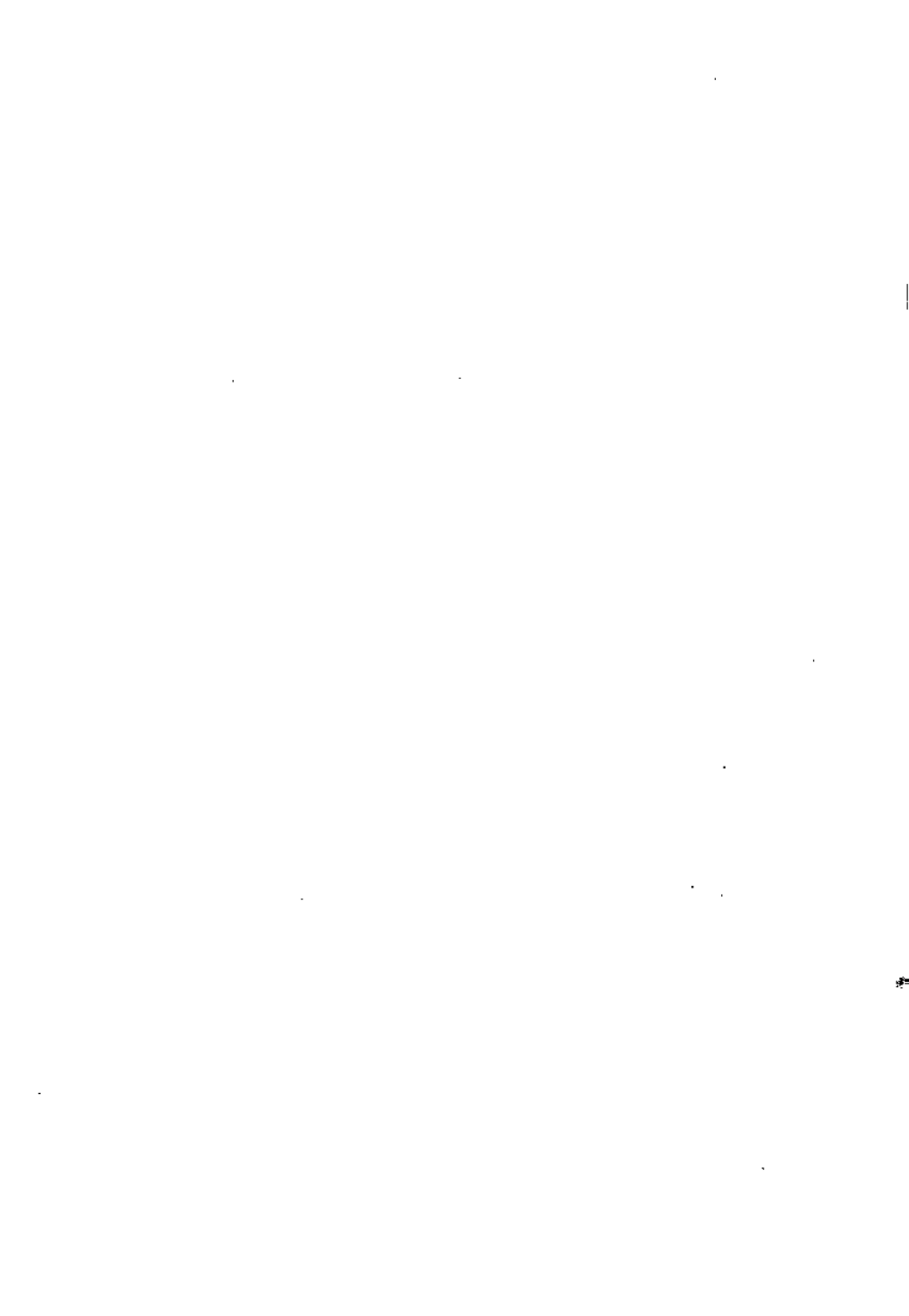
The previous edition of this Code stands corrected upto 31st December 1976.

This edition has been revised incorporating all the amendments issued during the period from 1st January 1977 to 15th July 1993.

Errors and omissions, if any, found in the Volume may be brought to the notice of the Secretary to Government, Finance Department.

Fort. St. George,  
Madras-600 009,  
July 1993.

N. NARAYANAN,  
*Secretary to Government,  
Finance Department.*



THE TAMIL NADU FINANCIAL CODE

v

TABLE OF CONTENTS.

APPENDIX NUMBER.	PAGES.
1. List of Heads of Departments of Tamil Nadu ..	1-6
2. Powers delegated to departmental authorities to sanction refunds of revenue ..	7
3. List of authorities empowered to execute contracts, deeds, etc., on behalf of the Governor ..	8-16
4. Powers of subordinate authorities to sanction the creation of additional establishments ..	17-24
5. Special rules, restrictions, etc., regarding particular items of contingent expenditure ..	25-208
6. Special rules, restrictions, etc., regarding temporary advances for specific purposes ..	209-215
7. List of items of contingent expenditure requiring counter-signature after payment (Deleted) ..	216
8. Rules for the supply of stationery and printing stores for the public service ..	217-225
9. Audit of receipt and stores and stock accounts ..	228-233
9-A. Instructions for observance by the officer holding stores and their responsibilities ..	234-243

## TABLE OF CONTENTS-CONT.

APPENDIX NUMBER.	PAGES.
10. List of Government buildings specially placed in the charge of Public Works Department and Highways and Rural Works Department for maintenance and repairs ..	244
11. Powers delegated by the Government to subordinate authorities to sanction expenditure on works ..	245-253
12. Procedure to be followed in the case of works of construction reconstruction, extension or improvement of medical buildings costing Rs.50,000 or more for each work ..	254-255
13. List of authorities empowered to sanction additions, improvements and alterations to existing electrical installations ..	256-257
14. Special rules, restrictions, etc., regarding particular items of miscellaneous expenditure ..	258-327
15. Powers delegated to authorities subordinate to the Government to sanction advances to cultivators and miscellaneous loans and advances ..	328-331
16. The Tamil Nadu Local Authorities Loans Rules, 1937 ..	332-339

## TABLE OF CONTENTS-CONT.

APPENDIX NUMBER.	PAGES.
17. Rules for the grant of concessions to Government servants and their families and indigent persons to enable them to undergo anti-rabic treatment ..	340
18. Powers delegated to authorities to the Government to remit or write off irrecoverable arrears of loans and advances ..	341-345
19. Kinds of deposits ..	346-361
20. List of firms approved by the Government for fidelity insurance business ..	362
21. Powers of subordinate authorities to write off losses ..	363-380.
22. List of grants paid to local and other bodies on account of certain fines realized by courts and credited to the Government ..	381-388
23. Village House-Tax Matching Grant-Sanction to village panchayat under section 132 of the Madras Panchayats Act, 1958 ..	389-395
24. Disposal of Government lands and buildings ..	396-407
25. Rules for the grant of advances to Government servants for building, etc., of houses ..	408-462.

## TABLE OF CONTENTS-CONT.

APPENDIX NUMBER.	PAGES.
26. Rules for the use, maintenance and repair of motor vehicles of the departments of the Government of Tamil Nadu	.. 463-513
27. Tamil Nadu Medical Service Ambulance Rules, 1968	.. 514-525
28. Rules for the drawal of Festival Advance to State Government Servants	.. 526-542
29. Powers delegated to the Departments of the Secretariat	.. 543-559
30. Rules for the grant of Marriage Advance to Government servants	.. 560-583



**THE TAMIL NADU FINANCIAL CODE**

**VOLUME-II - APPENDICES**

**APPENDIX-1**

(See Chapter-II, Article 6)

**LIST OF HEADS OF DEPARTMENTS OF TAMIL NADU**

1. Adi-Dravidar and Tribal Welfare, Director
2. Agricultural Engineering, Chief Engineer
3. Agricultural Income Tax, Commissioner
4. Agricultural Marketing, Director
5. Agriculture, Director
6. Animal Husbandry, Director
7. Archaeology, Director
8. Archives and Historical Research, Director
9. Audit for Milk Co-operatives, Director
10. Backward Classes and Minorities Welfare, Director
11. Civil Supplies and Consumer Protection, Commissioner
12. Collectors of Districts
13. Commercial Taxes, Commissioner
14. Co-operative Audit, Director
15. Co-operative Societies, Registrar
16. Co-operative Societies (Housing), Registrar
17. Dairy Development, Commissioner
18. Data Centre, Director

## APPENDIX -1 Cont.

19. Disciplinary Proceedings, Commissioner
20. Drugs Control, Director
21. East Coast Road and Rural Roads, Chief Engineer
- Education -
22. Collegiate Education, Commissioner
23. Elementary Education, Director
24. Government Examinations, Director
25. Legal Studies, Director
26. Medical Education, Director
27. Non-formal and Adult Education, Director
28. School Education, Director .
29. Technical Education, Director
30. Electrical Inspectorate - Chief
31. Employment and Training, Director
32. Evaluation and Applied Research, Director
33. Ex-Servicemen's Welfare, Director
34. Factories, Chief Inspector
35. Fire Service, Director
36. Fisheries, Commissioner
37. Forensic Science, Director
38. Forests, Principal and Chief Conservator

## APPENDIX-1 Cont.

39. Geology and Mining, Director
40. Governor's Household, Comptroller
41. Handlooms and Textiles, Commissioner
42. Health Transport, Director
- High Court -
43. Chief Justice in respect of transactions relating to the High Court
44. Registrar in respect of transactions other than those relating to the High Court
45. Highways and Rural Works, Chief Engineer
46. Highways Research Station, Director
47. Hindu Religious and Charitable Endowments, Commissioner
48. Horticulture, Commissioner
49. Indian Medicine and Homoeopathy, Director
50. Industries and Commerce, Director
51. Information and Public Relations, Director
52. Internal Audit and Statutory Boards Audit, Chief Internal Auditor
53. Labour, Commissioner
54. Land Administration, Commissioner
55. Land Reforms, Commissioner
56. Local Fund Accounts, Examiner
57. Medical and Rural Health Services, Director

## APPENDIX - 1 Cont.

58. Most Backward Classes and Denotified Communities Welfare, Director
59. Motor Vehicles Maintenance, Director
60. Municipal Administration, Commissioner
61. Museum, Commissioner
62. Music Training Centres, Principal
63. National Cadet Corps, Director
64. National Highways, Chief Engineer
65. National Highways (45), Chief Engineer
66. Official Language (Legislative) Commission, Chairman
67. Police, Director General
68. Police, Commissioner
69. Prisons, Inspector General
70. Prohibition and Excise, Commissioner
71. Public Health and Preventive Medicine, Director
72. Public Libraries, Director
73. Public Service Commission, Chairman
- Public Works Department -
74. Chief Engineer (General)
75. Chief Engineer (Buildings)
76. Chief Engineer (Irrigation)

## APPENDIX 1 Cont.

77. Chief Engineer (Minor Irrigation)
78. Chief Engineer (Ground Water)
79. Chief Engineer, Krishna Water Supply Project Circle
80. Chief Architect (PWD)
81. Raffles, Director
82. Registration, Inspector General
83. Rehabilitation, Commissioner
84. Rehabilitation of the Disabled, Director
85. Revenue Administration, Commissioner
86. Rural Development, Director
87. Sales Tax Appellate Tribunal, Chairman
88. Secretaries to Government including the Secretary, Legislative Assembly Department
89. Seed Certification, Director
90. Sericulture, Director
91. Small Savings, Director
92. Social Defence, Director
93. Social Security, Director
94. Social Welfare, Director
95. Special Representative of Government of Tamil Nadu, New Delhi
96. State Planning Commission, Member Secretary

## APPENDIX-1 Cont.

97. State Port Officer
98. State Transport Appellate Tribunal, Chairman
99. Stationery and Printing, Director
100. Statistics and Agricultural Census, Director
101. Sugar, Commissioner
102. Survey and Settlement, Commissioner
103. Tamil Development, Director
104. Tamil Nadu House (New Delhi), Resident Commissioner
105. Tourism, Director
106. Town Panchayats, Director
107. Town and Country Planning, Director
108. Transport Commissioner
109. Treasuries and Accounts, Director
110. Urban Land Ceiling and Urban Land Tax, Director
111. Vigilance and Anti-Corruption, Director
112. Project Directors / Coordinators / Chief Engineers of Externally Aided Projects

APPENDIX-2

(See Chapter III, Article 32.)

**POWERS DELEGATED TO DEPARTMENTAL AUTHORITIES  
TO SANCTION REFUNDS OF REVENUE.**

Sl. No.	Nature of Refund.	Authority to which powers have been delegated.	Extent of delegation
(1)	(2)	(3)	(4)
1	Ex-gratia refund	Heads of Departments	Rs. 5,000 in each case, subject to overall limit of Rs. 50,000 for a financial year.
2	Refund to which a claimant is legally entitled.	Do.	Full powers.
3	Refund of excess collection arising on account of non-supply and short supply of chemical fertiliser in respect of all claims other than those from manure mixing firms.	Director of Agriculture.	Full powers.

## APPENDIX-3.

(See Chapter IV, Article 51 (b))

**LIST OF AUTHORITIES EMPOWERED TO EXECUTE CONTRACTS, DEEDS, ETC., ON BEHALF OF THE GOVERNOR.**

Under clause (1) of Article 299 of the Constitution of India, the Governor of Tamil Nadu has directed that the classes of deeds, contracts and other instruments specified in column (2) of the Table below shall be executed by the authorities specified in the corresponding entries in Column (3) thereof:-

TABLE

S. No.	Classes of deeds, contracts, and other instruments, etc.	Authorities
(1)	(2)	(3)
(1)	All deeds and instruments relating to any matters other than those hereinafter specified.	Secretaries to Government, Additional Secretaries and Joint Secretaries to Government of all Departments.
(2)	Instruments relating to re-assignment of Insurance Policies which are assigned to the Governor by Government servants as security for the advances sanctioned to them for the construction of houses through Co-operative Societies.	Chief Secretary and Secretary to Government concerned in the case of Gazetted Officers and the Head of the department concerned in the case of others.
(3)	(a) Agreement with the Corporation of Madras for the removal of rubbish from the Secretariat premises.	Under Secretary to Government, Chief Secretariat (in charge of buildings).



## APPENDIX-3 Cont.

S. No.	Classes of deeds, contracts, and other instruments, etc.	Authorities
(1)	(2)	(3)
(3).	(b) Agreement with the Proprietors of the canteens, who run canteens within the Secretariat premises.	Do.
(4)	Demand promissory notes in connection with the taking of ways and means advances by the Government, from the Reserve Bank of India.	The Secretary to Government, Finance Department or in his absence, the Officer of the Finance Department immediately incharge of ways and means work, or in the absence of both the officer of the Finance Department in charge of current ways and means work.
(5)	All grants, leases, licences, etc., made under Board's Standing Orders.	The Secretary to Government, Revenue Department, Officers of the Revenue Department in the Secretariat not below the rank of Section Officer, and the Commissioner for Revenue Administration.

## APPENDIX-3 Cont.

S. No. (1)	Classes of deeds, contracts, and other instruments, etc. (2)	Authorities  (3)
(6)	Contracts, agreements, mortgage deeds, security bonds, lease of lands and buildings, etc. Bond and agreements entered with the Government servants and other instruments, etc.	Heads of Department.
(7)	Security bonds executed by Clerks, Cashiers, Accountants, Store-keepers and other Subordinates for the due performance of their duties.	The Officer, who has power to make appointment to the post.
(8)	In the case of treasuries and other public offices:-	
	(a) Mortgage-deeds given as security in connection with the employment of Treasurers, Cashiers or Clerks in offices other than District Treasuries and sub-Treasuries, charged with the disbursement of money or the custody and handling of securities.	The Head of the Office.
	(b) Instruments relating to the assignment of insurance policies in favour of the Governor in accordance with the rules regulating the provident fund from which the policy is financed.	The Accounts Officer of the Fund as defined in the rules of the Fund or any officer nominated by him not below the rank of Assistant Accounts Officer.

## APPENDIX-3 Cont.

- | S. No. | Classes of deeds, contracts, and other instruments, etc.  | Authorities  |
|--------|---|--|
| (1)    | (2)   | (3)  |
| (8)    | In the case of treasuries and other public offices:-<br>Cont..  |  |
|        | (c) Instruments relating to the reassignment of insurance policies which are assigned to the Governor in accordance with the rules regulating the provident fund. | Do.  |
| (9)    | Treasury bills and other Government securities issued by the Government in respect of any loan contracted under the provisions of the Constitution of India.      | The Governor or the Deputy Governor of the Reserve Bank of India for the time being. |
| (10)   | Agreements with recognised associations in Ceylon and Malaya to engage persons for skilled work.  | The Protector of Emigrants.  |
| (11)   | (a) Deeds of cancellation of assignment to the Government of mortgages executed by members in favour of Co-operative Building Societies.                          | Registrar of Co-operative Societies.   |
|        | (b) Assurances relating to the transfer of shares held by the Government in the Tamil Nadu Co-operative State Land Development Bank Limited, Madras.              | Do.  |

## APPENDIX-3 Cont.

S. No.	Classes of deeds, contracts, and other instruments, etc.	Authorities
(1)	(2)	(3)
(11)	Cont..	
	(c) Deeds of cancellation of bonds executed by Co-operative Societies including Primary Land Development Banks in favour of the Government for loans issued to them.	Do.
	(d) Deeds of cancellation of agreements executed by Junior Inspectors and Senior Inspectors of Co-operative Societies undergoing training in the Central Co-operative Institute, Madras and by Co-operative Sub Registrars who are direct recruits.	Do.
	(e) Instruments relating to the reassignment of insurance policies, which are assigned to the Governor by Co-operative Housing Societies as collateral security for the State loans sanctioned to them.	Do.
	(f) Release deeds in respect of house construction societies.	Do.
(12)	(a) Agreements with the Fertilizers and Chemicals Travancore Limited.	The Secretary to Government, Industries Department.

## APPENDIX-3 Cont.

S.	Classes of deeds, contracts, and other instruments, etc.	Authorities
(1)	(2)	(3)
(13)	(a) Contracts for landing, shipping and transporting Government Stores.	The State Port Officer.
	(b) Executing grants under the Government Grants Act, of land under the control of the Port Department.	Do.
(14)	All contracts relating to the sale and removal of obsolete electoral rolls and other election papers in the Government offices in the city of Madras with the firms and dealers in waste paper who may be selected from time to time.	The Returning Officer for Parliamentary Constituencies in Madras City (Commissioner, Corporation of Madras).
(15)	Certificates relating to the acceptance of Post Office Savings Bank Deposits as Securities on behalf of the Government for the due per- formance of a duty contract, etc., and for releasing such a security already pledged on behalf of the Government.	All Heads of Departments specified in Appendix I and all Gazetted Officers of the Agricultural Department, Collectors of the Districts, and the Assis- tant Commis- sioner (Training) Tamil Nadu Arc- hives, Madras.
(16)	Agreements and mortgage deeds in respect of advances sanctioned to Government servants for the purchase of motor conveyances.	Head of the Department con- cerned.

## APPENDIX-3 Cont.

S. No.	Classes of deeds, contracts, and other instruments, etc.	Authorities
(1)	(2)	(3)

NOTE:-(1) In respect of the Judicial Department including the High Court, the Registrar, High Court, shall execute the documents. In respect of the Board of Revenue, the Secretary of the concerned branch of the Board shall execute the documents and Collectors of Districts shall execute the documents in respect of officers under their control.

NOTE:-(2) The Deputy Secretary to Government in the Public Department shall execute the agreements and mortgage deeds in respect of advances sanctioned to the officers in the cadre of Indian Administrative Service, District Revenue Officers, Deputy Secretary to Government (Non-I.A.S.), Joint Secretary to Government (Non I.A.S.) in the Departments of Secretariat other than Law, Finance, Legislative Assembly and Legislative Council Departments; in respect of motor car advances sanctioned to them.

NOTE:-(3) The Deputy Secretary to Government and the Under Secretary to Government in the Legislative Assembly Department shall execute agreements and mortgage deeds in respect of advances sanctioned to non-gazetted staff (other than Class III and IV) and to the members of Class III and IV of the Tamil Nadu Legislative Assembly Secretariat Service respectively for purchase of bicycles / scooters / motor-cycles.

- (17) Agreements, mortgage deeds of Head of Department-reconveyance in respect of advances sanctioned to Government servants, for the purpose of building, etc. of houses.

## APPENDIX-3 Cont.

S. No.	Classes of deeds, contracts, and other instruments, etc.	Authorities
(1)	(2)	(3)

NOTE:-(1) The Under Secretary to Government in Chief Secretariat incharge of Establishment shall execute agreements, mortgage deeds of reconveyance in respect of advance sanctioned to the staff of the Chief Secretariat for the purpose of building, etc., of houses.

