

LABOUR DEPARTMENT, PUDUCHERRY.

STANDARD OPERATING PROCEDURES FOR ISSUE OF EXPENDIUTURE SANCTIONS

I. Time line

1	2	3	4	5	6	7	8	9
Sl. No.	Name of Object Head	Funds provided for the Quarter (01.04.21 to 31.08.21) in Vote on Account 2021-22	Time line for sending proposal	Time line for scrutiny of the proposal	Competent authority for Approval	Tentative Time line for Approval	Time line for Issue of sanction by HOD	Time line for implementation of sanction/ orders by sub-Offices/Institution/Societies.
		Rs. In Lakhs.						
1	Grants-in-aid (General)	510.54	15 days from the start of Quarter.	15 days from the date of receipt of the proposal.	Secretary (Labour)/ Finance Department.	15 days from the date of submission of the proposal.	3 days from the date of the Approval.	15 days from the date of Issue of sanction/Orders.
2	Office Expenses	171.57						
3	Repair and Maintenance	15.50						
4	Scholarship to students.	48.80						
5	Rent, Rate & Taxes	42.15						
6	Materials & Supplies including uniform to the students.	19.06						
7	Other Revenue Expenditure	31.22						
8	Rent for Others	19.10						
9	Motor Vehicle	15.00						
10	ICT (Information, computer, Telecommunications Equipments.)	17.50						
11	Machineries & Equipments for ITI's	42.50						

II. ACCOUNTABILITY

- 1 **Submission of proposal** _ Head of Offices/Head of Institution concerned
- 2 **Scrutiny** Senior Account Officer/Dy. Labour Commissioner/Labour Commissioner.

III. MONITORING AND EVALUATION

Monthly review meeting will be convened by Secretary (Labour) to evaluate the implementation of schemes.