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Registered No.
PY/44/2018-20
WPP No. TN/PMG(CCR)/
WPP-88/2018-20
Dated : 28-9-2018
Price : ₹ 7-00

புதுச்சேரி மாநில அரசிதழ்

La Gazette de L'État de Poudouchéry

The Gazette of Puducherry

PART - II

சிறப்பு வெளியீடு EXTRAORDINAIRE EXTRAORDINARY

அதிகாரம் பெற்ற
வெளியீடு

Publiée par
Autorité

Published by
Authority

விலை : ₹ 7-00

Prix : ₹ 7-00

Price : ₹ 7-00

எண்	புதுச்சேரி	வெள்ளிக்கிழமை	2018 ஆம் செப்டம்பர் மீ	28
No.	50 Poudouchéry	Vendredi	28	Septembre 2018
No.	Puducherry	Friday	28th	September 2018
(6 Asvina 1940)				

GOVERNMENT OF PUDUCHERRY LOCAL ADMINISTRATION SECRETARIAT

(G.O. Ms. No. 13, Puducherry, dated 3rd September 2018)

NOTIFICATION

In exercise of the powers conferred by section 198, read with section 440 of the Puducherry Municipalities Act, 1973 (No. 9 of 1973) and of all other powers enabling her in this behalf, the Lieutenant-Governor, Puducherry, hereby makes the following rules, further to amend the Puducherry Municipalities (Powers and Procedure for Execution of Works and Purchase of Stores) Rules, 1997, notified vide G. O. Ms. No. 117/97/LAS., dated 20th October, 1997 of the Development Department (LA), Puducherry and published vide Part-II of the Extraordinary Gazette No. 27, dated 31st October, 1997, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Puducherry Municipalities (Powers and Procedure for Execution of Works and Purchase of Stores) Amendment Rules, 2018.

(2) They shall come into force with effect from the date of their publication in the Official Gazette.

2. *Substitution of Schedule-I.*— “The Schedule-I appended to the said rules shall be substituted by the Schedule-I appended to these rules.”

3. *Insertion of a new rule.*— The following rule shall be inserted as sub-rule (4) after the existing sub-rule (3) under rule 2, namely:-

“(4) Wherever concurrent powers have been delegated to Municipal Council and Commissioner of Municipality either the Council or the Commissioner alone, can exercise its/his respective financial powers at a time, on any occasion and they shall not exercise respective financial powers, conjointly.”

4. *Amendment of rule (4).*— In the principal rules, for rule 4 the following shall be substituted, namely:-

“(a) All works including works sanctioned by the Government under grants-in-aid or loan and other schemes entrusted to the Municipal Councils shall be executed strictly in accordance with the procedures prescribed under the Central Public Works Department Works Manual, 2014 and any goods required for the use of Municipal Council for its own office and for public service shall be procured strictly in conformity with the procedures prescribed in the General Financial Rules, 2017 applicable to Government Departments.

(b) All orders, decisions and instructions issued by the Government from time to time under Central Public Works Department Works Manual, 2014 and the General Financial Rules, 2017 shall *mutatis mutandis* be applicable to Municipalities.”.

(By order of the Lieutenant-Governor)

GIDDI BALARAM,
Under Secretary to Government
(Local Administration).

SCHEDULE-I

Part No.	Sl. No.	Item of Expenditure	Monetary limit up to which expenditure can be incurred	
			Municipal Councils (4)	Commissioners of Municipalities (5)
I. Powers for incurring contingent expenditure				
1	(a)	Recurring	₹ 30,000 Per annum in each case.	₹ 20,000 Per annum in each case.
	(b)	Non-Recurring	₹ 75,000 Per annum in each case.	₹ 50,000 Per annum in each case.
II. Other expenditure				
1	Bicycle (Ordinary type)–			
	(a)	Purchase	Full powers	Full powers
2	(b)	Repairs	Full powers	Full powers
	Charges for cleaning of septic tanks.		Full powers	Full powers
3	Hiring of vehicles–			
	(a)	Hiring of taxi for office use	₹ 1,00,000 Per annum	₹ 60,000 Per annum.
	(b)	Hiring of vehicles for sanitation purpose/solid waste management.	Full powers	Full powers

(1)	(2)	(3)	(4)	(5)
4	Disposal of obsolete and unserviceable articles.		up to ₹ 2,00,000 (Book value) at a time, subject to observance of procedures prescribed by the Local Administration Department.	Nil.
5	Electricity (Consumption charges for street lights and Municipal buildings).		Full powers	Full powers
6	Execution of Civil Works		₹ 60,00,000 For each work	₹ 5,00,000 For each work
7	Fixures and furniture— (a) Purchase (b) Repairs		₹ 60,000 Per annum Full Powers	₹ 20,000 Per annum Full Powers
8	Freight and Demurrage/Wharfage charges— (a) Freight charges (b) Demurrage/Wharfage charges		(i) Full powers (if, transported by rail). (ii) Full powers (if, transported by road, subject to the rate prescribed in the Schedule of rates notified by Public Works Department from time to time). Full powers	(i) Full powers (if, transported by rail). (ii) Full powers (if, transported by road, subject to the rate prescribed in the Schedule of rates notified by Public Works Department from time to time). Full powers