NOTE:-(2) The Under Secretary to Government in the Industries/Labour and Employment/Housing Department in-charge of establishment shall execute for and on behalf of the Governor agreements and mortgage deeds relating to advances sanctioned to the staff of the Industries/Labour and Employment/Housing Deptment (i) partly for purchase of land and partly for constructing a new house, or (ii) for constructing a new house, or (iii) or enlarging living accommodation in an existing house or (iv) for purchasing a ready built house from private parties other than one built and allotted on hire purchase basis by the Tamil Nadu Housing Board or by any local body or by any Co-operative House Building Society.

NOTE:-(3) The Deputy Secretary to Government, Finance Department in-charge of Establishment shall execute on behalf of Governor agreements and mortgage deeds in respect of the advances sanctioned to the non-gazetted Government Servants and Section Officers of the Finance Department for building, etc., of houses and for purchase of motor cycle/scooter and agreements for the repayment of advances for marriages granted to them.

(18) To permit the release of the Director of site and house to the members Handlooms and of weavers co-operative Textiles. societies who have repaid the

## APPENDIX-14 Cont.

S. No.	Classes of deeds, contractor and other instruments, etc.	Authorities.
(1)	(2)	(3)

(18) Cont-

entire Government loan with interest under the Weavers' Housing Scheme, after fulfilling all the conditions laid down in the bylaws of the weavers' Co-operative societies concerned and in the relevant Government Order.

- |      |  |   |
|------|--|---|
| (19) | All agreement, deeds and instruments made in the exercise of the executive power of the State of Tamil Nadu with the International Bank for Reconstruction and Development, International Development Association as Administrator of the Special Fund established with funds contributed by certain members of the International Development Association with headquarters in the City of Washington D.C., United States of America, to be executed | The Ambassador of India, the Charge De. affaires or any Minister in the Embassy of India at Washington D.C. in the United States and America acting singly. |
|------|--|---|



## APPENDIX 4.

(See Chapter V, Article 63.)

**POWERS OF SUBORDINATE AUTHORITIES TO SANCTION THE CREATION OF ADDITIONAL ESTABLISHMENTS.**

The statutory rules by which the Government have delegated powers to Heads of Departments and other authorities to create temporary posts are contained in Part V of the Tamil Nadu Services Manual, Volume II (1938 Edition). The powers delegated by the Government in regard to posts not covered by statutory rules are specified below except those relating to menials paid from contingencies, work-charged establishment and section-writers for which see Appendices 5, 11 and 14 respectively:-

S. No.	Department and the authority to which power is delegated.	Extent of Powers
(1)	(2)	(3)

## 1. Forest Department--

Principal Chief Conservator.	(1) To sanction temporary establishments, subject to the following conditions:-
------------------------------	---

(i) the period for which a temporary post is created should not exceed one year; and

(ii) the pay fixed for any such post should not exceed Rs.200 a month.

NOTE:-- The Chief Conservator may, if he considers it expedient, accord his sanction to a temporary establishment in a particular district

## APPENDIX-4 Cont.

S. No.	Department and the authority to which power is delegated.	Extent of Powers
(1)	(2)	(3)
1.	Forest Department-cont.	
	subject to a maximum limit to the monthly expenditure that may be incurred, and leave it to the Conservator to make such alterations as he may from time to time consider necessary in the scale of the establishment.	
		(2) To sanction the employment of one additional Junior Assistant in a Range Office, when the number of offences received in the previous year exceeds 500 and one additional Junior Assistant for the District Forest Office, when the number of offences exceeds 2,500 and two additional Junior Assistants, if it exceeds 5,000.
2.	Commissioner of Revenue Administration.	
		(1) To sanction the permanent or temporary revision of village establishments employed under the provisions of the Tamil Nadu Proprietary Estates Villages Service Act, 1894 (Tamil Nadu Act II of 1894).
		(2) To sanction the permanent revision of, or temporary

## APPENDIX-4 Cont.

S. No.	Department and the authority to which power is delegated.	Extent of Powers
--------	---	------------------

(1)	(2)	(3)
-----	-----	-----

2.	Commissioner of Revenue Administration-cont.	
----	--	--

additions to, village establishments in ryotwari tracts, subject to the following conditions:-

- (a) the standard scale laid down for these establishments should be strictly followed, and any proposal to exceed this scale should be submitted for the orders of the Government;
- (b) no individual scheme costing more than Rs.10,000 a year should be sanctioned; and
- (c) all increases of establishment sanctioned under this delegation should be reported annually to the Government.

## APPENDIX-4 Cont.

S. No.	Department and the authority to which power is delegated.	Extent of Powers
(1)	(2)	(3)
2.	Commissioner of Revenue Adminis- tration-cont.	<p>(3) To sanction the permanent or temporary reduction of village establishment in ryotwari villages, subject to the condition that no class or grade of village officers or menials is abolished.</p> <p>(4) To sanction the employment of Minor Irrigation Overseers, lascars and office assistants required for the Rural Water Supply Works under the Local Development Works Programme. Programme.</p> <p>(5) To sanction the employment of minor irrigation and Ministerial staff and mechanics required for work connected with Rural Water-Supply Scheme.</p>
3.	Public Health Department--  Director of Medical and Rural Health Services.	To sanction all temporary establishments for plague duty, subject to the condition that the pay of the staff conforms to the scale, if any, fixed by the Government.

## APPENDIX-4 Cont.

S. No.	Department and the authority to which power is delegated.	Extent of Powers
(1)	(2)	(3)
4.	Fisheries Department--	

Director of Fisheries. (1) To sanction the creation of a temporary post of Inspector of Fisheries for a period of 3 months in a year to be appointed during the period of departmental fishing season in the Poondi Reservoir.

NOTE:-- The post should be retrenched immediately when the departmental fishing is stopped.

(2) To sanction the creation of the following temporary posts immediately after a decision to hold a pearl fishery is taken by him and for continuance of the staff throughout the period of operation and for a month after the close of the fishery:-

1. One Assistant in the Central Office, Madras;

2. One Assistant and one Typist in the Office of the Assistant Director of Fisheries, Tuticorin.

## APPENDIX-4 Cont.

S. No.	Department and the authority to which power is delegated.	Extent of Powers
(1)	(2)	(3)

## 4. Fisheries Department--

Director of  
Fisheries. Cont..

NOTE.--The Director of Fisheries should ensure that, as far as possible, the employment of the staff is not resorted to earlier than about a month from the proposed date of commencement of the operations.

## 5. Industries and Commerce Department--

Director of  
Industries  
and Commerce.

To sanction the employment for three months at a time in a year the following staff for each of the departmental seasonal branch depots at Courtallam, Kodaikanal and Coonoor:--

- (1) One Manager, Grade II.
- (2) Two Salesmen, Grade II.
- (3) One Packer.

## 6. Treasuries and Accounts Department--

Director of  
Treasuries  
and Accounts.

To sanction the creation of temporary posts of one Junior Assistant and one last grade Government servant whenever required to accompany the Treasury Officer during sub-treasury inspection.

## APPENDIX-4 Cont.

S. No.	Department and the authority to which power is delegated.	Extent of Powers
(1)	(2)	(3)
7.	Highways and Rural Works Department-- Chief Engineer.	To sanction the employment of Minor Irrigation Overseers, Lascars and office assistants required for Rural Water Supply Works under the Local Development Works Programme and Ministerial staff and Mechanics required for work connected with Rural Water Supply Scheme.
8.	Co-operation Department-- Registrar of Co-operative Societies.	To sanction and appoint the following teaching and administrative staff required for training the candidates selected by the Tamil Nadu Public Service Commission for appointment in the Co-operation Department at each of the Co-operative Training Colleges, Tamil Nadu for a period not exceeding ten months.
		(1) Teaching staff: Two Deputy Registrars of Co-operative Societies to work as Lecturers for every class of 40-50 trainees.

## APPENDIX-4 Cont.

S. No.	Department and the authority to which power is delegated.	Extent of Powers
(1)	(2)	(3)
8.	Co-operation Department--	
	Registrar of Co-operative Societies. Cont..	(ii) Administrative Staff: (a) A minimum staff of two Senior Inspectors of Co-operative Societies, One Steno-Typist and two Office Assistants for Administrative work.
		(b) One Additional Senior Inspector of Co-operative Societies for each additional section of 50, if the number of classes in which the trainees are divided exceeds two.



## APPENDIX 5.

(See Chapter VI, Article 93.)

## SPECIAL RULES, RESTRICTIONS ETC., REGARDING PARTICULAR ITEMS OF CONTINGENT EXPENDITURE.

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
------------------------	---------------------------------	-----------------------------------

(1)	(2)	(3)
-----	-----	-----

<i>Comment</i> 1	Agriculture-- Experimental cultivation.	The Director of Agriculture may incur or sanction expenditure on experimental cultivation to the extent indicated below:--
---------------------	---	--

- (i) *Purchase of deadstock including machinery and tools for use at the Research Stations, including the Central Farm.*-- The cost of any one article or any number of articles of the same kind bought at the same time should not exceed Rs.5,000 for articles manufactured in India or Rs. 2,000 for articles not manufactured in India (See also Article 123).
- (ii) *Hire of agricultural machinery.*-- The maximum limit is Rs.300 a month.
- (iii) *Purchase of land.*-- No land should be bought without the Government's special sanction (See item 28).

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
------------------------	---------------------------------	-----------------------------------

(1)	(2)	(3)
-----	-----	-----

1	Agriculture-- Experimental cultivation--cont.	
---	---	--

- (iv) Award of compensation to ryots for loss of produce occasioned by trial plots opened in their lands for testing the performance of new strains of seeds.-- The maximum limit is Rs.250 in each case.
- (v) Purchase of Cotton Produce from Scattered Block Trial plots.-- The maximum limit is Rs.3,000 per annum.
- (vi) Free supply of seeds and chemicals.-- The free supply should be restricted to bona fide poor ryots in the State and the cost should not exceed Rs.200 at a time for each district and in respect of each of the articles, namely, seeds and chemicals.
- (vii)(a) Supply of seeds, plants, seedlings, cuttings, etc., free of cost to other States in India for non-experimental purposes.-- May order free supply upto Rs.20 in each case, subject to an aggregate amount of Rs.2,000 in a year.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
------------------------	---------------------------------	-----------------------------------

(1)	(2)	(3)
1	Agriculture-- Experimental cultivation--cont.	(b) Supply of Seeds, Plants, Seedlings, cuttings, etc. free of cost to other States and Government of India Institutions for experimental purposes.

May order free supply upto an amount of Rs.2000/- in a year.

NOTE.-- The Director of Agriculture may also sanction the sale of animals of any kind, including poultry, pigs and sheep without limit.

(viii) Sale of pesticides and fungicides.-- May incur expenditure upto Rs.1,00,000 per annum separately for food and non-food crops only in cases of emergencies like outbreak of pests and epidemics.

2	Agricultural Demonstration, propaganda, teaching, marketing, engineering, etc.	The Director of Agriculture may incur expenditure on demonstration, propaganda, teaching, marketing, etc., for the purchase of deadstock and stores for the offices of the Agriculture Department other than Research Stations under their control to the extent indicated below:--
---	--	---

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
------------------------	---------------------------------	-----------------------------------

- | (1) | (2)   | (3)   |
|-----|---|---|
| 2   | Agricultural Demonstration, propaganda, teaching, marketing, engineering, etc. Cont.. | The cost of any one article or any number of articles bought at the same time should not exceed Rs.5,000 for articles manufactured in India or Rs.2,000 for articles not manufactured in India.   |
|     |   | In regard to the issue of pesticides and insecticides at half cost price to ryots, the Director of Agriculture may incur expenditure upto Rs.1,00,000 per annum separately for food and non-food crops only in cases of emergencies like out-break of pests and epidemics.  |
| 3   | Allowance to a juror or an assessor.  | For payment to a Government servant, see the Tamil Nadu Travelling Allowance Rules, and for payment to others, see the Criminal Rules of Practice, 1931. A payment made by a Court should be supported by a certificate attached to the contingent bill that it is in accordance with the scales and conditions prescribed in the Criminal Rules of Practice, 1931. |
| 4   | Apparatus, instruments, Chemicals, machinery and the like.                            | All Heads of Departments shall exercise full power in regard to purchase of apparatus, instruments, Chemicals, machinery and equipments (includ-  |

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
------------------------	---------------------------------	-----------------------------------

(1)	(2)	(3)
4	Apparatus, instruments, Chemicals, machinery and the like--cont	ing spare parts and accessories) and repairs thereto subject to budget provision.

NOTE.-- The Director of Medical Education/Director of Medical and Rural Health Services Director of Public Health and Preventive Medicine shall exercise full powers in regard to servicing of boyles apparatus, lifts, cold storage appliances and refrigerators and in regard to passing orders to enter into service agreements.

The Director of Employment and Training shall incur expenditure to procure second hand condemned/unserviceable items, etc. required for the trades of Mechanic (Motor Vehicles), Mechanic (Tractor) and Mechanic (Instrument) from other Departments/Corporations for a sum not exceeding Rs.5,000 per annum for each Industrial Training Institute subject to budget provision.

All Heads of Departments including Collectors shall exercise full powers in regard to the procurement of Bradma accessories required for Bradma Machine subject to Budget provision.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
------------------------	---------------------------------	-----------------------------------

(1)

(2)

(3)

4 Apparatus, instruments, Chemicals, machinery and the like. Cont..

The Director of Technical Education is empowered to permit the principals of Technical Institutions under his control to make advance payment to the firms upto a limit of Rs.10,000/- at a time in respect of service contracts with the suppliers of equipments procured in Technical Institutions.

The Director of Technical Education is empowered to sanction recurring expenditure on the maintenance of equipments in the Technical Education institutions under his control upto a limit of Rs.10,000/- at a time for each Government Technical Institution subject to the condition that the expenditure for each year should be limited to the provision made in the Budget Estimate for each year for the maintenance and equipments.

5 Batta, travel-ling allowance, etc., payable to witnesses, prisoners, students, etc.

(a) Approved For the payment of Schools and batta, travelling allowance and Vigilance pocket money, see Institutions the rules issued Pupils and under the Tamil inmates. Nadu. Children

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
5 Batta, travelling allowance, etc., payable to witnesses, prisoners, students, etc., Cont..	Act, 1920 (Tamil Nadu Act IV of 1920), The Suppression of Immoral Traffic in Women and Girls' Act, 1956, (Central Act 104 of 1956) and the Tamil Nadu Suppression of Immoral Traffic Act, 1930 (Tamil Nadu Act V of 1930).	<p>(b) Criminal Lunatics. See the Tamil Nadu Mental Hospital Code.</p> <p>(c) Persons taken into custody under the Abkari Act, 1886 (Tamil Nadu Act I of 1886), and acquitted or released. See the Tamil Nadu Excise Manual, Volume I.</p> <p>(d) Prisoners acquitted or discharged. See the Criminal Rules of Practice, 1931. A certificate should be attached to the bill on which the expenditure is recouped that the amount claimed is in accordance with the scales prescribed in the rules which should be quoted.</p>

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
5	Batta, travelling allowance, etc., payable to witnesses, prisoners, students, etc., Cont..	(e) Prisoners during confinement and on release. For payment of batta, travelling allowance and gratuity, see the Tamil Nadu Prison and Reformatory Manual.
		(f) Prisoners under trial who are in the custody of the Madras City Police.
		Batta to under trial prisoner shall be paid at the following rates--
		Mufasal.      Madras City.
		Rs.            Rs.
	1. Ordinary under trial prisoners	2.50            3.00
	2. Special under trial prisoners.	3.00            3.50
	(g) Ryots engaged for conversing with Assistant Collectors at a language examination.	The Chairman, the Tamil Nadu Public Service Commission, may sanction the payment of batta and conveyance charges at Rs.10 (Rupees ten only) a day to each ryot, or any other person engaged for conversation with the Examiners.



## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
5 Batta, travelling allowance, etc., payable to witnesses, prisoners, students, etc--cont.	(h) Students.	When the students are taken out on an excursion class, expenditure on conveyance, etc., may be incurred as shown below :-
	(1) Adi Dravidar Welfare Schools in Madras City.	The Director of Adi-Dravidar and Tribal Welfare may incur expenditure not exceeding Rs.1,000 a year on excursion tours of pupils who do not pay school fees.
	(2) Government Nandanar Boys School, Chidambaram.	(i) The Director of Adi-Dravidar and Tribal Welfare may incur expenditure not exceeding Rs.1,000 a year on excursion tours of pupils, who do not pay school fees.
		(ii) Settlement Schools for Korava children in the Salem district--

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
5	Batta, travelling allowance, etc., payable to witnesses, prisoners, students, etc--cont.	The Director of Adi-Dravidar and Tribal Welfare may incur expenditure on uniform, travelling allowance etc., for Boys Scouts and Girl Guides - See item 45 (B).

(i) Witnesses (i) For payment in cases under the Tamil Nadu Akbari Act, 1886 (Tamil Nadu Act I of 1886), see the Tamil Nadu Excise Manual, Volume I.

(ii) In cases under the Workmen's Compensation Act, 1923 (India Act VIII of 1923), the Commissioner of Labour may pay batta to witnesses summoned by him on the scale laid down in rules 50(2), (3) and (4) of Chapter II of Part I of the Civil Rules of Practice.

(j) Probation (i) Probation Officers. Probation Officers in the Madras City, while escorting juveniles who are sent home to their parents or relatives under the orders of the Court, may be paid travelling allowance under the Tamil Nadu Travelling Allowance Rules for their journeys outside the Madras City.

(ii) The expenses incurred on the juveniles by the Probation Officers in the City and in the mufassal during such escorts as mentioned in clause (i) above, may be met from the contingencies.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
5 Batta, travelling allowance, etc., payable to witnesses, prisoners, students, etc--cont.	(k) Fisheries Department payment to merchants.	The Director of Fisheries, Madras, may incur an expenditure not exceeding Rs.100 towards the honoraria and travelling allowance to the merchants engaged for test valuation of the pear contents of the sample oysters before taking up the pearl fishery operations.
6. Bicycles.	The Heads of Departments may accord sanction for the initial supply of bicycles for the offices under their control and for the purchase of new bicycles in the place of condemned ones and for expenditure on repairs. The initial purchase of bicycles will, however, be subject to the scale, if any, fixed by the Government for each office.	

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)

7. Boats (including motor boats, fire floats and launches).

(1) Construction or purchase requires the sanction of the Government.

(2) Repairs may be sanctioned by-

(i) the Revenue Administration Department or the Inspector - General of Police when the expenditure in any one year exceeds 5 per cent of the book value of the boat..

(ii) the Director of Fisheries upto an annual limit of 10 per cent of the book value or Rs.10,000 at a time.

(3) Repairs or renewals of boats may be sanctioned by the Principal Chief Conservator of Forests upto a limit of Rs.5,000 in each case.

#### A. Official priced Publications.--

8. Books and maps and periodicals.
1. The rules in accordance with which Government Servants should obtain, when necessary, priced Publications of this Government or the Central Government or any other State Governments are contained in the Tamil Nadu Printing Manual. The same manual contains also the rules regarding the supply of priced Publications of the Government to other Governments, local bodies, etc.

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
8. Books and maps and periodicals --cont.	2. The Heads of Departments may exercise full powers regarding purchase of official priced publications and for the supply of such publications to the very important persons.	
		3. Any Head of a Department may obtain, if really necessary, copies of the Administration Reports and the like issued by the corresponding departments of other State Governments on an exchange basis or, if the department of the other Government does not agree to exchange, on payment.
		4. The Registrar of High Court, Tamil Nadu may obtain copies of the rules and orders of other High Courts free of cost in exchange for the rules and orders of the Tamil Nadu High Court.
		5. Official books and maps and periodicals published in the United Kingdom should be obtained, when necessary, through the High Commissioner for India. The requisition should show the head of account to which the cost should be debited. The Government

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)

8. Books and maps  
and periodicals  
--cont.

will obtain from the High Commissioner for India any Parliamentary papers of the United Kingdom that they require.

6. The powers delegated to subordinate authorities to buy priced books and maps and periodicals of Governments other than the Government of Tamil Nadu are the same as those delegated to them to buy Non-Government publications and are subject to the same conditions--See Section (B) below.

7. The Revenue Administration Department may sanction the purchase, free of cost, of all classes of Government priced publications required for its own use or for its subordinate officers without any restrictions.

(NOTE.-- For the purpose of this rule, all recurring publications should be treated as periodicals).

## APPENDIX 5-Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)

8. Books and maps B. Non-Government Publications.--  
and periodicals (1) Books and maps.

--cont.

