

**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 (01.04.18 to 30.07.18) in Vote on Account	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)	85	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	Scholarship & Stipend to students.	21.13						
3	Rent, Rate & Taxes	14.83						
4	Supplies & Materials including uniform to the students.	9.92						
5	Other contractual services	25.25						
6	Other charges	10.03						
7	Motor Vehicle	0.87						
8	Machineries & Equipments for ITI's	29.77						

**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.