9	Government dues like Land-tax, Electricity charges, Water charges, Fees payable to Planning Authority, centage charges and scrutiny charges payable to Public Works Department, etc.,	Full powers	Full powers
10	Hire charges for bore/drilling pipes, compressor, lorry, tractor, boresets for water supply works.	(i) Full powers (if, hiring is done through Agriculture Department/Agro Industries Corporation/Co-operative Societies).	(i) Full powers (if, hiring is done through Agriculture Department/Agro Industries Corporation/Co-operative Societies).
		(ii) ₹ 2,00,000 Per annum (if, hired through other agencies).	(ii) ₹ 1,00,000 Per annum (if, hired through other agencies).
11	(i) Hire of office furniture, generators, electric fans, heaters, coolers, etc.,	₹ 30,000 Per annum	₹ 20,000 Per annum
	(ii) Hire charges for illumination of important buildings and status during National festival.	Full Powers	₹ 20,000 Per festival
	(Subject to rate reasonable certificate from the Electricity Department).		
12	Legal Charges (Original suits only)		

(1)	(2)	(3)	(4)	(5)
-	(a) Fees to Barristers, Advocates, Pleaders and Arbitrators.	Full powers (subject to rate reasonable certificate by the Law Department/Municipal Legal Advisor).	₹ 30,000 per suit (subject to rate reasonable certificate by the Law Department/Municipal Legal Advisor).	
	(b) Other legal charges— (i) Law suits or prosecution cases	Full powers (subject to the rate reasonable certificate to be obtained from the Law Department/Municipal Legal Advisor).	₹ 30,000 (subject to rate reasonable certificate to be obtained from the Law Department/Municipal Legal Advisor).	
	(ii) Arbitration cases	Full powers (subject to the rate reasonable certificate to be obtained from the Law Department/Municipal Legal Advisor).	₹ 30,000 (subject to rate reasonable certificate to be obtained from the Law Department/Municipal Legal Advisor).	
<i>Note :</i> In case of appeals, review, etc., sanction of the Director (LA) and opinion of the Law Department shall be obtained.				
13	Refreshment charges	₹ 100 Per head per day of council meeting or other official meeting by the Chairperson/Commissioner.	₹ 2,000 Per month	

14 Liveries--

Supply of uniforms, badges and other articles of clothing, *etc.*, and washing allowance to eligible employees.

Note: Orders of the Government should be followed with reference to scales and rates.

15 Maintenance, upkeep and repair charges for Motor Vehicles--

(1) For motor vehicles like cars, jeeps, lorries, tractors, *etc.*,

(i) Full powers (if, works are carried out in Municipal Workshop/Government Automobile Workshop/by an authorized dealer).

(ii) ₹ 25,000 For each vehicle subject to ₹ 75,000 per annum if, works are carried out in private workshop.

(ii) ₹ 15,000 For each vehicle subject to ₹ 50,000 per annum if, works are carried out in private workshop.

(2) For motor cycles, scooters, mopeds, *etc.*,

(i) Full powers (if, works are carried out in Municipal Workshop/Government Automobile Workshop/by an authorized dealer).

(i) Full powers (if, works are carried out in Municipal Workshop/Government Automobile Workshop/by an authorized dealer).

Full powers

Full powers

(1)	(2)	(3)	(4)	(5)
			(ii) ₹ 25,000 For each vehicle subject to ₹ 75,000 per annum if, works are carried out in private workshop.	(ii) ₹ 6,000 For each vehicle subject to ₹ 15,000 per annum if, works are carried out in private workshop.
	(3) Retreading of tyres		Full powers	Full powers
	(4) Reconditioning of batteries and radiators.		Full powers	Full powers
	(5) Insurance charges		Full powers	Full powers
	(6) Purchase of tyres		Full powers	Full powers
	Note: Replacement of worn-out tyres by new tyres shall be made only after they have performed service to the extent specified below:			
	<i>Type of vehicles</i>		<i>Service performance (in kms.)</i>	
	(a) Lorries		Minimum distance run should not be less than 90,000 kms.	
	(b) Cars and jeeps		First run before retreading 43,000 kms.	
			After first retreading 17,000 kms.	
			After second retreading 16,000 kms.	
			After third retreading 14,000 kms.	
	(c) Motor-cycle		Minimum distance run should be not less than 18,400 kms.	

Note : In respect of replacement of worn-out tyres (rear wheel) of tractors, a proper assessment shall be made by the Commissioner and the Executive Engineer/Assistant Engineer, before replacement.