I. The Heads of Departments may exercise full powers for the purchase of books and maps for official use. Before according sanction in any case, they should satisfy themselves that the book is clearly necessary for the discharge of official duties. This condition does not, however, apply to purchase of books and maps by the Director of School Education, Director of Collegiate Education or for the Connemora Public Library, the Museum Library, the High Court Library, the Secretariat Library, the Library of the Legislature, the Library of the Finance Department or the Library attached to the Police Training College, Madras or the Library attached to the Office of the Commissioner for Hindu Religious and Charitable Endowments (Administration) Department, Tamil Nadu.

II. No authority other than the Revenue Administration Department, may except with the previous approval of the Government, sanction the supply of any private publication to a whole

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
8. Books and maps and periodicals --cont.	(1) Books--cont.	class of Government Servants. The Chief Engineer, Public Works Department (General) may, however, sanction the purchase of the British Engineering Standard Association's specifications for the use of all those of his subordinates who need them.
	III. Books and maps published in India should be bought in India. The Heads of Departments should make their own arrangements to procure foreign publications.	
	IV. To prevent delay and mistake in the supply of books and maps; the indenting authority should prepare every indent correctly in the form prescribed for the purpose in the Tamil Nadu Stationery Manual or furnish accurately in the indent all the details required for completing that form.	
	V. Payment for books and maps received from abroad should be made through the Accountant General, within a month of the receipt of	



## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
------------------------	---------------------------------	-----------------------------------

(1)

(2)

(3)

8. Books and maps and periodicals --cont.

(1) Books--cont.

the invoice, of the market rate of exchange prevailing on the date of payment.

VI. The Director of Social Defence may sanction expenditure on the purchase of text books to the pupils for educational classes in each institution as shown below:-

	Annual limit. Rs.
1. Government Approved School with High School section.	3,000
2. Government Approved Schools/Government Vigilance Institutions with Elementary sections.	1,500
3. Government Reception Home.	200

(2) Periodicals and newspapers.

I. (a) *Periodicals*.-- Subject to the general rules contained in Article 93. a head of a department may incur expenditure on purchase of periodicals without limit, subject to budget provision.

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)

8. Books and maps and periodicals

(b) Newspapers.-- The Secretaries to Government and the Commissioners who are appointed in lieu of Members of the erstwhile Board of Revenue may purchase any five of the following news papers:

1. The Hindu
2. The Indian Express..
3. The Financial Express.
4. The Economic Times.
5. Dinamani.
6. Daily Thanthi (Dinathanthi).
7. Namathu M.G.R.
8. Dinamalar.
9. Makkalkural.
10. News Today.
11. Times of India.
12. Malai Murasu.

The Secretaries to Government may decide to which of the officers in their departments these newspapers should be supplied and whether in their offices or residences for purposes of news scrutiny and follow up.

The other officers, viz., Heads of Departments, Collectors, Superintendents of Police and Deputy

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)

8. Books and maps and periodicals --cont.	(2) Periodicals and newspapers. --cont.	
--	--	--

Inspector- General of Police having independent offices may purchase any four of the above newspapers.

Joint Secretaries to Government and Additional Secretaries to Government may purchase any two of the newspapers mentioned above.

The above authorisations are only the enabling permission and it does not mean that each of these papers has necessarily to be bought by each of the eligible officers. The used papers are to be returned to the office as usual for disposal as waste paper.

NOTE 1:—The Director of Backward Classes may sanction expenditure not exceeding Rs. 4000 per annum towards the purchase of Library Books, magazines and periodicals for the library attached to the Special Training Institute (Backward Classes, Madras subject to Budget provision.

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
8. Books and maps and periodicals --cont.	(2) Periodicals and newspapers.	--cont.

NOTE 2:-- The Ministers and Presiding Officers of the Legislature are supplied newspapers without any restriction on the nature or cost.

II. A Head of Department should (except when he orders foreign periodicals through the authorized Government agent for the purpose) send direct to the publishers his indents for the periodicals and newspapers required for himself and his Subordinates, instructing the publishers to send the bills also directly to him. When he receives the bills, he should check them carefully with reference to his indents and also satisfy himself that the periodicals and newspapers have actually been received by the Government Servants to whom the publishers were requested to send them.

III. The authorities empowered to sanction the purchase of newspapers and periodicals required for the use of

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
8. Books and maps and periodicals --cont.	(2) Periodicals and newspapers. --cont.	their own offices and officers subordinate to them may make advance payments of subscription to the newspapers and other periodicals supplied to them, monthly or quarterly at their discretion. The advance payment of subscription for periods not exceeding one year is, however, permitted in cases where the suppliers insist on the payment of advance on annual basis.
9. Cinchona-Experiments.	deleted	
10. Clothing and liveries (including warm-clothing).	(i) Each of the following departments may make its own arrangements for the supply of clothing to Government servants of the department in accordance with the scales and conditions laid down by the Government from time to time (see the departmental manuals)--	

NOTE.--The Police Department may make its own arrangement also for the purchase of the articles of extra issue clothings required by the armed police battalions on border duty at the scales approved by the Government of India.

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
10	Clothing and liveries (including warm-clothing) Cont.	<p>Excise and Forest Departments (for supply to executive staff only).</p> <p>Jail Department.</p> <p>Police Department.</p> <p>Port Department.</p> <p>Fire Service Department.</p> <p>Motor Vehicles Maintenance Organization.</p> <p>Department of Social Defence.</p> <p>Animal Husbandry Department (the staff of the Institute of Veterinary Preventive Medicine, Ranipet only).</p> <p>Dairy Development Department.</p> <p>(i) Any other department that requires clothing for subordinates in last grade service should obtain it by indent on the Assistant Director of Stationery, who will see that the supply is in accordance with the rules and scales laid down in the TamilNadu Stationery Manual.</p>

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)

10. Clothing and liveries (including warm-clothing)--cont.

(ii) Each indent on the Stationery office or a departmental store should show the date of last supply and be supported by a certificate that it is in accordance with the scale prescribed by the Government.

(iii) An indent on a departmental store should not be complied with until the Chief Controlling Officer of the department has passed it.

(iv) The head of an office may arrange departmentally for the supply of cross belts and badges to daffadars and peons at the rate of one for each post, when the belts and badges are not supplied as part of a livery. Gold-laced cross belts should be supplied only to daffadars, and ordinary cloth cross belts to peons. The belts should not be replaced at Government expense more often than once in four years for a daffadar's belt and once in two years for a peon's belt. If it is found necessary to replace

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
10 Clothing and liveries (including warm-clothing) Cont.	a belt after a shorter interval owing to careless usage or any other cause that could have been avoided or to replace a badge for a similar reason, the cost should be recovered from the subordinate concerned. A contingent bill on which any charges for belts or badges or drawn should show the date and other particulars of the last supply.	
		(v) The Director of Animal Husbandry may sanction after previous consultation with the Director of Stationery and Printing, the supply of warm-clothing to entitled menials in the Animal Husbandry Department who are permanently stationed in the hill tracts or are required to tour occasionally in those tracts provided that the Government have already sanctioned such supply to all the menials of the same class in the department in the locality concerned and that the scale of clothing and the period of wear and tear already fixed by Government for such class



## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
10 Clothing and liveries (including warm-clothing) Cont.	of menials in such localities are not altered. All doubtful cases should be referred to the Government for orders.	
	(vi) The Resident Commissioner, Tamil Nadu House, New Delhi is delegated with the following financial powers:	
	(1) To sanction warm clothing grant of Rs.500 each to the Supervisory, Clerical staff and members of the House of Tamil Culture, Tamil Nadu House, New Delhi and for himself once in two Calendar years".	
	(2) To supply winter and summer uniform to maintenance staff in Tamil Nadu House, New Delhi once in two calendar years.	
11. Conveyance Charges-- (A) Gazetted Officers-- Madras City and Mufassal.	(i) Secretaries to Government in respect of Gazetted Officers of the Secretariat and Heads of Department's in respect of Gazetted Officers working under them may sanction the payment of actual conveyance charges to Gazetted Officers in Madras City and in Mufassal, whenever they are required to undertake journeys on official business within their headquarters, subject to the following conditions :-	

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)

11. **Conveyance Charges--**  
**(A) Gazetted Officers--**  
**Madras City and Mufassal.**  
 Cont.
- (a) Only non-executive Gazetted Officers other than touring officers and the Heads of Departments shall be allowed actual conveyance charges.

(b) Actual conveyance charges shall be allowed for the journeys undertaken in connection with all official business in the city and mufassal under the orders of the competent authority, only from office to the place of duty and back to office and not to the residence of officers either from office or from place of duty, and

(c) The conveyance charges shall be allowed only when the staff cars are not available and where no travelling allowance is admissible.

(d) Member Secretary, State Planning Commission is permitted to incur an expenditure of not exceeding Rs. 2,000 (Rupees Two thousand only) at a time for the purpose of engaging Government Authorised Tourist Taxis, when V.I.Ps. from Government of India and other State Governments, etc., visit the State of Tamil Nadu, in connection with the matters relating to the State Planning Commission and the Government in Planning and Development Department, but restricting the expenditure towards conveyance charges to such of those V.I.Ps. whose expenditure is not met at Government level and who are not treated as State Guests.

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
11. Conveyance Charges-- (A) Gazetted Officers-- Madras City and Mufassal.	(ii)	The District Collectors are empowered to incur expenditure below Rs.200 towards the hiring of Taxis placed at the disposal of the Judges of the High Court, Madras when they go for inspection of District and Subordinate Courts. The expenditure of Rs.200 and above shall be sanctioned by the Registrar, High Court, Madras. The District Collectors and the Registrar, High Court, Madras shall obtain before sanctioning the Taxi charges a Certificate from the Personal Assistant to the judge concerned that the mileage has not been claimed in the Travelling Allowance bill of the judge for the distance covered by Taxis.
(B) Other Government servants:	When a non-gazetted or last grade Government servant is sent on duty to a place at some distance from his office, or is summoned to his office by a special order of a gazetted Government servant outside the ordinary hours of duty, the head of the office may order that the expenditure involved be debited to the contingencies of the office, provided--	
	(a) that the head of the office certified that the expenditure was actually incurred, was unavoidable and is within the scheduled scale of charges for the conveyance used.	

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
11. Conveyance Charges--cont. (B) Other Government servants--cont.	(b)	that the Government servant is not entitled to draw any travelling allowance for the journey, is not granted any compensatory leave, and does not and@@ will not receive any special remuneration for the performance of the duty that necessitated the journey.
	(c)	that the Government servant is not in receipt of a monthly conveyance allowance.
12 Denotified Tribes Settlements.	The	Director of Backward Classes and Minorities Welfare may sanction or incur expenditure on the following objects:-
	Object.	Limit of expenditure.
	All Settlements--	
	(a) Arboriculture gardening.	Rs. 300 at any one time.
	(b) Petty items such as filter, fire bucket, repairs to carts and repairs to	Rs. 200 a year for each settlement.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
12	Denotified Tribes Settlement--cont.	<p>(c) Medical contingencies (Other than pay and allowances of medical officers and their subordinates).</p> <p>(b) Celebration of health week.</p> <p>(c) Maintenance destitute woman.</p>
		<p>Full powers.</p> <p>Rs. 100 a year for each settlement.</p> <p>The maximum expenditure that may be incurred on each destitute woman is Rs. 25 a month.</p>

The actual amount to be incurred in each case should be fixed with reference to the dependent

- (f) Purchase, repair and replacement of apparatus, appliances, books, slates, etc., for the use of pupils.

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
13 Diet and road money-- <sup>s</sup>	(A) Prosecutors and witness attending criminal courts.	For payments to be made to Government servants, see the Tamil Nadu Travelling allowance Rules, and for payments to be made to others, see the Criminal Rules of Practice, 1931.
		(See also subsidiary rule 19 (IV) under Treasury Rule 16.)
	(B) Poor accused persons attending Criminal Courts in connexion with appeals against their acquittal.	See the Criminal Rules of Practice, 1931.
	(C) Witnesses in Civil Courts.	See the Civil Rules of Practice.
14 Electric-bulb and lamp charges.		The purchase of electric-bulbs required for non-residential buildings should be made by the department occupying the building and the expenditure therefor should be debited to the budget of the department occupying the building. With a view to avoid inconvenience to several offices and to centralize the procurement of lamps in an economical and efficient manner, the supply and stock of lamps will be made by the Electrical Engineer in respect of the installations under his control. The lamps will be

## APPENDIX 5-Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
14	Electric-bulb and lamp charges. Cont.	handed over to the departments as and when demanded and the cost debited to the Budget of the respective departments.

NOTE:-- This procedure will not apply to Government Houses at Guindy and Ootacaamund and the Legislators' Hostel. In the case of these buildings, the Electrical Engineer will himself prepare the indents and supply the bulbs debiting the cost thereof to the Public Works Department Budget.

14.(a)	Local Purchase of electric bulbs.	Director of Agriculture No limit (subject to Budget provision).
14(b)	Current consumption charges.	Director of Agriculture May sanction the actual expenditure.
15.	Elephant charges	The purchase of elephants requires the sanction of the Government.

The rules in Chapter VII apply to the purchase of harness for elephants.

16	Eviction Charge	A Government servant who orders an eviction in accordance with the terms of the Tamil Nadu Land Encroachment Act, 1905 (Tamil Nadu Act III of 1905), is competent to sanction any expenditure incidental to the eviction, e.g., the cost of removing things forfeited or of feeding an encroacher who is committed to custody.
----	-----------------	--

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)

- |                          |  |
|--------------------------|--|
| 17. Examination Charges. | The Director of Social Defence may sanction annually a remuneration of Rs.50 to a master tailor for conducting the examination of the tailoring classes in the Government Approved Schools and Vigilance Institutions. |
|--------------------------|--|

The Director of Technical Education, Madras, may sanction remuneration to the staff of the Central Polytechnic, Madras and also to the Headquarters staff in connection with the conduct of outside examinations like the City and Guilds of London Institute Examinations subject to the condition that the expenditure does not exceed the receipts as per the *pro forma* account maintained for the purpose.

- |  |   |
|--|---|
| 18 Feeding Charges Police Constables, etc. | The Inspector General of Police is authorised to sanction the feeding of the Tamil Nadu Special Police Companies posted temporarily for duties to mofussal stations outside head quarters and post head quarters and also to sanction the feeding of the subordinate Police staff when they are drafted for bandobust duty for the maintenance of Law and order in disturbed localities and in connection with large festivals, tours of the Governor and high personages and election to Legislature and local bodies at the following rates:- |
|--|---|



## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
18	Feeding Charges Police Constables, etc. Cont.	

1. Inspectors, Deputy Inspectors, Sub-Inspectors and Asst. Sub-Inspectors in local Police, armed reserve and Tamil Nadu Special Police Battalions. Rs. 6 per head per day.
2. Head constables, Police Constables-Grade.I and Police Constables-Gr.II in local Police and Armed Reserve.
  - (i) Rs.4.50 per head per day if feeding is not arranged through contractors.
  - (ii) When feeding is arranged through contractors, the feeding charges should be limited to the actual cost subject to the maximum of Rs.4.50.
3. Havildars/Naiks/Lance Naiks/Police constables Grade.II in Tamil Nadu State Police Battalions.
  - (i) Rs.60/-per month both in City and mofussal.
  - (ii) When they are not provided with free feeding from company mess, Rs.4.50 per day as hostel feeding charges.

(ii) The sanction of feeding charges to policemen is subject to the following conditions:-

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
18	Feeding Charges Police Constables, etc. Cont.	

(a) The Police Subordinate staff will not be allowed any Daily allowance for the days for which Bandobust allowance is drawn. The staff are, however, eligible for bandobust allowance even in cases where the journey would not involve payment of daily allowance.

(b) that not more than two meals and one tiffin should be supplied to each man per day; and

(c) that no daily allowance is given to the men for any day on which they are given more than one meal at Government expenses.

NOTE.- Policemen employed on bandobust duty will, however, be allowed a tea per day in addition to two meals and a tiffin when they are mobilized for more than 24 hours.

(iii) Certificate in the following form should be furnished in the contingent bill in which the feeding charges are drawn:-

(a) Certified that no daily allowance has been drawn for the men for the days on which they were given more than one meal at Government expense.

(b) Certified that the feeding charges in each case are sanctioned in conformity with the conditions prescribed by the Government.

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)

19 Freight chares.	The sanction of a competent authority for the purchase of any article carries with it sanction for incurring the necessary freight charges, also provided that the cost of the article including freight is within the sanctioning power of the authority that sanctions the purchase.
--------------------	--

The following procedure should be observed in regard to the payment and adjustment of freight charges on imported stores:-

- (i) If any freight is payable in India on store consigned by the India Store Department, London, the State Port Officer in Madras City or the Port Officer concerned in the mufassal should forward the bill to the Accountant-General through the steamer agents for adjustment.

## APPENDIX 5-Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
------------------------	---------------------------------	-----------------------------------

(1)

(2)

(3)

19 Freight chares.  
Cont.

(ii) If any freight is payable in Madras City on stores not consigned by the India Store Department, London, the State Port Officer should forward the bill to the departmental authority concerned for payment. If any freight is payable on such stores at a mufassal port, the steamer agents should submit the bill direct to the departmental authority concerned for payment.

(iii) A bill for freight payable by the Government should invariably be supported by the receipted bill of lading or original tonnage statement, as the case may be.

(iv) After sanction of 90% of the estimated expenditure on road transport of chemical fertilisers less 2% per M.T. towards loading and unloading by the Collectors, the Director of Agriculture may sanction the balance of 10% i.e., the balance of the actual charges.

(v) The Director of Agriculture may sanction payment of transport charges on account of interdistrict movement of chemical fertilizers without monetary limit

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)

## I. General Powers

20	Furniture (including record racks, coir and rattan mats, blinds, table cloths, clocks and time pieces, fire fighting equipments office scales and portable traffic umbrellas)	Subject to the general rules regarding the purchase of stores in chapter VII, Heads of Departments may sanction expenditure on the purchase and repair of furniture upto Rs. 10,000 per annum. The limit refers to the cost of articles purchased in a year whether for one office or a number of offices.
----	--	--

NOTE:- In the matter of purchase of furniture, etc., by the Chairman, Tamil Nadu Public Service Commission, the limit laid down for the head of a department shall not apply as Regulation 14(1) of the Tamil Nadu Public Service Commission Regulations imposes no limit on the amount of contingent expenditure to be incurred by the Chairman.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)

## 20 Furniture

(including record racks, coir and rattanmats, blinds, tablecloths, clocks, and time pieces, fire fighting equipments office scales and portable traffice. umbrellas. Cont.

## II. Special Powers.

Authority	Extent of powers
1. Director of Medical Education	For the supply of the following ing

## II. Special Powers.

Authority	Extent of powers
Director of Medical and Rural Health Services.	articles of furniture and crockery for use of each of the members of the nursing staff attached to Government Medical Institutions in Madras City and in the mufassal subject to the monetary limit of Rs. 1,000 per member.

## Furniture-

(i) Iron adult cot with sheet mattress.	One.
(ii) Wooden students chair (armless and bug proof).	One.
(iii) Wooden soiled line box	One.
(iv) Towel Stand	One.
(v) Almira	One.

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
------------------------	---------------------------------	-----------------------------------

(1)	(2)	(3)
-----	-----	-----

20	Furniture (including record racks, coir and rattan mats, blinds, table cloths, clocks and time pieces, fire fighting equipments office scales and portable traffic umbrellas.) Cont.	
----	--	--

## Crockery-

(vi)	Stainless Steel Plate 10 inches inside diameter with 26 gauge metal (for serving rice).	One.
(vii)	Quarter plate 6 inches inside diameter with 26 gauge metal.	One.
(viii)	Stainless curry bowl	One.
(ix)	Stainless steel tumbler	One.

He may also sanction expenditure not exceeding Rs. 100 to be incurred at a time on tinning of brass vessels, repair and varnishing of furniture, etc., in the Nurses quarters attached to Government hospitals.

2.	Director of Fire Service.	Rs.5,000 for the purchase of extension ladders.
----	---------------------------	---

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
20	Furniture (including record racks, coir and rattan mats, blinds, table cloths, clocks and time pieces, fire fighting equipments office scales and portable traffic umbrellas.)-- Cont.	<p data-bbox="562 376 1011 407" style="text-align: center;">Authority      Extent of Powers</p> <p data-bbox="562 431 1011 689">3. Commissioner To purchase of Archives record and Historical Research. planks up to Rs.2,000 per annum for the use in the Tamil Nadu Archives.</p> <p data-bbox="562 744 1011 1262">4. Director of Treasuries and Accounts. To sanction expenditure for manufacture and supply of metal tokens by the P.W. Workshops and Stores to Treasuries and Sub - Treasuries upto a limit of Rs. 500 at a time.</p> <p data-bbox="562 1285 1011 1400">5. Director of Collegiate Education. To exercise full powers to sanction expenditure</p>



## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
<b>20 Furniture</b> (including record racks, coir and rattan mats, blinds, table cloths, clocks and time pieces, fire fighting equipments office scales and portable traffic umbrellas.)-- Cont.	<b>Authority. Extent of powers</b>  5. Director of Collegiate Education. Cont. on the purchase and repairs to furniture belonging to Directorate and Government Institution under his / her Control subject to budget provision.	

**III. Powers for hire of office furniture, electric fans, heaters, coolers, clock and call bells.**

Heads of Departments may sanction expenditure on hire of office furniture, electric fans, heaters, coolers, clocks and call bells up to an annual limit of Rs. 2,500/- (Rupees two thousand and five hundred only). The limit refers to the charge for each article or any number of articles hired in a year whether for one office or a number of offices. This power shall be exercised only under emergent circumstances.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)

21. Games, Sports and Physical exercises--

(A) Government colleges and schools (including Arts, Law, Engineering, Teachers Training, Medical and Agricultural). The Director of School Education, Director of Collegiate Education, Director of Technical Education, Director of Medical Education, Director Medical and Rural Health Services, Director of Animal Husbandary and the Director of Agriculture may incur expenditure to the extent necessary in connection with schools and colleges under their control on--

- (i) the provision and maintenance of games, courts and athletic fields, and
- (ii) the provision of dressing and bath rooms in playgrounds.

The authorities mentioned below may exercise the powers indicated against each:

- |                                   |   |
|-----------------------------------|---|
| (1) Director of School Education. | (a) May incur expenditure upto a limit of Rs.500 a year in connection with demonstration of Physical Exercises. |
|-----------------------------------|---|

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
<b>21. Games Sports and Physical exercises Cont.</b>		
(1) Director of School Education. Cont.	(b)	May also incur expenditure in connection with the payment of membership fees to the School Games Federation of India.
(2) Director of Medical Education.		May sanction an annual grants - in - aid not exceeding one-third of the amount of the subscriptions raised by the members of the recreation club attached to an institution under his control. The bill for each grant should show in detail how the amount was calculated.
(3) Director of Animal Husbandry		May sanction an annual grants-in-aid, (i) to the Sports Club of the Madras Veterinary College not exceeding one-third of the amount of the subscription raised, or Rs. 300 whichever is less and (ii) to the Sports Club of the students of the Veterinary and Livestock Inspectors' Course at the Hosur Cattle Farm equal to

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)
<b>21. Games, Sports and Physical exercises-Cont.</b>		
(3)	Director of Animal Husbandry Cont..	one-third of the amount collected from students, subject to a maximum of Rs. 200. The bill for each grant should indicate in detail how the amount was calculated.
(4)	Director of Fisheries..	(1) May sanction every year a grants-in-aid for games not exceeding one-third of the games fees collected in each Fisheries Secondary School.  (2) To sanction grants upto Rs. 200 per school subject to a limit of Rs. 600 per year.
(5)	Principal Chief Conservator of Forest.	May incur every year an expenditure not exceeding Rs. 2,000 on games and sports of the trainees at the Madras State Forestry Training School at Vaigai Dam (Madurai District) as detailed below:-  Rs. Sports meets .. 1,000 Sports materials.. <u>1,000</u> Total .. <u>2,000</u>

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
------------------------	---------------------------------	-----------------------------------

(1)	(2)	(3)
21.	Games Sports and Physical exercises-	Cont.

B) Borstal, Schools, Approved Schools, Stri Sadana Training Home and Shelter, Madras Vigilance Home, Madras and the Government Reception Homes, Madras. The Inspector - General of prisons or the Director of Social Defence as the case may be, may incur Expenditure as follows:-

(i) Expenditure in the Borstal School at Pudukottai-

(a) not exceeding Rs. 1,000 a year on account of the purchase of games and sports materials for use of the inmates.

(b) not exceeding Rs. 500 a year in connection with the annual sports and prize distribution and

(c) not exceeding Rs.200 a year in connection with the District Inter - college and school sports.

(ii) Expenditure not exceeding Rs. 200 a year in each of the Junior Approved Schools at Thanjavur, Ranipet and Cuddalore and the Senior Approved Schools at Chengalput and Thattaparai in Tirunelveli district in connection with the District Inter- School Sports.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
21.	Games, Sports and physical exercises-Cont.	

- B) Borstal, Schools, (iii) Expenditure not Approved Schools, exceeding the annual Stri Sadana Train- limits specified below on ing Home and Shel- the purchase of games and ter, Madras Vigi- sports materials for the lance Home, Madras use of the pupils and on and the Government the annual prize Reception Homes, distribution in each of Madras. the following Senior and Cont. Junior Approved Schools:-

School	Limit for Games and Sports materials	Limit for prize distribution
(1)	(2)	(3)
Senior Approved Schools at Chingleput and Thattaparai in Tirunelveli District and the Junior Approved Schools at Thanjavur, Ranipet and Cuddalore	Rs. 1000/-	Rs. 500/-

(iv) Expenditure not exceeding Rs.200 a year in connection with the attendance at the District Scout Rally of the Scout troupes of the Borstal Schools at Pudukottai and the Approved Schools at Chingleput, Ranipet and Thanjavur.

(v) Expenditure not exceeding Rs.300 for each of the Approved Schools at Chingleput, Ranipet and Thanjavur for the supply of Scout uniform to pupils once in two years.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

**21. Games, Sports' and physical exercises-Cont.**

B) Borstal, Schools, Approved Schools, Stri Sadana Training Home and Shelter, Madras Vigilance Home, Madras and the Government Reception Homes, Madras.	(vi)	Expenditure not exceeding Rs.500 a year in the Borstal School, Pudukottai on Scout camps and on the purchase of troupes equipment, etc., required in connection with the Scout movement.
---	------	--

Cont.

(vii) Expenditure on the supply of ceremonial and working dress to band masters and band boys--

In the Borstal Schools, Pudukottai, and in the Government Approved Schools at Chingleput, Ranipet, Thanjavur and Tattaparai, two sets of working dress at a total cost of Rs. 200 every year and one set of ceremonial dress at a cost not exceeding Rs. 200 once in three years to the Band Master in each of the Schools, and two sets of uniforms once in two years for 15 inmates at Rs. 100 per set to the band boys of each of the institutions.

(viii) Expenditure not exceeding Rs.100 a year in the Borstal School and each approved school on cash prizes for the staff at the annual sports and games held in each school.

## APPENDIX-5. Cont.

Serial number of item. (1)	Description of the expenditure. (2)	Special rules, restrictions etc. (3)
-------------------------------	--	---

## 21. Games, Sports and physical exercises-Cont.

B) Borstal, Schools, Approved Schools, Stri Sadana Training Home and Shelter, Madras Vigilance Home, Madras and the Government Reception Homes, Madras.  
Cont.

(ix) Expenditure not exceeding Rs.200 a year for each of the Junior Approved Schools at Thanjavur, Ranipet and Cuddalore and the Senior Approved Schools at Chingleput and Tattaparai in Tirunelveli Kattabomman District towards Kattabomman Scout camps and troupe equipment.

(x) Expenditure not exceeding the limits for items specified below in Stri Sadana Training Home and Shelter and Vigilance Home, Madras.

	Rs.	
Games and sports materials .. ..	1,000	per annum
Annual day celebration and prize distribution for the two Homes.	500	"
Distribution of prizes to the staff of the two Homes.	200	"
Participation of inmates in district inter-school sports.	200	"
Supply of dress and equipment for girl guides.	500	once in two years.



## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
------------------------	---------------------------------	-----------------------------------

(1)

(2)

(3)

## 21. Games, Sports and Physical exercises- Cont.

B) Borstal, Schools, Approved Schools, Stri Sadana Training Home and Shelter, Madras Vigilance Home, Madras and the Government. Reception Homes, Madras. Cont.	(xi) Expenditure not exceeding the amounts specified below in respect of Girls' Approved Schools and Girls' Club, Madras:-	Rs.
Annual prize distribution ..	500 per annum	
Purchase of games and sports materials ..	1,000 "	
Participation in district inter-School Sports.	200 "	
Supply of uniform for pupils joining girl guides movement.	500 once in two years.	
Girl guides camp and purchase of troupe equipment	500 per annum	
Cash prizes for staff on the annual sports day.	100 "	

(xii) Expenditure not exceeding the amounts specified below in respect of Reception Homes and Boys club, Madras:-

Annual Prize distribution	500 per annum.
Cash prizes for staff on the annual sports day	100 per annum.

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc..
(1)	(2)	(3)
21.	Games, Sports and physical exercise-	Cont.
B)	Borstal, Schools, Approved Schools, Stri Sadana Training Home and Shelter, Madras Vigilance Home, Madras and the Government Reception Homes, Madras.	(xiii) Expenditure not exceeding Rs. 500 per annum for the purchase of games and sports materials for the use of the inmates of the Government Reception Homes for Boys' and Girls and Boys' Club, Madras.
	Cont.	
(xiv)	Expenditure not exceeding Rs. 200 per annum to enable the Girl Guides of the Stri Sadana, Madras, to attend Rally Camp, etc.	
(xv)	Expenditure for the payment of quota fee at the rate of twentyfive paise only per guide per year in respect of the girl guides of the Government Stri Sadana, Madras.	
(xvi)	The Director of Social Defence may sanction the expenditure on the purchase of games materials for use in the Government Special Home for Children of Repatriates, Mathur, upto Rs. 700 per annum.	
(xvii)	The Director of Social Defence may sanction expenditure not exceeding Rs. 4,200 per annum towards participation of pupils of Approved Schools in Inter School Athletic meets, tournaments, etc.	
(xviii)	The Direcotr of Social Defence Madras may sanction expenditure not exceeding Rs. 5,000 per annum towards the conduct of Inter-Approved Schools Sports and Games between the inmates of the Institutions under the control of the Director of Social Defence.	

## APPENDIX-5 Cont..

Serial number of item.	Description of the expenditure.	Special rules, restrictions, etc.
(1)	(2)	(3)

## 21. Games, Sports and physical exercises- Cont.

B) Borstal, Schools, Approved Schools, Stri Sadana Training Home and Shelter, Madras Vigilance Home, Madras and the Government Reception Homes, Madras. Cont.

(xix) The Director of Social Defence may sanction expenditure, not exceeding Rs. 900 every year towards the purchase of sports materials for for the three Government After Care Homes at Vellore, Athur and Madurai under his control at Rs. 300/each.

(C) Jails- .. .. The Inspector-General of Prisons may incur expenditure as follows:-

(i) Expenditure not exceeding Rs.500 per annum on the purchase of games and sports materials for the use of adolescents undergoing modified Borstal treatment in each of the Central Prisons:-

(ii) (a) Expenditure not exceeding Rs.800 a year for the conduct of sports in each of the Central Prisons.

(b) Expenditure not exceeding Rs.500 a year for conducting annual day celebration and sports and not exceeding Rs.500 a year for the purchase of sports materials for the State Prison for Women, Vellore.

(iii) Expenditure not exceeding Rs.5,000 a year for holding inter-jail sports.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
------------------------	---------------------------------	----------------------------------

(1)

(2)

(3)

**21. Games, Sports and physical exercises- Cont.**

<b>B) Borstal, Schools, Approved Schools, Stri Sadana Training Home and Shelter, Madras Vigilance Home, Madras and the Government Reception Homes, Madras.</b>	(iv) Expenditure not exceeding Rs. 200 a year on the purchase of cup or medal to be awarded to the best shot among the executive warder staff.
--	--

Cont.

(v) Expenditure not exceeding Rs.3,000 a year for the purchase of sports materials for the use of special class prisoners in the jails in the State.

<b>(D) Adi Dravidar and Tribal Welfare Department.</b>	The Director of Adi - Dravidar and Tribal Welfare may distribute the allotment to the Collectors.
--	---

<b>(E) Police Sports</b>	(i) The Director - General of Police may allot to ranges and districts (including the City Police) in his discretion the amount provided in the budget each year for grants for Police Sports.
--------------------------	--

(ii) The Director - General of Police may contribute annually a sum of Rs. 5,250 to the Central Fund to be controlled by the All-India Police Sports Control Board.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 21. Games, Sports and physical exercises- Cont.

## (F) Fire Service Department.

The Director of Fire Services may sanction an initial grant of Rs.50 for each fire station newly built, for games and sports.

## (G) Medical Department

The Director of Medical Education and Director of Medical and Rural Health services may sanction non-recurring expenditure not exceeding Rs. 2,000 (Rupees two thousand only) and Rs. 500 (Rupees Five hundred only) respectively towards the purchase of sports materials and radios towards the recreational facilities for the members of nursing staff attached to each of the Medical Institutions in the Madras City and in the mufassal whose sanctioned bed strength is 200 and above.

## 22. Gramophone records and needles, magic lantern slides and radio sets.

(i) The Inspector-General of Prisons may incur expenditure not exceeding a total amount of Rs. 200 a year for each jail, Borstal School on the

## APPENDIX-5 Cont.

Serial number of item. (1)	- Description of the expenditure. (2)	Special rules, restrictions etc. (3)
22.	Gramophone records and needles, magic lantern slides and radio sets.—Cont.	purchase of magic lantern slides and gramophone records and needles. Within this limit he may also incur expenditure on licence fees and other sundry expenses in connection with radio sets installed in jails. In addition to this he may incur expenditure on necessary repairs to, and the replacement of component parts of the radio sets, when necessary, subject a limit of 150 for a radio set on each occasion for repair or renewal.
(ii)	The Director of Social Welfare, Madras may incur expenditure not exceeding Rs. 500 per annum on the purchase of gramophone records and needles and on other materials required for proaganda purposes in the city and mufassal.	
(iii)	The Director of Industries and Commerce may incur expenditure on payment of radio receiver licence fees at the rate in force every year in respect of radio sets maintained in the Industrial Training Institute/Centres under the control of the Industries Department and the hostels attached to them. The Director of Industries and Commerce may, however delegate the powers in this behalf to the Joint Director of Industries and commerce	

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

22. Gramophone records and needles, magic lantern slides and radio sets. Cont.

(iv) The Director of Social Defence may incur expenditure not exceeding a total amount of Rs. 200 year for each Government Approved School the Stri Sadana Training Home and Shelter, the Vigilance Home and Government Reception Homes, Madras on the purchase of magic lantern slides and gramophone records and needles. Within this limit, the Director of Social Defence may also incur expenditure on licence fees and other sundry expenses in connection with radio sets installed in those institutions. In addition to this, the Director may incur expenditure on necessary repairs to, and the replacement of component parts of the radio sets when necessary subject to a limit of Rs. 75 for a radio set on each occasion for repair or renewal.

(v) The Director of Fisheries may incur an expenditure up to a limit of Rs. 200 per year on the purchase of gramophone records and needles, magic lantern slides and radio sets.

(vi) The Director of Animal Husbandry may incur expenditure not exceeding Rs. 200 (Rupees two hundred only) in each case for making cinema slides and also to incur necessary expenditure towards charge payable to cinema theatres to screen the slides of Animal Husbandry Department.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 23. Hospital charges.

## I. Allopathic Medicine.

(A) Medical Department	The Director of Medical and Rural Health Services Director of Medical Education may sanction expenditure towards the purchase of the "Non-diet articles" otherwise classified as "Other Hospital Necessaries" mentioned below for the Government Medical Institutions upto to Rs. 10,000 for each or a number of articles at a time.
------------------------	--

## NON-DIET ARTICLES STOREABLE.

## (i) Medicines, drugs, dressing, bedding and linen.

1. Ice
2. Kerosene Oil.
3. Matchbox
4. Sieves
5. Windows
6. Tape White
7. Bran
8. Cotton seeds
9. Quick lime (Chunam)
10. Safety pins
11. Sand River
12. Straw
13. Waste paper
14. Shaving of patients.
15. Comb



## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
------------------------	---------------------------------	----------------------------------

(1)	(2)	(3)
-----	-----	-----

23. Hosital Charges- Cont.

## I. Allopathic Medicine-Cont.

## (A) Medical Department-Cont.

16. Metal polish
17. Battery cells
18. Chimneys.
19. Mullayes and munthayas
20. Robin blue
21. Pots earthen, covers and rings.
22. Mats.
23. Paint
24. Painting Brush
25. Stove pins.
26. Tar.
27. Bulbs for torch-light.
28. Khus khus tatties
29. Cotton for mattresses
30. Thread for ligature
31. Linseed powder
32. Coal and coke
33. Alum
34. Belt fastner
35. Cob web brush
36. Ladles coconut
37. Candles
38. Yellow grease
39. Honey
40. Turpentine
41. Heavy Engine oil
42. Linen marking ink
43. Fly papers
44. Safty Razor blades
45. Hen coups
46. Toilet powder

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
------------------------	---------------------------------	----------------------------------

(1)	(2)	(3)
-----	-----	-----

## 23. Hospital Charges-Cont.

## I. Allopathic Medicine-Cont.

## (A) Medical Department-Cont.

47. Hurricane lanterns
48. Buckets
49. Groundnut cakes
50. Cigars
51. Keeths (cocount leaves plaited)
52. Varnish
53. Tinker's acid
54. Tooth brush
55. Checoy (soapnut powder)
56. Shoeing of bullocks.
57. Needles
58. Gingelly oil cakes
59. Hair clipping to patients
60. Fullers earth
61. Baskets
62. Brooms
63. Coconuts for scrubbers
64. Leaf umbrellas
65. Date mats
66. White washing brushes
67. Chatties
68. Goglets
69. Goglet covers
70. Water pots
71. Linseed oil
72. Beas wax.
73. Sand paper
74. Emery paper
75. Screws
76. Wire nails

## APPENDIX-5 Cont.

Serial umber of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 23. Hospital Charges-Cont.

## I. Allopathic Medicines-Cont.

## (A) Medical

## Department-Cont.

- 77. Putti
- 78. Glue
- 79. Glasso polish
- 80. Wire mesh
- 81. Twine
- 82. Toilet paper.
- 83. Gillette razor  
blades
- 84. French polish
- 85. Galvanised wire guage
- 86. French Chalk
- 87. Soda ash
- 88. Bleaching powder
- 89. Country Washing soda
- 90. Incense
- 91. Soapnuts
- 92. Crystal soda, White.
- 93. Phenyle.

ii) Cataract Glasses. These glasses may be purchased to the extent necessary in hospitals where there is a special eye department for supply on discharge to patients who have undergone an operation, for cataract and are too poor to buy the glasses for themselves.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 23. Hospital Charges-Cont.

## I. Allopathic Medicine-Cont.

## (A) Medical Department-Cont.

- (iii) (a) Diet, railway fare, boat hire, etc., of patients in mental hospitals.- see the Tamil Nadu Mental Hospital Code.
- (b) Diet, etc., of patients in Government Hospitals.- See the Tamil Nadu Civil Medical Code.
- (c) Diet of patients sent for treatment to local fund hospitals by a Magistrate, Police Officer or Jail Superintendent.- The charges for feeding a patient sent for treatment in connection with a Police case should be debited to the contingencies of the Magistrate concerned. The charges for feeding a patient who is a sick prisoner or an accused person under remand in a jail should be debited to the contingencies of the jail.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 23. Hospital Charges-Cont.

## I. Allopathic Medicine-Cont.

## (A) Medical Department-Cont.

NOTE:- The cost of the medicines used for such patients should invariably be borne in full by the local body responsible for the hospital.

(iv) Indigent persons. Treatment in Government Hospitals and transfer to leprosy treatment centres.-See the Tamil Nadu Civil Medical Code.

(v) "Drugs and medicines-Drugs and Medicines can be purchased without monetary limit but subject to budget provision from the following:-

a) Medical stores Department.

b) Hindusthan Antibiotics Limited

c) Indian Drugs & Pharmaceuticals Limited.

d) Tamil Nadu Dadha Pharmaceuticals.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 23. Hospital Charges-Cont.

## I. Allopathic Medicine-Cont.

## (A) Medical Department-Cont.

In respect of purchase of drugs and medicines made through tenders from other firms, the Director of Medical Education/Director of Medical and Rural Health Services/Director of Public Health and Preventive Medicine shall incur expenditure upto Rs. 20,000/- on each occasion for each of the items.

- (vi) "Gauze cloth, bandage cloth and wash-well soap:- The Director of Medical Education/ Director of Medical and Rural Health Services / Director of Public Health and Preventive Medicine shall incur expenditure towards the purchase of gauze cloth, bandage cloth and wash-well soap upto Rs. 20,000 on each occasion for each of the items.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 23. Hospital Charges-Cont.

## II. Integrated Medicine.

(B) Jail Department	The Inspector-General of Prisons is empowered to sanction upto a limit of Rs. 2,000 per month towards purchase of medicines for each prison and Borstal School.
(C) Local Fund Hospitals.	See rule (iii) (c) under "(A) Medical department" above.
(D) Police Department.	See item 37 (F) below:.
(E) Animal Husbandry Department.	The Director of Animal Husbandry may sanction the initial supply of medicines and drugs for a Veterinary Hospital or Veterinary Dispensary upto Rs. 2,000.
	The Director of Animal Husbandry is empowered to purchase biological products including Anti-Rabic vaccine upto Rs. 10,000 at a time subject to the availability of budget allotment.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
23.	Hospital Charges-Cont.	

## II. Integrated Medicine- Cont.

- (F) Agriculture Department. The Director of Agriculture may incur expenditure for the purchase of first aid boxes and medicines for all the institutions under his control subject to the limit of Rs. 1,000 on each occasion.
- (G) Department of Social Defence. The Director of Social Defence may sanction expenditure for the purchase of medicines locally to the extent of Rs. 1,000 at a time for each Government Institution under the Department.
- (H) Technical Education Department. The Director of Technical Education may incur expenditure for the purchase of first aid boxes and medicines for all the institutions under his control subject to a limit of Rs. 1,000 at a time.
- (I) Labour Department. The Commissioner of Labour may incur expenditure for the purchase of chemicals and Medicines required by the Medical Officers, under his control, subject to a limit of Rs. 5,000/- at a time.



## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
23.	Hospital Charges-Cont.	

## II. Integrated Medicine- Cont.

(J) Inspector of Factories	The Chief Inspector of factories may incur expenditure for the purchase of Chemicals and Medicines required by the Medical Officers under his control subject to a limit of Rs.5,000/- at a time.
24. Hostel charges.-	The Director of Medical Education may incur expenditure on cooking utensils and crockery required for hostels attached to medical colleges up to Rs. 1,000 for each hostel.
(A) Medical Colleges.	
(B) Adi Dravidar and Tribal Welfare Department-Hostels.	(i) The Director of Adi Dravidar and Tribal Welfare in the case of Madras City, may in his discretion, grant railway fares or bus fares by the lowest class to the boarders of those hostels for their journeys to and from their houses during the summer vacation.  (ii) The Director of Adi-Dravidar and Tribal Welfare may sanction

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
------------------------	---------------------------------	----------------------------------

(1)	(2)	(3)
-----	-----	-----

24 Hostel charges- Cont.

(B) Adi Dravidar and Welfare Department- Hostels. Cont.	expenditure at the rates shown below towards tin coating and repairing of utensils in the Harijan Welfare Hostels.
---	--

Serial number	Strength in each hostel.	Monetary limit fixed for sanction by the Director of Adi-Dravidar and Tribal Welfare.
---------------	--------------------------	---

(1)	(2)	(3)
1.	Up to 35 boarders	Rs.50 per annum per hostel
2.	Up to 75 "	Rs.100 per annum per hostel
3.	Up to 100 "	Rs.150. per annum per hostel.
4.	Up to 200 "	Rs.275 per annum per hostel
5.	Up to 300 "	Rs.350 per annum per hostel

[G.O.Ms.No. 633, Finance (Codes-I), dated 5th July 1975]

(C) Technical Education Department.	The Director of Technical Education may incur expenditure on cooking utensils and crockery required for hostels attached to the technical institutions under his control up to Rs. 1,000 for each hostel.
-------------------------------------	---

(D) Backward classes Department.	The Director of Backward Classes and Minorities Welfare may sanction expenditure at the rates shown below towards tin coating and repairing of utensils in the Backward Classes Hostels.
----------------------------------	--

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 24 Hostel charges- Cont.

Serial number	Strength in each hostel.	Monetary limit fixed for sanction by the Director of Backward Classes and Minorities Welfare.
(1)	(2)	(3)
1.	Up to 35 boarders	Rs. 50 per annum per hostel.
2.	Up to 75 "	Rs. 100 "
3.	Up to 100 "	Rs. 150 "
4.	Up to 200 "	Rs. 275 "
5.	Up to 350 "	Rs. 350 "

## (E) Social Defence Department.

The Director of Social Defence may sanction expenditure at the rates shown below towards tin coating and repair of utensils to each Government Institution:

Serial No.	Strength in each institution.	Monetary limit
(1)	(2)	(3)
1.	Up to 35 boarders	Rs. 50/- per annum,
2.	Up to 75 "	Rs.100 "
3.	Up to 100 "	Rs.150 "
4.	Up to 200 "	Rs.275 "
5.	Up to 300 "	Rs.350 "

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

15	<u>Hot and cold weather charges.</u>	A controlling authority should make specific allotment to each officer under its control for hot and cold weather charges.
----	--------------------------------------	--

The supply of goglets and tumblers in all offices during the hot weather should not exceed the scale laid down below:-

Class of Government servants.	Scale of supply.
(1)	(2)

Government Servants drawing in the scale of pay the minimum of which is Rs. 2,200/- and above.	One glass tumbler and one earthenware goglet for each, once in a year.
--	--

Non - Gazetted Government Servants.	(a) One glass tumbler for each non-Gazetted Government Servant and one earthenware goglet for a group of four non-gazetted Government Servants, once in a year, in cases not covered by clause (b) below.
-------------------------------------	---

	(b) One glass tumbler for each one of the Record Clerks and subordinates of similar status, office Assistants and other contingent staff in an office, once in a year.
--	--

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

26. Jails and Social Defence Institutions
- (A) Dramatic Performances.
- (a) Jails.- The Inspector General of Prisons may sanction the incurring of initial expenditure for such items as the hiring of costumes, scenes and musical instruments and the printing of notices and tickets in connection with the staging of dramas by prisoners, inmates in Jails and the Borstal School provided that he is satisfied that the expenditure will, beyond reasonable doubt, be covered the eventual receipts, after taking into account all the other charges to be met from them. The proceeds realized should be credited to the Government in full- See Treasury Rule 7 (1). If the receipts exceed the charges, the Inspector General of Prisons may authorize the Superintendent of the Jail of Borstal School to incur expenditure from his Contingent allotment on gramophone records, books etc., for the use of the Jail or Borstal School up to the amount by which the receipts exceed the charges.
- (b) Social Defence Institutions.- The Director of Social Defence may also incur expenditure as in Rule (a) above, in respect of Government Approved Schools, Stri Sadana Training Home and Shelter, Vigilance Home and Government Reception Homes, Madras.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
26	Jails and Social Welfare institutions-	Cont.

**(B) Spectacles for prisoners.**

The Inspector -General of Prisons may incur expenditure not exceeding Rs. 30 per prisoner at anyone time on the purchase or repair or renewal of spectacles, to such of the 'C' class prisoners in the Jails, as are certified by the Medical Officer concerned to be in real need of spectacles.

**27. Laboratory Charges.**

Heads of offices may incur expenditure on the working of laboratories attached to educational and professional institutions and technical departments, subject to the following conditions:-

**27. Laboratory Charges.**

(1) The rules and delegations in Chapter VII, and item 4 above regarding the purchase of apparatus, instruments, machinery, etc., should be duly observed.

(2) If any recurring items of expenditure e.g., expenditure on pay of laboratory menials (item 32) are incurred, the rules regarding them should be strictly followed.

## APPENDIX-5 Cont.

Serial number of item. (1)	Description of the expenditure. (2)	Special rules, restrictions etc. (3)
28. Land.		The purchase of land for the use of any department requires the sanction of the Government. As regards acquisition of land for the extension of village sites, see note (1) to paragraph 6 of Board's standing Order No.21.
29. Law charges		(1) The Heads of Departments shall be competent to sanction expenditure on law charges including incidental charges without monetary limit subject to budget provision, provided powers for prosecution or institution of law suit rest with them or any other subordinates authorised in this behalf under any law, rules or orders for the time being in force.
29. Law charges	..	(2) When a suit is brought to contest the correctness of a survey in a panchayat, the cost should be apportioned between the Government and the Local Board concerned in the proportion of two to one, provided that the local board accepts the legal representative appointed by the Collector and does not appoint another.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
29 Law Charges-- Cont.	(3)	The Government Solicitor is entitled to charge a fee not exceeding 1 per cent of the Government grant for the examination of title and settlement of the mortgage in connection with an educational building grant. The fee is also subject to a minimum of Rs. 20 and a maximum of Rs. 250 in each case. The fee will be paid in equal shares by the management of the institution and the Government.
	(4)	The department concerned should pay in cash for any stamps required for suits or other purposes on behalf of the Government. See also the Civil Rules of Practice.
30. Livestock--		
(A) Cinchona	Department.	Deleted.
(B) Medical	Department.	The Director of Medical and Rural Health Services may incur expenditure on the replacement of draught bullocks in institution under his control, provided that--
	(1)	the Government have sanctioned the maintenance of a draught bullock in the institution concerned; and
	(2)	not more than Rs. 600 is paid for any one bullock.



## APPENDIX-5 Cont.

Serial number of item. (1)	Description of the expenditure. (2)	Special rules, restrictions etc. (3)
-------------------------------	--	---

## 30 Livestock- Cont.

## (C) Police Department.

The Commissioner of Police may purchase the horses required for the Madras City Police. He may incur expenditure on the purchase of commodities required for feeding the horses belonging to the Madras City Police on the scale laid down in order No. 335 (3) of the Madras City Police Orders, Volume I.

## (D) Animal Husbandry Department.

(a) The Director of Animal Husbandry is empowered (1) to replace any of the animals (ponies, horses, bullocks, cows, calves, dogs, rams and roosters), (2) to dispose of any surplus animals attached to the Veterinary College, and (3) to sanction alterations in the rates of daily feeding charges.

(b) The Director of Animal Husbandry may purchase livestock required for the conduct of experiments subject to a limit of Rs. 500 on account of any one experiment, whether it is undertaken by a single District Veterinary Officer or by more than one either at a same time or consecutively. The total annual expenditure on these experiments conducted both in the districts and in the laboratory of the Madras Veterinary College should not exceed Rs. 5,000.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 30 Livestock- Cont.

(D) Animal Husbandry Department. Cont.

(c) The Director of Animal Husbandry may incur or sanction expenditure connected with livestock operations and for cultivation purposes at the farms and institutions in the Animal Husbandry Department to the extent indicated below:—

Powers similar to those of the Director of Agriculture in regard to the purchase of livestock and dead stock and working expense— See item 1.

NOTE 1. He may also sanction in the sale of animals of any kind, including poultry, pigs and sheep.

NOTE.2. He may also sanction the expenditure on the payment of watercess and additional surcharge for the Livestock Farms without limit.

NOTE.3. He may also sanction expenditure for the purchase of the following items:--

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 30 Livestock- Cont.

## (D) Animal Husbandry Department. Cont.

- |              |            |                          |
|--------------|------------|--------------------------|
| 1. Beef      | Rs. 3000/- | Per month.               |
| 2. Chemicals | Rs. 5000/- | for each item at a time. |
| 3. Plants.   | Rs. 5000/- | Per month.               |
| 4. Fire wood | Rs. 3000/- | "                        |

## (E) Agriculture

The Director of Agriculture may sanction expenditure for the purchase of livestock upto Rs.5,000/- (Rupees Five thousand only) relating to the scheme on State Seed Farms.

The Director of Agriculture may permit wherever necessary, the drawal of advance for the purchase of livestock upto the amount of expenditure sanctioned for the purchase in each case. The advance should be adjusted by detailed bills and vouchers as soon as possible.

- 31.A Meetings of Committees, Entertainment and Refreshment charges, Conference charges, Visit of V.I.Ps., etc.

The Heads of Departments are empowered to incur expenditure under this item as detailed below.

## APPENDIX-5 Cont.

Serial number of item. (1)	Description of the expenditure. (2)	Special rules, restrictions etc. (3)
31.	A Meetings of Committees, Entertainment and Refreshment charges, conference charges, Visit of V.I.Ps., etc. Cont.	
	Category_1.	Limit.
Visits of V.I.Ps., Foreign Trade Delegations, etc.,	(i) Rs. 1,000 on each occasion.	
		(ii) The Commissioner and Secretary, Legislative Council Secretariat may sanction expenditure upto Rs. 3,500/- per Committee.
	Category_II.	Limit.
Departmental Meetings, Annual Conferences, Press conferences, Advisory Committee Meetings etc.,	Rs. 5.00 per head subject to an annual limit of Rs. 6,000 for any Head of Department.	
	Category_III.	Limit.
Meetings of the committees of the State Legislature, Meetings of the Selectio Committee, such as those constituted for selection of candidates for admission into the Enginering Colleges and Technical Institutions.	(i) Rs. 50 per day of the meetings.	
		(ii) The Commissioner and Secretary, Legislative Council Secretariat, may sanction expenditure upto Rs.300/- per session of the meetings.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
31.	A Meetings of Committees, Entertainment and Refreshment charges, conference charges, Visit of V.I.Ps., etc. Cont.	

Category IV.	Limit.
Research Council Meetings such as those held in the Department of Veterinary Education and Research.	Rs.125 per day of the meeting

NOTE: Deputy Secretary to Government, Public Department and District Collectors will also be competent to incur expenditure under all the above categories.

B. Meeting of State Planning Commission, Travelling Allowance, conveyance charges, Working lunch etc.,

The Member Secretary, State Planning Commission is empowered:-

(i) to sanction expenditure towards Travelling Allowance which includes Daily Allowance and conveyance charges to any experts/ Non-official members (unattached and linked with institution) called for by the State Planning Commission from within or outside the State to attend any seminar, Conference, working group, sub-group committee and for any other discussion on plan matters as applicable to Class-I Officers of the State Government provided that such allowances are not drawn from any other source ;

## APPENDIX-5 Cont.

Serial number of item. (1)	Description of the expenditure. (2)	Special rules, restrictions etc. (3)
B. Meeting of State Planning Commission, Travelling Allowance, conveyance charges, Working lunch etc.,	(ii) to sanction expenditure on working lunch to those referred to in item (i) above not exceeding <u>Rs.15 per lunch per day</u> for each person whenever the meeting over runs the lunch time beyond 2.00 P.M. and is likely to continue till at least 4.00 P.M.;	
	(iii) to sanction expenditure on conveyance charges at the rate of Rs. 30/- per head irrespective of the distance from where he/she is coming; and	
	(iv) to settle the Travelling Allowance bill of the Experts/Non-official Members who already attended sub-group / Preliminary meeting/ seminar meetings convened by the State Planning Commission.	
32. Menials paid from contingencies.	(1) Heads of Departments and other authorities empowered to draw contingent bills may sanction the employment of unskilled menials on non-pensionable establishments whose pay is debited to contingencies provided that the rate of pay does not exceed a maximum of Rs.18 a month. Unskilled menials include masalchis, sweepers, cleaners, punkahpullers, watchmen, scavengers, totis, gardeners, etc.	

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
32.	Menials paid from contingencies- Cont.	Heads of Departments may also sanction the employment of skilled labourers, such as maistries, engine-drivers and carpenters, on non-pensionable establishments whose pay is debited to contingencies, provided that the rate of pay does not exceed Rs.28 a month.

The maximum rate of pay for an unskilled menial or a skilled labourer should not be sanctioned as a matter of course, but the pay of each post should be fixed with due regard to the nature of the work and the prevailing market rate of pay for the class of work required. No unskilled menial or skilled labourer paid from contingencies may be paid at a rate exceeding the relevant maximum laid down above unless the Government have specially sanctioned it.

Heads of institutions concerned may sanction maternity leave on full leave salary for a period not exceeding, two months at a time to all married female Government servants in the Medical Department whose pay is met from contingencies.

The Director of Agriculture may grant maternity leave with full wages for a period of two months for each confinement to the regular married women mazdoors of the Agricultural Department employed in the College Farms, Research Stations, Nurseries, etc., subject to the production of a medical certificate from a Registered Medical Practitioner.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
32	Menials paid from contingencies-	Cont.

Exception. The Maximum rate of pay of Rs. 18 a month will not, however, be applicable to the watchmen including night watchmen.

The maximum rate of pay of masalchis in the Judicial Department will be Rs. 18 a month.

NOTE 1. The Director of Medical and Rural Health Services/ Director of Medical Education may sanction the employment of menials paid from contingencies in Government medical institutions up to the maximum of the scale sanctioned by the Government for such menials.

The Director of Medical and Rural Health Services/ Director of Medical Education may employ purveyors in Government hospitals where necessary, provided that the pay of a purveyor does not exceed Rs. 20 a month in the case of District Headquarters Hospitals and Rs.15 a month in other cases.

Notwithstanding anything contained above, the Director of Medical and Rural Health Services / Director of Medical Education may sanction the employment of coolies for attending to works, of miscellaneous nature which may arise occasionally in Government Medical Institutions under his control on a daily wage not exceeding Rs. 2 or the market rate, whichever is less, each subject to the following conditions:—



## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 32 Menials paid from contingencies- Cont.

- (i) that not more than two such coolies are employed at a time in any institution, and
- (ii) that the total period for which such employment is sanctioned does not exceed one year in each case.

NOTE.2. Totis in Government hospitals belong to the regular establishment and do not come within the category of menials paid from contingencies.

NOTE.3 The maximum rates of pay laid down in the above rule do not apply to coolie labour employed occasionally on daily wages, but they apply to menials paid from contingencies and to menials whose pay is charged to estimates for works.

NOTE.4 The pay of all watchmen including night watchmen should be regulated with reference to the prevailing market rates from time to time. Such of the night watchmen as are employed in the City of Madras will, in addition, be eligible for the Madras Allowance of Rs. 2 per mensem.

NOTE.5 The maximum rate of pay of sweepers in the Tamil Nadu Archives will be Rs. 17 a month.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

**32 Menials paid from contingencies- Cont.**

(2) The pay of a menial paid from contingencies who is temporarily taken into camp in exceptional circumstances may be enhanced for the period of the tour by an amount not exceeding the travelling allowance admissible under the Tamil Nadu Travelling Allowance Rules to Government servants of the lowest grade, provided that he would have been eligible for a daily allowance during the tour if he had been working on the regular establishment. The enhanced pay in lieu of travelling allowance may be raised by 50 per cent in the case of journeys in the special tracts included in Class I and by 33-1/3 per cent in the case of journeys in the localities included in Classes II, in Annexure V to the Tamil Nadu Travelling Allowance Rules.

(3) Muster rolls should be maintained for all coolies employed on manual labour and paid at daily or monthly rates-- See Subsidiary Rule 20 under Treasury Rule 16.

(4) For purposes of departmental scrutiny and general audit, all drawing officers should describe in their contingent bills and registers the class to which each menial belongs, so that controlling officers may be able to see during inspections that the rates are not prima facie extravagant.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 32 Menials paid from contingencies- Cont.

(5). Each drawing officer should furnish a certificate along with the pay bills of contingent establishment in the following form in support of the wages fixed for menials:—

" Certified that the rates of pay allowed for the different classes of menials are fixed with due regard to the nature of work and with reference to the prevailing market rates and are within the maximum rates laid down by the Government in item 32 of appendix 5 of Tamil Nadu Financial Code except in cases for which the Government's special sanction has been obtained for the rates claimed in the bills."

Exception. In respect of menials employed in the Tamil Nadu Archives the Deputy Secretary to Government, Public Department may issue the certificate prescribed in this rule.

(6) The part-time menials paid from contingencies shall be paid consolidated wages at Rs. 60/- per month even in cases involving casual work for one or two hours only every day.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
33. Motor Vehicles_ (A) Hiring charges.	(1) In regard to the Madras City Police (including the Armed Reserve), the Commissioner of Police is empowered to hire motor-buses for Police arrangements._	
		(i) during large festivals, tours of the Governor and visits of other high personages, keenly contested elections to Legislatures and local bodies, etc.;
		(ii) to keep order in disturbed localities and in other similar situations; and
		(iii) in connection with the mobilization and training of District Armed Reserves and State General Reserves. He should submit to the Government by the 15th January and the 15th July of each year a statement showing__
		(1) the occasions on which motor-buses were hired during the previous half-year,
		(2) the number of buses hired on each occasion,

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

33 Motor Vehicles-  
Cont. (3) the number of days for which bus was engaged, and

(A) Hiring charges-Cont. (4) the amount paid on account of each bus.

(2) The Director of Stationery and Printing Madras, is empowered to hire private lorries for use in the Government Stationery Stores whenever the Departmental lorries are either under repairs or not sufficient to attend to the clearance of paper wagons and other articles of Stationery and for transport of Stationery consignments to the Railway Stores for despatch and for transport of paper to the Government Press up to a limit of Rs. 4,000 (Rupees four thousand only per annum). For the purposes, the Director is authorised to approve a list of lorry companies every year after calling for local quotations and to fix approved rates for hiring lorries.

(3) The Commissioner and Secretary, Legislative Council Secretariat is empowered to sanction expenditure upto Rs. 1,500/- per committee towards hire charges for vehicles engaged by Legislative Committees or fuel charges.

(B) Maintenance and upkeep of motor cars.

The charges for the maintenance and upkeep of a motor car supplied by the Government for the use of a person holding an office (other than the

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
<b>33 Motor Vehicles - Cont.</b>		

(B) Maintenance and upkeep of motor cars. Cont. Head of the state) should be met in the manner laid down by the Government in the orders governing each case. Usually the Government meet the cost of special repairs such as the replacement of worn-out or broken parts, and the person using the car has to meet all the ordinary running repairs and running expenses, such as the wages of driver and cleaner, if any, insurance charges, if any, and the cost of petrol, oil and the renewal of tyres.

(C) Purchase of Motor vans or ambulances. The Director - General of Police may condemn motor vehicles of Police Department based on the recommendations of the Three Men Expert Committee and buy new vehicles to replace the existing ones subject to the following conditions.

(1) No motor vehicles should be replaced until it has run the mileage specified below:-

(i) Lorries, station wagons and pick-up vans-- 80,000 miles.

(ii) Jeeps and Land Rovers-- 50,000 miles.

(iii) Motor Cycles\_\_ 40,000 miles.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
33	Motor Vehicles- Cont.	
	(C) Purchase of motor vans or ambulance. Cont.	

(2) If the Director - General of Police is satisfied that on its completion of 50,000 miles on road, a part worn vehicle of the class(I) (i) and (ii) above, is not likely to be dependable for police purposes, he shall transfer the vehicle to the common pool and thereafter the vehicle shall be disposed off in accordance with the instructions of the Government issued from time to time applicable to the vehicles of the common pool:

Provided that if it is certified by a technical officer that having regard to the conditions of the vehicle, the operation of the vehicle even by other departments will not be economical even after reasonable repairs, he may dispose of the vehicle in public auction.

NOTE. " Technical Officer" means such Technical Officer as may be appointed or authorised by the Government for the purpose of inspection of a part worn vehicle before disposal or a Motor Vehicle Inspector.

(3) Motor Cycles of the Police Department which have done 40,000 miles and which are not likely to be dependable for Police purposes, may be sold in public auction by the Police Department if such motor cycles are not required by those

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 33 Motor Vehicles - Cont.

(2) Purchase of motor vans or ambulances-  
Cont.

departments which normally use motor cycles. For the purpose the Director-General of Police will consult the Director, Motor Vehicles Maintenance department, Chief Secretariat, etc., which normally use motor cycles, before auctioning the motor cycles not required by the Police Department.

- (4) The Director-General of Police should submit to the Government by the 15th April of each year a return showing the number of motor vehicles replaced during the previous year and the following details for each replacement:-

(i) Make of the replaced motor vehicle;

(ii) make of the new motor vehicle;

(iii) date of purchase of the replaced motor vehicle;

(iv) date of purchase of the new motor vehicle;

(v) price paid for the replaced motor vehicle;

(vi) price paid for the new motor vehicle; and



## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 33 Motor Vehicles- Cont.

- (C) Purchase of motor vans or ambulances- Cont. (vii) total amount spent on repairs to the replaced motor vehicle.

II. The Director of Fire Services may condemn Motor Vehicles in the Fire Service Department subject to the following conditions:-

Vehicles other than cars and pick up vans shall be condemned only after they have been in use for 10 years and they have been certified by a Motor Vehicle Inspector as not worth repairing.

The condemnation of cars and pick up vans shall be governed by the rules for the disposal of Motor Vehicles belonging to the Departments of Government.

- (D) Repairs to motor vans, buses, lorries or ambulances. (1) The Heads of Departments other than those mentioned below shall incur expenditure on repairs to motor vehicles including the cost of purchase of spare parts, tyres and tubes as per the provisions under rule 15 of Appendix 26.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 33 Motor Vehicles - Cont.

## (D) Repairs to motor

vans, buses,  
lorries of  
ambulances-  
Cont.

(2) The Director-General of Police and the Commissioner of Police are empowered to incur expenditure on repairs to motor vehicles of the Police Department including purchase of tyres, tubes and spare parts as shown below :-

Description of the vehicle.	Limit. Rs.
(i) Jeeps, cars and station wagons.	4,000 per vehicle at a time.
(ii) Lorries and vans.	5,000 Do.

The Director General of Police is also empowered to incur expenditure on purchase of tyres and tubes under the rate contract system as shown below:-

Description of the vehicle.	Limit. Rs
(i) Lorries.	.. 5,000 per lorry in a calendar year.
(ii) Vehicles other than vehicle lorries, viz., jeeps, station wagons, landrovers, etc.	4,000 per vehicle in a calendar year

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 33 Motor Vehicles- Cont.

(D) Repairs to motor vans, buses, lorries or ambulances- Cont.

The Commissioner of Police is empowered to sanction expenditure on petrol, oil, cotton-waste, grease, distilled water and acid without any monetary limit for motor vehicles of other departments used for bandobust duties and for private vehicles hired or requisitioned for bandobust duties.

(3) The Director of Social Welfare is empowered to incur expenditure on petrol, oil, and cleaning charges in respect of cars and propaganda vans upto a limit of Rs.900 per mensem.

## 34. Office Expenses.

(1) (a) Charges for such items as the following fall under this head:-

Gum pots, rat traps, brooms, nails, soap, vinegar, water pots, ropes, matches, firewood, chalk, glue, paste, thread, umbrellas for Office Assistants, mats, winnows, lighting other than electric, cloth for records binding, advertisements, dhobying, renting of post boxes, bank commission, postal commission on money orders and value payable parcels, local purchase of books of money order, telegraph and value

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

**34 Office Expenses- Cont.**

payable post forms, postal and railway guides, winding of office clocks, naphthalene balls, drawing of sketches, tuition fees for training in fire fighting and drill, purchase of stamp papers, country twine, drawing materials, models, blue prints and ammonia presensitized paper, subscription of membership fees to societies, councils, etc., licence fees and incidental expenditure connected with the presentation by Collectors of badges and sanads to the recipients of titles.

The nature of each charge should be described in detail in the contingent bill.

NOTE.1. Railway guides may be brought only if there is a touring Officer in an office or if witness batta has to be paid.

NOTE 2. Charges for the packing and carriage of articles belonging to an office are treated as "office expenses" when they are not incurred in connection with tours.

The Commissioner of Archives and Historical Research is empowered to purchase 2 numbers of 5 Cell Torch Lights and the Cells therefor, for use during the night duty of the

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 34 Office Expenses- Cont.

Durwan and Assistant Durwan of Tamil Nadu Archives and also to purchase one number of 3 Cell torch light and Cells therefor, for each of the District Record Centres. He is also empowered to replace the torch lights once in 3 years and battery cells once in four months.

General: Charges on account of the purchase and replacement of the torch lights and cells may be treated as contingent expenditure.

(b) The Secretaries to Government, are authorised to incur expenditure for the purchase of towels, thermosflasks and cup and saucers for supplying them to officers who are on the scale of pay the minimum of which is Rs.3000/- and above in respect of the Secretariat Officers (i.e., not below the rank of Under Secretary), while the Heads of Departments are authorised to incur such expenditure in respect of the Officers who are on the scale of pay the minimum, of which is Rs.2,200/- and above (i.e., not below the rank of Deputy Collectors). But in the case of supply of such articles to the Heads of Departments, orders have to be issued only from the

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 34 Office Expenses- Cont.

administrative Departments concerned in the Secretariat. The supply of articles will be subject to the strict observation of the following norms:

Sl.No.	Details of Articles.	Scale of Period	Period and renewal.
(1)	(2)	(3)	(4)
1.	Towel	2 per head	Once in two years.
2.	Thermos Flask	1 per head (single size)	Once in a year.
3.	Cup & Saucer	2 sets per head	Once in two years.

The delegation of powers to the Heads of Departments and Secretaries to Government for the above said articles will be as indicated below:-

Sanctioning Authority

Officers to whom the articles can be supplied.

(i) Administrative Department in the Secretariat.	In respect of the Government Servants in the Secretariat who are on the scale of pay the minimum of which is Rs. 3000/- and above (i.e., not below the rank of Under Secretary) and in respect of the Heads of Departments.
---	---

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 34 Office Expenses- Cont.

- (ii) Heads of Departments. In respect of the Government servants who are on the scale of pay the minimum of which is Rs. 2200/- and above (i.e., not below the rank of Deputy Collectors) except the Heads of Departments them selves.

The norms indicated above, in respect of towel, thermos flask and cup and saucer are only the normal life span of these articles. Hence it should be ensured that even after the 'expiry of the period prescribed for them, these articles are to be replaced only when it is absolutely necessary and when the existing ones have been found to have become unserviceable.

In respect of torch light and battery cell, these articles need not be supplied suo moto to the officers. Such articles shall normally be supplied only when torch lights have been provided to Night Watchmen, or any calculators have been provided in office. The supply of these articles are regulated as indicated below:-

Sl.No.	Details of articles	Scale of supply	Period and renewal
(1)	(2)	(3)	(4)
1.	Torch light	1 per office	Once in three years.
2.	Battery Cells	2 Cells at a time.	6 cells for one Year.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 34 Office Expenses—Cont.

(2) The Heads of Departments are empowered to exercise full powers in respect of office expenses subject to budget provision. However, the conditions and other limitations prescribed below should be carefully observed:-

(i) Advertisement Charges.-

Advertisement charges in respect of advertisements released to publications in the approved list for which the advertisement tariffs have been fixed by the Government, may be incurred only with the sanction of the Heads of Departments.

In respect of advertisement to publications not in the approved list:

(a) The Director of Information and Public Relations is empowered to select any publication, release the advertisement and sanction the charges upto Rs. 500/-.

(b) The secretary incharge of the Information and Public Relations Department is empowered to release publications and sanction advertisement charges upto Rs.2,500/-per Advertisement



## APPENDIX-5 Cont.

Serial number of item. (1)	Description of the expenditure. (2)	Special rules, restrictions etc. (3)
-------------------------------------	--	--

**34 Office Expenses- Cont.**

(ii) All advertisements relating to chit tenders, contract notices, appointment notifications, vacancy notifications, etc., which are of local or State wide importance shall be published only in "TAMIL ARASU". Only major advertisements which are of State wide or national importance shall be released to other English and Tamil Newspapers. Information and Tourism Department shall choose the newspapers and adopt a cyclical system for issue of these advertisements.

NOTE.- Heads of Departments and other officers who incur expenditure on Government advertisements in newspapers should furnish a certificate in the contingent bills in which claims for advertisement charge are preferred that the rates claimed are not in excess of the rates prescribed by the Government from time to time.

(iii) Map mounting.- The Director of School Education, the Director of Agriculture and the Registrar of Co-operative Societies are empowered to incur expenditure on mounting of maps and charts, whenever it is not possible to get the work executed at the Government Press.

## APPENDIX-5 Cont.

Serial number of item. (1)	Description of the expenditure. (2)	Special rules, restrictions etc. (3)
-------------------------------------	--	--

## 34 Office Expenses- Cont.

(a) The Principal Chief Conservator of Forests is empowered to accord sanction for mounting of maps and charts of the Department in cases in which the amount involved exceeds Rs. 1000/- and above in each case.

## (iv) Money Order Charges.--

(a) General.- Charges on account of the issue of money orders may be treated as contingent expenditure by all Government Servants who are authorized to draw contingent bills, when a remittance by money order is unavoidable and is necessary in the interest of the public service. (See also clause (e) of Treasury Rule 7 (2) and Instruction 28 under Treasury Rule 16.)

NOTE.- When payment is made by money order to bus owners on account of bus warrants used by Police Officers or by Camp Clerks to Police Officers, the money order commission shall be debited to Government.

(b) Remittance of pay and allowances.- The pay, travelling allowance and contingent charges of subordinate Government servants employed in out-of-the-way places

## APPENDIX-5 Cont.

Serial number of item. (1)	Description of the expenditure. (2)	Special rules, restrictions etc. (3)
-------------------------------------	--	--

**34 Office Expenses- Cont.**

may be remitted by money order at the expense of the Government when the head-quarters of the subordinate is more than five miles from the treasury, provided that the money order commission will not be more than the travelling allowance payable if an Office Assistant were sent to encash the bill, cash order or Government draft, as the case may be. In special circumstances, e.g., when an Office Assistant cannot be spared or the journey is risky, the head of a department may permit such remittance even when the money order commission exceeds the travelling allowance that would be payable to an Office Assistant.

2.(v) (a). Out of pocket expenses to the Establishment of the Legislative Assembly and Legislative Council Secretariat:

Section Officers, Reporters, Assistants, Junior Assistants, Steno-typists, Typists, Record Clerks and other staff of the like categories who are required to work throughout office hours and upto 7.30 P.M. and beyond 7.30 P.M. on a working day (or) atleast 7 hrs. on a holiday being required to do so by an immediate superior officer, may be paid an out-of-pocket allowance as follows:

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 34 Office Expenses-Cont.

Legislative Assembly Department:

i)	Section Officers, Reporters House keeper and Private Secretary to Secretary and for persons in the Grade of Section Officer	Rs.5/- per day
ii)	Sergeant, Assistants, Steno - typists, Typists (Confidential), Translation Assistants, Library Assistants and persons in the Grade of Assistants	Rs.4/- per day.
iii)	Junior Assistants, Typists, Steno-typists, etc., and persons in the Grade of Junior Assistant	Rs.4/- per day
iv)	Record-keeper, Record Assistants, Rota Print Operators and Record Clerks.	Rs.3.50 per day
v)	Office Assistant and others in the Grade of Office Assistants	Rs.3/- per day

Legislative Council Department:

i)	Section Officers, Reporters, persons in the Grade of Section Officer and Sergeant.	Rs.5/- per day
----	--	-------------------

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 34 Office Expenses-Cont.

ii)	Assistant-cum-Steno typist, Assistants, Junior Assistants, Personal Assistant to secretary, Steno-typists and Typists including Typists (Confidential)	Rs.4/- per day
iii)	Record Assistant, Record Clerks and staff Car-Driver	Rs.3.50 per day
iv)	Office Assistant	Rs.3/- per day

NOTE:- No conveyance allowance shall be paid to any person besides the out-of-pocket allowance.

The bills will be paid from the office contingencies in the usual manner.

(b)(i) Out of pocket expenses to the Members of staff of Finance Department.

The Members of the staff of Finance Department working in the Budget, Ways and Means, Budget General, Resources, Part-II Sections, Translation staff attached to Budget sections Personal staff attended to the Finance Secretary and other officers of Finance Department who are directly connected with the preparation and compilation of Budget documents,

## APPENDIX-5 Cont.

Serial number of item. (1)	Description of the expenditure. (2)	Special rules, restrictions etc. (3)
-------------------------------------	--	--

## 34 Office Expenses- Cont.

during Budget season every year, may be paid out-of-pocket expenses at the following rates for attending to office work:

	<u>Rate</u>
1. Section Officers, Private Secretary ..	Rs. 10/- per day.
2. Assistant Section Officers, Assistants, Personal Assistants, Steno-typists and Typists ..	Rs. 8/- per day.
3. Record Clerks, Roneo Operators and Office Assistants ..	Rs. 6/- per day.

The sanction of the above rates of out-of-pocket expenses is subject to the following conditions:-

- i) The Government servant works throughout office hours and 3 hours beyond office hours on a working day.
  - ii) The Government servant works for atleast 7 hours on a holiday being required to do so by the immediate superior Gazetted Officer.
- b) (ii) Staff members who are working in State Plan, Plan Review I, II and III, 20 point Programme, Co-ordination, Technical Cells I & II, Data Bank and Personal Staff attached to officers in Planning and development for doing arduous, time bound,

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 34 Office Expenses-Cont.

urgent and Confidential nature of work relating to Plan during the period from October to March every year for the days on which they attended to this work may be paid out-of-pocket expenses at the rates specified below subject to the condition that;

a) The Government servant works throughout office hours and 3 hours beyond office hours on a working day;

b) The Government servant works for atleast 7 hours on a holiday being required to do so by immediate superior Gazetted Officer.

---

Designation	Rate of out of pocket expenses per day
(1)	(2)
1. Section Officer/ Research Research Officer / Senior Programmer and Private Secretary.	Rs.10/- (Rupees Ten only)
2. Research Assistant / Assistant Section Officer / Typist (confidential), Personal Assistant including Steno - typist/ Junior Programmer.	Rs.8/- (Rupees Eight only)

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
34	Office Expenses- Cont.	
	3. Assistant/Typist	Rs. 8/- (Rupees Eight only)
	4. Drivers.	Rs.6/- (Rupees six only)
	5. Record* Clerks including those in Roneo Section/ Office Assistant.	Rs.6/- (Rupees six only)

(c) The Director of Fisheries may incur contingent expenditure every year towards payment of out of pocket expenses to the staff drafted for physical verification of chanks at the specified rates.



## APPENDIX-5 Cont.

Serial number of item. (1)	Description of the expenditure. (2)	Special rules, restrictions etc. (3)
-------------------------------------	--	--

## 34 Office Expenses-Cont.

The Director of Fisheries may sanction expenditure to the extent necessary to enter into any annual contract or for any specified item or duration towards the payment of cooly or transport charges for transporting materials and stores or hiring of logs, engines and other stores.

- d) Out-of-pocket expenses to members of the Personnel and Administrative Reforms (Inspection) Department to defray the expenditure incurred by them towards the conveyance and meal charges when they assist the Inspection Officer who are directly connected with the preparation of preliminary notes of inspection in the offices of the Heads of Departments and State Government Undertakings, etc., situated outside the Secretariat complex in Madras City shall be paid at the rates specified below for not exceeding 25 days in a calendar month:

Section Officer	..	Rs. 10/- per day.
Assistant Section Officer		
Personal Clerk and Typist	..	Rs. 8/- per day.
Office Assistant	..	Rs. 6/- per day.

NOTE.- No conveyance allowance shall be paid to any person besides the out-of-pocket allowance. The bills will be paid from the "Office Contingencies" in the usual manner. The above provisions are applicable to all items under serial No. 34 (V).

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 34 Office Expenses-Cont.

(vi) The Director of Fisheries may incur expenditure not exceeding a sum of Rs.1000/- (Rupees one thousand only) every year for the conduct of physical verification of chanks.

(vii) The Director of Employment and Training may incur expenditure for purchase of water upto Rs. 1,000 to each of the Industrial Training Institute's Centres where there will be scarcity of water during the three months in summer season of each year when the wells of Industrial Training Institutes are dried up and adequate yield is not available to meet the entire requirements of the Industrial Training Institute hostel and staff quarters.

viii) The Heads of Departments including Secretaries to Government may sanction out-of-pocket expenses at the following rates for their staff who work late after office hours, for three hours during working days and on Gazetted Holidays in connection with Budget work:

1. Section Officer/Superintendent	..	Rs. 3/- per day
Accountants.		
2. Assistants.	..	Rs.2.50/"
3. Junior Assistants.	..	Rs.2.50/ "
4. Typist/Steno-typist	..	Rs.2.50/ "
5. Record Clerk	..	Rs.1.50 "
6. Office Assistant	..	Rs.1.50 "

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 34 Office Expenses-Cont.

(ix) The Director, Motor Vehicles Maintenance Organisation may incur preliminary expenditure upto Rs. 250/ at the time of transfer of land/site from other departments or private parties in connection with the setting up of workshop or service station of Motor Vehicles Maintenance Organisation.

x) Sanction of Plastic name board and designation board. The Heads of Departments are empowered to exercise full powers in respect of sanctioning the expenditure on the supply of plastic name boards and designation boards whenever there is change of officers in the departments and whenever there is need to change the boards under office expenses.

(xi) (a) Out of Pocket expenses for Chief Superintendents, Assistant Superintendents and Basic servants employed by the Tamil Nadu Public Service Commission in connection with various examinations conducted by it may be paid at the following rates:

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
<b>34 Office Expenses-Cont.</b>		
Chief Superintendents	...	Rs.10/- per day or Assistant
Superintendents	...	Rs. 6/- part of a day
Office Assistant	...	Rs. 3/-

b) The Government Servants drafted for the work connected with the Tamil Nadu Public Service Commission examination during holidays need not be granted any compensatory holiday, but they shall be paid out-of-pocket expenses at the following rates:

Chief Superintendent	..	Rs.10/- per day
Assistant Superintendent	..	Rs.6/- "
Office Assistant	..	Rs.4/- "

The out-of-pocket expenses at the above rates include the whole day examination or part of the day examinations as the case may be .

(c) The staff of Tamil Nadu Public Service Commission who are drafted for supervision work in connection with the Commission's Examinations within Madras City whether they work on working day or on holiday shall be paid out of pocket expenses at the rates shown below:-

1. Superintendent	..	Rs.10.00 per day
2. Assistant /Junior Assistant	..	Rs.6.00 per day

The payment of out of pocket expenses on holiday is allowed subject to the condition that no compensatory leave for such holiday is availed.

## APPENDIX-5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2).	(3)

## 34 Office Expenses- Cont.

(xii) All Heads of Offices of the Commercial Taxes Department may incur expenditure not exceeding Rs.500/- towards repair of Franking Machines either in piecemeal or at a time, subject to Budget provision. Sanction of the Head of the Department is necessary for expenses exceeding Rs. 500/-.

## 35 Photographic charges

The following authorities only are empowered to sanction photographic charges in the public interest, e.g., in the interests of public justice or for educational, medical or scientific purposes, subject to the limit indicated against each. The delegation does not extend to the purchase or making of cinematograph films, for which the sanction of the Government is necessary:-

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
35	Photographic Charges- Cont.	Exception: (1) The Director of School Education may incur an expenditure up to a limit of Rs.10,000 at a time in connection with the purchase of films and other items of audio-visual equipment for the Central Film Library, for his office and for educational institutions under Government management.

Exception: (2) The Director of Information and Public Relations may incur expenditure not exceeding Rs.30,000 per annum on purchase of films, chemicals and such other materials, required for photographic work.

Authority *limit of Sanction*

Commissioner for Revenue Administration.

Chief Conservator of Forests.

Director of Medical and Rural Health Services.

Director of Collegiate Education.

Director of Animal Husbandry.

High Court.

Director of Technical Education.

Inspector-General of Registration.

No Monetary limit.

APPENDIX 5 *Cont.*

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
------------------------	---------------------------------	----------------------------------

(1)

(2)

(3)

35. **Photographic Charges-Cont.***Authority**Limit of Sanction*

Director, Government Museum.

Chief Engineer (Highways and Rural Works).

Director of Fire Services.

Director of Medical Education.

Commissioner, Hindu Religious and Charitable Endowments (Administration) Department.

Director of Fisheries.

Director of Industries and Commerce in connection with the implementation of the schemes for the development of industries, such as taking photographs and enlarging them to serve as models in the training institutions under his control and for propoganda and publicity.

Director, Chemical Examiner's Laboratory.

No  
Monetary  
limit.

## APPENDIX 5 Cont.

Serial number of item. (1)	Description of the expenditure. (2)	Special rules, restrictions etc. (3)
35	Photographic Charges-Cont.	
	<i>Authority</i>	<i>limit of Sanctions.</i>
	State Port Officer	Rs.200 a year
	Inspector - General of Prisons	Rs.5 or the actual cost whichever is less towards the cost of photo taken for identity pass in respect of each District Probation Officer Additional District Probation Officer.
	Director of Social Welfare	Rs.500 a year
	Director of Social Defence	Rs.50 a year in respect of each Institution in the Department of Social Defence.
	Chief Electrical Inspector to Government	Rs.5 or the actual cost whichever is less towards the cost of photos taken for each Inspecting Officer from the contingencies amount.
	Examiner of Local Fund Accounts	No monetary for taking photostat copies of records. required by the Police or other investigation officers.
	Director of Sericulture	No monetary limit.



## APPENDIX 5 Cont.

Serial number of item. (1)	Description of the expenditure. (2)	Special rules, restrictions etc. (3)
-------------------------------	--	---

**35 Photographic Charges - Cont.**

Authority.	Limit of sanction.
Commissioner of Labour	Rs.200 on each occasion subject to an annual ceiling Rs.5,000 to meet photographic charges incurred by Inspectors of Factories to photograph places of fatal and serious accidents.
Commissioner Tamil Nadu Archives and Historical Research	No monetary limit subject to the condition that the expenditure shall be confined to getting essential photographs in respect of gazetteer work alone.
36. Plague Charges	See the Tamil Nadu Plage Regulations.
37. Police Charges (A) Bandobust arrangements	The Commissioner of Police is authorised to incur miscellaneous expenditure in connection with Police bandobust arrangements on such items as --  (1) erection of sheds, (2) sanitary arrangements, (3) water-supply arrangements (4) renting of accommodation, (5) lighting, telephone, etc., and

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
37	Police Charges-	
	(A) Bandobust arrangements	(6) other micellaneous and unforeseen charges.
	-Cont.	

He should submit to the Government by the 15th January and the 15th July of each year a statement showing the occasions on which such expenditure was incurred during the previous half-year and the exact amount paid under each item on each occasion.

The return will be sent through the Director General of Police in the case of the Deputy Director-General of Police.

(B) Cooking utensils, plates, etc.	The Director - General of Police may incur expenditure upto Rs.1,000 at any one time on the purchase and repairs of cooking utensils, plates, etc., required for the Police Department, except in the Police School hostels.
------------------------------------	--

The Director - General of Police may sanction expenditure upto Rs.2,000 (Rupees two thousand only) per year on repairs to the cooking utensils in each of the Tamil Nadu.

## Special Police Battalions

(C) Commemoration day	The Commissioner of Police, Madras, is empowered to incur an expenditure of Rs.500 per annum towards Police Commemoration Parade.
-----------------------	---

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

37 Police charges-  
(A) Bandobust arrangements-Gont.

(D) Custody of Prisoners, etc. Expenditure may be incurred for the conveyance of an under-trial prisoner, and for feeding a prisoner kept in a lock-up or in custody in a Magistrate's camp in accordance with the scale of batta prescribed by the Government from time to time.

(E) Driving Licences. The Director - General of Police, may incur expenditure for obtaining permanent driving licences for the Assistant SubInspectors undergoing training in the Police Training College.

(F) Hospital charges. (a) Members of the Police force (including Armed Reserves, Tamil Nadu Special Police Battalions) whose pay is Rs.70 a month or less will be treated and fed free in local fund or municipal hospitals, and in Special Police Wards attached to local fund or municipal hospitals. The Government will meet treatment and diet charges on their account at local fund and municipal hospitals, and also the charges for repairs and

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 37 Police charges-Cont.

## (F) Hospital Charges.

maintenance of Special Police wards in such hospitals and the cost of any special staff employed for duty in such special wards. The following procedure should be followed in connection with these charges:-

The total cost of the medicines and surgical and other appliances issued for use during each year in a local fund or municipal hospitals in which police patients are treated should be divided proportionately to the number of police and other patients treated in the hospital. The local body concerned may recover from the Government the amount proportionate to the number of police patients by presenting at the treasury a contingent bill countersigned by the District Medical Officer.

(b) When members of the Police force (including Armed Reserves, Tamil Nadu Special Police Battalions) whose pay is Rs.70 a month or less are treated as out-patients or inpatients at a hospital where no special arrangements are made for them, they will be subject to the rules applicable to other persons of the same status at that hospital; any charges leviable from them under the rules of the hospital will be borne by the Government.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 37. Police charges- Cont.

(G) Water-supply and scavenging charges. Charges on account of residential buildings for water supply and scavenging whether payable to a private agency or to a local body, are ordinarily payable by the tenants themselves eventhough the quarters may be rent-free- See Article 120. The Government have, however, sanctioned the following concessions in regard to police lines:-

(1) The Government will bear the scavenging charges for head constables and constables living in Government quarters. The total expenditure for each district should be limited to the amount sanctioned by the Government, but in the case of the City Police, the Commissioner of Police may, without reference to the Government, sanction variations in the rates of scavenging charges. No new item of expenditure under scavenging charges for constables and head constables living in Government quarters may be incurred without the special sanction of the Government.

Exception:- The Commissioner of Police may sanction new items of expenditure on scavenging charges in police lines up to a limit of Rs.50 in each case provided the rate is reasonable with reference to the prevailing market rate.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 37 Police Charges-Cont.

## (G) Water-supply and scavenging charges-

Cont. (2) Water Supply-(a) The free supply of water to the police lines in Madras City is subject to a limit of 60 gallons per hut per day where there are no flush-out latrines, and 70 gallons per hut per day where there are flush-out latrines. The Government meet the cost of the difference between these limits and the free allowance allowed by the Corporation. The cost of any excess over the total free allowance for any one set of lines in a locality should be recovered from the occupants in proposition to their pay. In the case of Railway Police, the free supply of water is subject to a limit of 50 gallons per hut per day to the Railway Policemen's lines outside the Madras City limits in the Government Railway Police districts of Madras and Thiruchirappalli.

(b) The Government have sanctioned expenditure on account of water-supply in few other places, subject to a maximum rate fixed for each place. No expenditure in excess of these maximum rates may be incurred without the Government's special sanction.

(c) The Director General of Police may sanction water allowance at Rs.3 per mensem per head to head constables and constables. This amount should be in no case be exceeded.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
37	Police charges-Cont.	

(H) Prizes. The Director-General of Police may incur an expenditure not exceeding Rs.200 annually and Rs.100 quarterly for awarding prizes to the winners of Police Photography Contest and to the winners who have written the best article on criminal cases investigated with the aid of Forensic Science respectively conducted by the Madras Police Journal.

(I) Government contributions to the State Police Band The Director General of Police may make payment of annual contribution of Rs.1,200 (Rupees one thousand and two hundred only) to the State Police Band under the control of the Assistant Director General of Police, Madras.

(J) Wireless Plant Charges The Director General of Police is empowered to sanction expenditure up to Rs.3,000 on each occasion on the purchase of tools, replacement of parts and other miscellaneous expenditure connected with the maintenance and repairs of Radio Stations in the Tamil Nadu Special Police Battalions.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 57 Police charges-Cont.

- (K) Radio stores. Deleted.  
equipment and spares.
- (L) Garden implements. The Director General of Police is empowered to sanction expenditure up to Rs.500 (Rupees five hundred only) on the purchase of garden implements at a time, subject to an annual ceiling of Rs.2,000 (Rupees two thousand only).
- (M) Batteries for the Police Radio Branch. The Director General of Police is empowered to condemn Batteries and make purchase in replacement with a monetary limit of Rs.40,000 at any one time and Rs.10 lakhs per annum at the rates approved by the Director of Motor Vehicles and Maintenance Organisation, Madras from the Tamil Nadu Agro Industries Corporation Limited, Madras. The Director General of Police is empowered to make purchase of batteries at times of urgency from Agencies other than Tamil Nadu Argo Industries Corporation Limited at the rate approved by the Director General of Supplies and Disposals also.



## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 37 Police charges-Cont.

(N) Renewal of licences for Police Radio Stations.	The Director General of Police is empowered to sanction expenditure without any monetary limits towards the payment of Radio Licence fee for Licence fee for all Police Radio Stations in this State.
(O) Automatic traffic Singnal light.	The Commissioner of Police is empowered to sanction expenditure over and above Rs.1,000 and not exceeding Rs.5,000 at any one time on account of electric consumption and maintenance charges of traffic signal lights on Government roads in Madras City, subject to availability of Budget provision.
(P) Forest Department: Feeding charges for the under-trials booked under Forest offences.	Diet expenditure may be sanctioned for each undertrial booked under forest offences at Rs.5.50 per day.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
38.	Tamil Nadu Fire Service charges-- (A) Hospital charges (See also item (C) below).	The concessions granted to members of the police force and the procedure to be followed in connection with the charges on account of the concessions referred to in item 37(F) will mutatis mutandis apply to members of the Tamil Nadu Fire Services whose pay is less than Rs.210 a month.
	(B) Recruits' expenses.	Firemen recruits may be supplied with razors and paid money for meeting certain unavoidable expenses such as chuckler's fee and lighting charges, at the rates admissible to Police recruits.
	(C) Treatment of sick firemen, drivers, etc.	The Director of Fire Service may sanction expenditure up to a limit of Rs.50 in each case for the treatment of a fireman, leading fireman, driver or messenger who falls ill while on duty or on leave away from his home or station, or for the burial or cremation of his body when he dies in similar circumstances.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

38 Tamil Nadu Fire Service charges-  
Cont.

(D)Water supply and scavenging charges.      The concessions to head constables and constables referred in item 37 will mutatis mutandis apply to leading firemen, firemen drivers and messengers.

(E)charges on account of First Aid Certificates and First-Aid Badges granted to the Fire Service Personnel by the St. John Ambulance Association.      Government will bear the actual cost, not exceeding Re.1.50 p. in each case in respect of each item.

(F)Charges on account of tuition fee for training the Fire Service Personnel in First-Aid by the St. John Ambulance Association.      The Director of Fire Service may sanction the payment to the St. John Ambulance Association of the incidental expenses for the training of Fire Service Personnel in the Association at the rate charged by it from time to time.

APPENDIX 5 *Cont.*

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

38 Tamil Nadu Fire Services charges-*Cont.*

(G)Charges for training Station Fire Officers and Fireman recruits in swimming and underwater rescue work in the course of their training at the Tamil Nadu Fire Service, State Training School, Madras.	The Director of Fire Service may sanction the payment to the swimming pool authorities of the hire charges for the use of the pool for training purposes at Re.0.37 per head per day.
39. Portraits for public buildings.	All the Heads of Departments and the Collectors of the districts are empowered to purchase portraits of the former President of India, the present President of India, the former Prime Ministers of India and the present Prime Minister of India, besides portraits of Mahatma Gandhi for their offices.
40. Postal Charges.	Heads of Departments are empowered to incur expenditure without monetary limit towards postal charges in connection with the use of franking machines in their offices subject to the budget provision.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

41. Printing and Binding
- Printing and Binding work should ordinarily be entrusted only to the Government Press. Heads of Departments are, however, permitted to entrust the work of immediate and special nature to the private printing presses without monetary limit after following the prescribed procedure, viz. invitation of tenders, etc. They should, however, consult the Director of Stationery and Printing beforehand as to whether the Government Press may not undertake the work. The bills should also be settled only with the prior approval of the Director of Stationery and Printing. As far as possible, the orders on local printing may be placed with the co-operative printing presses without calling for tenders at the rates specified in Appendix 'J' of the printing Manual, Part I. In cases where Appendix 'J' rates have been adopted, the bills need not be referred to the Director of the Stationery and Printing, Madras to obviate any delay in the settlement of bills of Police Department, the Director of Stationery and Printing, Madras is empowered to sanction advance payment to the extent of 50 percent on the bill costing Rs.200 and above after the usual preliminary check.

Papers required for printing in the private presses should not be secured by Heads of Departments in the open market without the specific written concurrence of the Director of Stationery and Printing.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

**41 Printing and Binding-Cont.**

Registration records may be bound and repaired in the offices concerned subject to the conditions specified in the Tamil Nadu Printing Manual. The binders when deputed for the above work may be paid travelling allowance and batta at the following rates:-

(i) Railway Journey-Single fare of the lowest class for the binder.

(ii) Railway freight for the carriage of tools and materials--Actual expenses subject to the production of cash receipt.

(iii) Mileage for the conveyance of tools and materials by Road--Actual expenses subject to a maximum of 37 paise a mile in the ordinary areas and 56 paise a mile in the special tracts.

(iv) Batta for days halted -Rs.1.25 per day.

**42. Raw Materials.**

(a) The Inspector General of Prisons or the Director of Social Defence, as the case may be, may sanction a free allowance as noted below for the purchase of raw materials for instructional purposes in Borstal and Approved Schools.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 42 Raw materials. Cont.

*Nature of Instructions. Limit of free allowance.*

Blacksmithy, carpentry, masonry, metal work, tailoring and weaving, mat weaving in the Senior Approved School, Chingleput. Rs.150 a year for each class plus a further Rs.5 for each pupil in excess of 20, when the number of pupils in a class exceeds 20.

Binding (in Borstal School, Palayamkottai and the Junior Approved School, Thanjavur. Rs.50 a year for each School.

(b) The Director of Social Defence may sanction expenditure on the purchase of equipment and raw materials for the industrial sections in the Vigilance Home and Stri Sadana upto Rs.25,000 per annum. The Director may distribute the amounts among the Industrial sections at his discretion.

The Director of Social Defence may also sanction expenditure on the purchase of equipment and raw materials for the industrial sections of the following Government Institutions.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 42 Raw materials-Cont.

Name of the Institution	Industrial section	Annual limit of expenditure Rs.
1. Government Protective Home Tiruchirappalli.	Tailoring	1,500
2. Government Vigilance Home, Madurai.	Tailoring	500
43. Registration department charges-- Remuneration to women for visiting gosha women.		Rs.3 for each visit in Madras City, and Rs.2 elsewhere, may be paid to women who are engaged to visit gosha women for the purpose of the Registration department.
44. Renting of private lands and buildings.		I. General Principles. The authorities mentioned in rules II, III and IV below may, as indicated therein, rent private lands and buildings for office, residential or other public purposes subject to the following general principles:-



## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

**44 Renting of private lands and buildings.-Cont.**

- (a) No private building or building belonging to another Government may be rented, if any suitable building belonging to the Government is available for the purpose for which a building is required (See also instruction 7 under Treasury Rule (16))
- (b) Heads of Departments are permitted to lease buildings to the extent of their powers up to a period of 3 years.
- (c) When a private building is rented it should be rented on the condition that the rent will be paid in arrear on the first working day after each month's occupation and the rent should be invariably be paid accordingly.
- (d) Insurance against fire of private buildings rented by the Government is left to the option of the owner. If he insures the building he should pay the premia out of the rent. The lease deed for any such building should make it clear that the Government are not liable for damage caused by fire.
- (e) Certificates regarding non-availability of Government buildings and reasonableness of rent should be obtained from the Executive Engineer (Public Works Department) concerned annually.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

**44 Renting of Private lands and buildings-Cont.**

Note:-- In all the cases of renting of private buildings for Government officers of various departments in Madras City where the carpet area of the building to be taken on lease exceeds 1,000 sq.ft., the certificate regarding the reasonableness of rent will be issued by the Superintending Engineer, Public Works Department, Madras, Chingleput Circle. The certificate regarding the non-availability of Government building will, however, be issued by the Executive Engineer, Public Works Department concerned.

(Memo No.28478/SVI/68-11, dated 4th May 1969).

(f) In every case where a private building is taken on lease, a condition shall be embodied in the lease deed reserving to Government the right to terminate the tenancy at one month's notice.

Notice:-- The Heads of Offices who actually arrange for the renting of private buildings for Government purposes while applying for the certificate of reasonableness of rent should furnish in duplicate the information required in the proforma as shown in Annexure II to this appendix to the Executive Engineer, Public Works Department concerned or the Superintending Engineer, Public Works Department, Madras - Chingleput Circle, as

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

44 Renting of private lands and building-  
Cont.

the case may be who should furnish the required certificate with a copy of the proforma duly filling in the items thereon relating to him to the indenting officer retaining one copy of the proforma in his office. The Heads of offices who submit proposals for renting of private buildings for the sanction of Government or by the competent authority, as the case may be, should enclose the above certificate with the proforma received from the Public Works Department Officers. (Memo No.29478/SVI/68-11, dated 4th May 1969).

(g) The authorities competent to rent private buildings may sanction an amount not exceeding a month's rent by way of advance rent for the building, if such advance rent is stipulated by the landlord under the proviso to section 7 (1) (a) of Tamil Nadu Act 18, 1960 (Tamil Nadu Buildings Lease and Rent Control Act, 1960). At the termination of the tenancy, the amount of advance rent shall be refunded or adjusted by the landlord of the building to whom the advance rent was paid and a condition to that effect shall be embodied in the tenancy agreement.

II. Office Accommodation.

(a) Heads of Departments may rent private buildings for office accommodation in the City or Mufassal up to Rs.4,000 per mensem.

APPENDIX 5 *Cont.*

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
44	Renting of private lands and buildings. <i>Cont.</i>	

*II. Office Accommodation. -Cont.*

Note:- In case where the rent for a building exceeds the limit prescribed in the sub-rule (a) above, the Head of the Department concerned shall obtain the sanction of the Government for the payment of the rent. He may, however, sanction the payment of the rent for the subsequent years after satisfying himself that the conditions prescribed have been fulfilled. The sanction of the Government should be obtained for any enhancement of the rent originally sanctioned by the Government.

(b) When a portion of a building rented for office accommodation is used as a residence, the renting or leasing of the building and the allocation of rent between the residential and non-residential portions shall be governed by the following conditions:-

- (i) When a private building is taken up its suitability so far as accommodation and rent or concerned for the location of the office and occupation by the officer should first be considered.
- (ii) Occupation of a portion of the building as residence should not be detrimental to the conduct of the office in the remaining portion.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

**44 Renting of private lands and buildings-  
Cont.**

(iii) It should not endanger the preservation of records.

(iv) Having taken the building, it should be suitably allocated to the office and residence and rent for the two portions divided on plinth area basis as fixed by the Public Works Department. This is however subject to the condition that the officers occupying a portion of the private building hired by Government Departments for office accommodation should forego House Rent Allowance. If the proportionate rent is less than 10 per cent of their pay, they will have to pay that proportionate rent and if it is more than 10 per cent of their pay, they will have to pay 10 percent of their pay. (Memo. No. 143544-A/Codes-I/73-7, dated August 1974).

Exception:-- The rent for the office portion of the buildings taken by the Regional Probation Officers/Probation Officers of the Jail Department for locating their office-cum-residence shall be fixed as below:-

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
44	Renting of private land and buildings- Cont.	

## II. Office Accommodation-Cont.

Place.	Rent.
District Head- quarters and Municipal Towns.	1/3rd of the rent for the entire building or Rs.50 whichever is less, plus Electricity charges at the average rate of charges for 3 months, subject to maximum of Rs.5.
Taluk Head- quarters and other places.	1/3rd of the rent for the entire building or Rs.35 whichever is less, plus electricity charges at the average rate of charges for 3 months, subject to maximum of Rs.5.

(Memo.No.54046/Codes-I/75-6, dated 15th September 1975).

- (v) Once the allocation is made, the officer concerned should be made liable to pay the full rent for the residential portion from the date it is occupied by him till the date he vacates it, in the manner indicated in clause (iv) of rule (b) above and he should not be allowed to change the allocation unless there is an expansion or contraction of the office.
- (vi) When an officer to whom a portion of the building is allotted as residence is transferred out of the station and the portion of the building becomes vacant it should be allotted to his successor.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
44	Renting of private land and buildings- Cont.	

## II. Office Accommodation-Cont.

- (vii) If there is no officer occupying the post for which the portion is allotted and if it cannot be assigned to any other officer or office during such period, the portion of the building in question should be immediately released to the owner if the latter is agreeable to such a course.
- (viii) If the residential portion of the building is occupied by the family of an officer, even after his transfer from the Station or if the officer stores his personal effects in the portion even after his transfer, he is liable to pay the full rent for the portion of the building till it is completely vacated by him.

Note:-- All Heads of Departments have been authorised to permit where it is absolutely necessary, the gazetted and non-gazetted officers under them to occupy as residence a portion of the building already taken solely for office accommodation if they are not able to find suitable accommodation elsewhere, subject to the conditions that such occupation is temporary and does not exceed six months and that the terms of lease with the owner should be such as to allow the use of the building for any purpose and not solely for office purposes. Such occupation of a portion of a building

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

44 Renting of private land and buildings-  
Cont.

## II. Office Accommodation-Cont.

shall in addition be subject generally to conditions (ii), (iii), (iv), (v) and (viii) prescribed for the taking for a building for both office and residential purposes.

If for any reason occupation of the portion of the building as residence exceeds six months, the entire building should be deemed to have been taken even at the first instance for location of both office and residence and it should be seen that the conditions prescribed therefor are satisfied.

## III. Residential Accommodation.

The power to rent houses to be used by the Government Servants for residential purposes shall vest with the Government.

## IV. Accommodation for other public purposes.

For renting land and buildings leased by the Government in the City or Mufassal for public purposes other than the provision of office or residential accommodation, the Heads of Departments may sanction expenditure up to Rs.1000 per mensem.



## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

- 44 Renting of private lands and buildings.-Cont.

IV. Accommodation for other public purpose. Cont.

The Commissioner of Civil Supplies is authorised to sanction the payment of rent for each of the private godowns engaged by him for purposes of storing food grains procured on Government account upto Rs.1,000 per mensem.

45. School expenses.
- (A) Government Girls Schools. The Director of School Education may sanction the purchase of carpets, duries or jamkalams for the use of classes in Indian Music.
- (B) Adi Dravidar Welfare Department Schools. 1. The Director of Adi-Dravidar and Tribal Welfare in respect of Madras City is authorised to incur expenditure subject to the following limits on uniform, travelling allowance, etc., for Boy Scouts and Girl Guides belonging to communities other than kallar community eligible for help by the Adi-Dravidar Welfare Department reading in the schools under the control of the Adi-Dravidar Welfare Department.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
45	School expenses.- (B) Adi Dravidar Welfare Department Schools- Cont.	
(i) (a)	Uniform etc., for an individual.	Ranging from Rs.4 to Rs.60 for each uniform as detailed below:-
		Cub .. 60
		Scout .. 7
		Rover .. 20
		Blue Bird .. 4
		Girl Guide .. 7
(b)	General expenditure for each troupe.	Ranging from Rs.10 to Rs.135 a year as detailed below:-
		Rs.
		Cub .. 61
		Scout .. 135
		Rover .. 84
		Blue Bird .. 10
		Girl Guide .. 20
(ii)	Registration fees, subscription for scout journals, etc.,	Rs.5 a year for each troupe.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 45 School expenses.-

## (B) Adi Dravidar Welfare Department Schools-Cont.

- |       |                       |   |
|-------|-----------------------|---|
| (iii) | Renewal of uniform.   | Three Years to be fixed as the period of wear.  |
| (iv)  | Travelling allowance. | <p>(a) Single second class fare for journeys by railway.</p> <p>(b) A daily allowance of twenty-five paise for each individual.</p> <p>(c) Mileage at six paise per mile for each individual for road journeys when railway communication is not available.</p> |

The daily allowance and mileage will be increased in the usual proportion for journeys in any of the special tracts mentioned in Annexure V to the Tamil Nadu Travelling Allowance Rules.

2. The Director of Adi-Dravidar and Tribal Welfare may also incur expenditure as described in items (i) to (iii) above, subject to the limits stated thereon uniform, etc., for Boy Scouts and Girl Guides of the Koravar Community in connection with the reclamation of Koravars

APPENDIX 5 *Cont.*

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 45 School expenses.-

(B) Adi Dravidar Welfare Department Schools-  
Cont.

in Salem District. [See also item 5.] The limits of expenditure laid down for supply of uniforms, etc., to Boy Scouts and Girl Guides in the Kallar and Koravar Reclamation Areas will also apply in respect of similar expenditure in the Denotified Tribes Settlements.

## 46. Service postage and telegram charges

The following instructions supplement those contained in Article 119:-

1. (a) No charges should be entered in any contingent bill for any postage stamps other than service postage stamps, except when they are required for letters or other articles to be sent to foreign countries.

(b) Whenever the cost of establishment is divided between two heads, the charge for service postage stamps should be divided in the same proportion.

2. (a) Government servants should not send communications of any kind regarding their leave, pay, transfer, leave salary, fund subscriptions and other analogous matters

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

**46 Service postage  
and telegram  
charges--Cont:**

at the expense of the State, as such communications are private and not official. However the self drawing officers are permitted to correspond with the Accountant-General officially in settling personal claims.

(b) Unless the Government have ordered in any particular case or cases, all letters sent by Government servants in their official capacity in reply to communications of any kind received from private individuals or associations should be despatched "Service paid".

(c) The Director of Adi-Dravidar and Tribal Welfare is authorised to sanction adhoc grant upto the maximum of Rs.2,500 (Rupees Two thousand and five hundred only) towards the payment of actual expenditure incurred by the students of the Government College of Arts and Crafts, Madras who are the boarders of the Government Industrial Students Hostel for Scheduled Castes for performing study tours to places of Architectual and Cultural interest every year, subject to budget provision.

Certified copies of documents and unused copy stamp papers in cases (i) where the number of copy stamp papers supplied by applicants is in excess of requirements, (ii) where

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
46	Service postage and telegram charges--Cont.	

an insufficient number of stamps is filed, but the parties fail to supply the additional number of stamps within a given period and (iii) where stamps are filled for copies of records which are not available in the office, should be sent to the parties concerned in envelopes superscribed "certified copies - service unpaid" "copy stamp papers - service unpaid" or "certified copies or copy stamp papers - service unpaid".

NOTE:- Sheets of copy stamp papers received from an applicant remaining unused as a result of the document having been typed or copied too closely should not be returned to the party but should be sent to the nearest treasury.

In the event of any envelope being returned undelivered, the head of the office concerned should pay the postage from his office contingencies. The cover and its contents should then be retained for two weeks so that, if the addressee appears and applies for the copies in person, they may be handed over to him after recovering the cost of the postage paid from contingencies. If he does not so appear the certified copies should be destroyed and a note of such destruction made in the

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

**46 Service postage  
and telegram  
charges--Cont.**

remarks column of copy application register against the item concerned. The unused copy stamp papers, if any, should then be sent to the local or nearest sub-treasury to be added to its stock.

3. (i) Service postage stamps and post cards may be used for despatching letters written by convicts and also letters written by indigent patients in the three Mental Hospitals in the State. (ii) Private postage stamps may be purchased at a cost not exceeding Rs.25 per jail per year for affixing on the letters addressed by prisoners to their relatives in foreign countries.

4. Bearing postage paid in cash should be separately noted in contingent bills.

5. (i) Government telegrams transmitted over the lines of certain cable companies are charged for at half the rates for private telegrams. Foreign telegrams despatched from India by Government Departments or public officials in the interests of private persons are not entitled to this concession, and are chargeable at full rates. The person in whose interest the telegram is despatched should be required to pay the cost of the message before it is despatched. If the cost of the telegrams is not recovered in advance, it may be met

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

**46 Service postage  
and telegram  
charges--Cont.**

from the permanent advance of the department or public official sending the telegram, but the telegram should still be classed as private and the head of the office will be responsible for the cost, which will in no case be defrayed by the Government.

- (ii) If any telegram sent by a Government department or a public official in India to the India Office or the High Commissioner for India, London, or vice versa, in the interests of a private person (including a Government servant in his private capacity) is inadvertently classed as "State" and so paid for at the reduced rate, the difference between the cost of the telegram at the reduced rate and the full tariff rate should be paid to the local Telegraph Administration by the authority that sent the telegram, irrespective of the country in which the charges are eventually recovered from the person concerned. If such a telegram was sent from India, the authority that sent it should send the amount to the Accounts Officer, Telegraph Check Office, Calcutta, either in cash or by cheque with a copy or detailed particulars of the telegram concerned. When the amount is sent by money order, the money order commission should not be deducted from the amount due to be remitted to the Telegraph Check Office, but should be recovered from the person concerned.



## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

46 Service postage  
and telegram  
charges--Cont.

If the recovery from the person concerned in a case of this kind is made in full or in part in the country of destination (i.e., the country to which the telegram was sent), credit for the amount so recovered should be passed on to the authority that sent the telegram.

(iii) The rates of charge for inland telegrams are the same for both "State" and "private" telegrams. The charges for inland telegrams sent by Government department or public officials in the interests of private persons should also be recovered from the private persons concerned, wherever possible, and credited to the Government.

6. Payment for telegram charges:-

(a) Payments for telegrams despatched on the public service, whether sent from Government or Railway Telegraph Offices, should be made in cash from the permanent advance of the office concerned.

(b) State telegrams should be classed as "Express" or "Ordinary" as the sender thinks proper. Government servants should bear in mind the necessity for keeping expenditure as low as possible, and should observe the following general principles:-

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
46	Service postage and telegram charges--Cont.	

(1) A telegram should not be sent when a letter serves the same purpose equally well.

(2) State telegrams should, as a rule, be classed as "Ordinary".

They should be classed as "Express" only--

(i) in case of great emergency and

(ii) When the sender knows that the line is blocked and considers his message sufficiently important to take precedence of ordinary traffic.

(3) Except when extreme precision is important, State telegrams should be expressed in as few words as possible; mere auxiliary or connective words should be omitted, when it is obvious that the receiver will be able to fill them in for himself without any difficulty.

NOTE 1:-- When a telegraphic cypher code has been supplied, the code should be used as far as possible.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
46	Service postage and telegram charges--Cont.	

NOTE 2:-- Books of telegram forms required for official use may be obtained on payment from any principal Government Telegraph Office.

(c) If a Government servant asks for repetition of telegram received by him in his official capacity he will not be required to pay any transmission charge in the first instance. If, however, the repetition reveals no error on the part of the telegraph service, the necessary charge will be recovered.

(d) Telegrams of high officials:-- It is open to the Governor, the Ministers and the Secretaries to the Government to use "O.I.G.S." forms for inland State telegrams instead of paying for them in cash or service stamps in the usual way. These forms may be obtained from the Accounts Officer, Telegraph Check Office, Calcutta, in booklets, on payment at the rate of Rs.1.25 p. per form for ordinary telegrams and Rs.2.50 p. per form for express telegrams. Payments in respect of these booklets should be made by postal money order or by cheque drawn on the Reserve Bank of India in favour of the Accounts Officer, Telegraph Check Office, Calcutta, or by Government Draft. Separate "O.I.G.S." forms for use for foreign State telegrams are supplied free to the officials mentioned above. These are accepted by telegraph offices, and the cost of the message is subsequently recovered.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

46 Service postage and telegram charges--Cont.

All telegrams issued on the "O.I.G.S." forms should be signed by the officials mentioned above themselves and not by any member of their establishment.

(e) Foreign State telegrams:-- The Officers of the State Government of and above the ranks of Under Secretaries may originate Foreign State Telegrams in their official capacity. These telegrams can also be issued by other Government servants whom the Government have from time to time specifically authorized to issue such telegrams. Telegrams originated by other officials in their official capacity will be classified as private, even though they are paid for in service Postage Stamps or through a credit account of a Government establishment. When a foreign telegram originating from an official is treated as private telegram, charges as applicable to private telegrams will be collected and the telegrams will not be given any priority in transmission.

When a Government servant who is not entitled under the rules to send a foreign State telegram find it necessary to do so in the interests of the public service, he should send the message through some superior authority who is so entitled. In

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
------------------------	---------------------------------	----------------------------------

(1)

(2)

(3)

**46 Service postage and telegram charges--Cont.**

exceptionally urgent cases, he may send the message himself at his own risk, subject to the sanction of his controlling officer being subsequently obtained. The controlling officer may accord sanction only if he himself had the power to send a message under this rule, and he should refuse sanction unless the expenditure is clearly in the interests of the public service.

7. The Director of Technical Education, Madras is permitted to incur expenditure on service postage stamps for correspondence relating to the selection of candidates for admission to the Bachelor's degree courses in the Engineering Colleges coming under the common Selection Scheme and to courses in Government Technical Educational Institutions.

47.	Specimens or samples (A) Agriculture and Animal Husbandry Departments.	The purchase of specimens from the Imperial Institute by the Agriculture and Animal Husbandry Departments requires the sanction of the Director of Agriculture and the Director of Animal Husbandry respectively.
-----	--	---

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

**47 Specimens or samples--**

<b>(B) Government Museum.</b>	The Director, Government Museum may purchase specimens, including coins, for the museum.
-------------------------------	--

<b>(C) Industries and Commerce Department.</b>	The Director of Industries and Commerce may incur expenditure not exceeding Rs.50 in each case and Rs.1,000 in a year on samples of products of cottage industries for exhibition in the Museum maintained in his office.
--	---

He may also purchase wherever necessary samples and models required for use in each small-scale industrial unit, handicrafts, cottage and village industrial unit, subject to a maximum of Rs.400 for each unit per year.

The Director of Industries and Commerce may supply free samples upto the limit of Rs.500 per annum against specific and genuine trade enquires of a kind which is likely to result in large orders. He may also issue free samples not exceeding Rs.25 in value at a time to important persons during their visits to the departmental units, sales emporia and depots.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
------------------------	---------------------------------	----------------------------------

(1)

(2)

(3)

47 Specimens or samples--  
(C) Industries and Commerce Department-  
Cont.

He may also supply free samples, upto the limit of Rs.300 per annum of the articles produced in the Scientific Glass Apparatus Factory, Guindy, to the interested agents, stockists and others as a means of advertisement for the products.

47.(D) Fisheries Department

The Director of Fisheries may incur expenditure not exceeding Rs.100 in each case and Rs.1,500 in a year on samples of fish on fishery products, crafts and tackles for the exhibitions in the Museum maintained in his office.

He may also present free samples of Fisheries Products of the Fisheries Technological Station, Tuticorin, to the visiting Central, State and foreign dignitaries and officers up to a value of Rs.5 with a view to promote and popularise the work of the Fisheries Technological Station, Tuticorin.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
47	Specimens or samples-- Cont.	
(E)	Handlooms and Textiles Department.	The Director of Handlooms and Textiles may incur expenditure not exceeding Rs.50 in each case and Rs.1000 in a year on samples of products of Weavers' Co-operative Societies and private producers of cotton, handloom and silk fabrics for exhibition in the show case maintained in his office.
(F)	Sericulture Department.	The Director of Sericulture may incur an expenditure not exceeding Rs.600/- per annum for each unit towards purchase of models and samples. He may also supply articles, departmental pamphlets, bulletins, etc., free of cost to customers upto a value of Rs.2,000/- per annum with a view to promote and popularise the sericulture industry.
48.	Stores	Director of Fire Service--
(A)	Tamil Nadu Fire Service.	Rs.300 (For the purchase of expendible stores such as grease, mobile oil, petrol, kerosene oil and the like for each unit, i.e a tender trailer, mobile tank unit, hoselaying truck, etc.)
(B)	Agriculture Department.	(i) Director of Agricultural may sanction the purchase of gunnies or polythene bags of different sizes for stock in the agricultural depots for packing pesticides and fungicides upto Rs. 20,000 per quarter in respect of each head of office.



## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
------------------------	---------------------------------	----------------------------------

(1)

(2)

(3)

## 48. Stores-Cont.

(C) Agricultural Department-Cont.

(ii) The Director of Agriculture may sanction the purchase of the following stores required for implementing minor irrigation schemes upto the limits indicated against each:

- |  |                     |
|--|---------------------|
| (i) Pipes, Pipes fittings and filter point materials.  | 1,50,000 at a time. |
| (ii) Drill Steel rods                                  | 75,000 at a time.   |
| (iii) Explosives (Geolatins, detenators, fuses, etc.,) | 75,000 at a time.   |

(C) Cinchona Department.

Deleted.

(D) Social Welfare.

The Director, Social Welfare may purchase stores upto Rs.200. The limit fixed applies to the cost of an article of the same kind purchased (or condemned) at any one time, whether they relate to one office or to more than one.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 48 Stores- Cont.

(E) Directorate of Ex-Service-men's Welfare. The Director of Ex-Servicemen's Welfare may purchase stores upto a limit of Rs. 750 in respect of the department of Ex-Servicemen's Welfare. The limit fixed applies to the cost of each article or any number of articles of the same kind purchased at any time whether for one office or a number of offices.

(F) Fisheries Department. The Director of Fisheries may purchase round tin carriers, double tin carriers polythene bags, oxygen cylinders and other accessories required for live fish transport upto Rs.2000 at a time subject to an annual time of Rs.10,000.

(a) The Director of Fisheries may purchase hardware materials, paints and timber required for boat building on tenders recommended by the Fisheries Machinery Committee without any monetary limit.

(b) He may also exercise full powers in regard to purchase of stores (scientific and any other) other than those mentioned in \ item (a) above required for the departmental boat building yards subject to budget provision.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)

## 48 Stores-Cont.

## (F) Fisheries Welfare-Cont.

(c) He may also purchase stores for units other than the Boat Building Yards upto Rs.2000 at a time subject to an annual limit of Rs.10,000.

## (G) State Chemical Examiner's Laboratory.

The Director, Forensic Sciences Department may exercise full powers and incur expenditure upto Rs.25,000 at a time in regard to local purchase of chemicals, etc., subject to availability of budget provision.

## (H) Milk Production and Dairy Development.

(i) The Commissioner for Milk Production and Dairy Development may incur an expenditure upto Rs.2,000 at a time for purchasing locally of non-standardised forms subject to the condition that printing charges are approved by the Director of Stationery and Printing.

(ii) The Commissioner for Milk Production and Dairy Development, Madras may incur an expenditure upto a limit of Rs.50 at a time for local purchase of non-standardised rubber stamps and repairs to rubber stamps.

## APPENDIX 5 Cont.

Serial number of item.	Description of the expenditure.	Special rules, restrictions etc.
(1)	(2)	(3)
<b>48 Stores-Cont.</b>		
<b>(I) Department of Social Defence.</b>	The Director of Social Defence may sanction expenditure (i) for the purchase of articles in the industrial sections of the institutions under the department upto Rs.200 for any one article and Rs.1,000 for a number of articles at a time,	
	(ii) for the purchase of civil store articles upto a limit of Rs.1,250 for any one article and Rs.2,500 for a number of articles at a time for the institutions under the department.	
<b>(J) Tamil Nadu Port Department.</b>	The State Port Officer may call tenders in the following manner while making purchase of Stores.	
	(a) Open Tender system Rs.50,000/-	
	(b) Limited Tender system Rs.10,000/-	
	(Article 93 of Tamilnadu financial code, Volume I)	
<b>(K) Sericulture Department</b>	The Director of Sericulture may exercise full powers subject to budget provision.	
<b>49. Telephone Charges.</b>	(1) No new telephone connections may be sanctioned except with the previous approval of the Government.	