- | | | |
|-------------------------|-------------|-------------|
| (7) Purchase of battery | Full powers | Full powers |
| (8) Purchase of tubes | Full powers | Full powers |

16 Office equipments including intercom equipments, calculators, photocopier, computer, *etc.*,

(a) Purchase—

- | | | |
|---|-------------|-------------|
| (i) Calculators | Full powers | Full powers |
| (ii) Intercom | Full powers | Full powers |
| (iii) Photocopier | Full powers | Full powers |
| (iv) Computer with all its essential accessories like scanner, printer, <i>etc.</i> , | Full powers | Nil. |

- | | | |
|-----------------|-------------|-------------|
| (v) Fax machine | Full powers | Full powers |
|-----------------|-------------|-------------|

(b) Hire, upkeep, maintenance and repairs charges—

- | | | |
|-------------------|------------|----------|
| (a) Recurring | ₹ 30,000 | ₹ 15,000 |
| (b) Non-Recurring | ₹ 1,00,000 | ₹ 50,000 |

(1)	(2)	(3)	(4)	(5)
17	Net connectivity		Full powers (One connection only for each office).	Full powers (One connection only for each office).
18	Postal charges/Courier charges and money order charges.		Full powers	Full powers
19	Printing and binding		Full powers	Full powers
20	Telephone charges—			
	(a) Rental		Full powers	Full powers
	(b) Shifting		Full powers	Full powers
	(c) Call charges		Full powers	Full powers
21	Publications—			
	(a) Purchase of official books and publications.		Full powers	Full powers
	(b) Purchase of non-official books and publications required for office and newspapers.		Full powers (This power will not extend to purchase of non-official publications such as magazines of purely recreational nature).	Full powers (This power will not extend to purchase of non-official publications such as magazines of purely recreational nature).
	(c) Publication of tender/auction/statutory notices in newspapers.		Full powers	Full powers
	(d) Other advertisements in newspapers/video.		₹ 50,000 Per annum	₹ 10,000 Per annum
	(e) Photographing/video/boards/hoardings.		₹ 50,000 Per annum	₹ 10,000 Per annum

22 Purchase of petrol/diesel/oil/lubricant(s) for motor vehicles, oil engines, plants and other machinery—

(a) Motor-cycle without gear—	
(i) Petrol	Nil
(ii) Oil	25 Litres per month for each vehicle.
	1.25 Litres per month for each vehicle.
(b) Motor-cycle with gear—	
(i) Petrol	Nil
(ii) Oil	35 Litres per month for each vehicle.
	1.5 Litres per month for each vehicle.
(c) Light motor vehicles—	
(i) Petrol	Nil
(ii) Diesel	150 Litres per month for each vehicle.
	200 Litres per month for each vehicle.
(iii) Oil	3 Litres per month for each vehicle.
(iv) Lubricant (Grease)	Nil
	1 Kg. per month for each vehicle.

(1)	(2)	(3)	(4)	(5)
	(d)	Medium goods vehicles—		
	(i)	Diesel	200 Litres per month for each vehicle.	Nil
	(ii)	Oil	4 Litres per month for each vehicle.	Nil
	(iii)	Lubricant (Grease)	2 Kgs. per month for each vehicle.	Nil
	(e)	Heavy goods vehicles—		
	(i)	Diesel	300 Litres per month for each vehicle.	Nil
	(ii)	Oil	As per the quantity recommended by the manufacturing firm in the manual.	Nil
	(iii)	Lubricant (Grease)	As per the quantity recommended by the manufacturing firm in the manual.	Nil
	(f)	Road Roller—		
	(i)	Diesel	200 Litres per month for each vehicle.	Nil
	(ii)	Oil	15 Litres per month for each vehicle.	Nil
	(iii)	Lubricant (Grease)	As per the quantity recommended by the manufacturing firm in the manual.	Nil

(g) Oil engines, plants and other machineries—			
(i) Hot mix plant—			
(a) Diesel	150 Litres per month for each plant.	Nil	
(b) Kerosene	2,000 Litres per month for each plant.	Nil	
(c) Oil	3 Litres per month for each plant	Nil	
(d) Lubricant (Grease)	4 Kgs. per month for each plant	Nil	
(ii) Oil Engine—			
(a) Diesel	300 Litres per month for each engine.	200 Litres per month for each engine.	
(b) Oil	20 Litres per month for each engine.	5 Litres per month for each engine.	
(iii) Generator—			
(a) Portable generators for office use— Kerosene			
Nil	200 Litres per month for each generator.		
(b) Big generators for other purpose—			
(a) Diesel	500 Litres per month for each generator.	300 Litres per month for each generator.	
(b) Oil	10 Litres per month for each generator.	10 Litres per month for each generator.	
(iv) Air-Compressor—			
Diesel	100 Litres per month for each compressor.	Nil.	

(1)	(2)	(3)	(4)	(5)
	(h)	Oil and lubricants for the purpose of periodical oil servicing of all types of motor vehicles, plants, machinery and engines.	As per the quantity recommended by the Municipal Workshop/Government Automobile Workshop/Transport Department.	Nil.
23	(i)	Purchase of stationery including all stationery such as toner, etc., required for computers.	₹ 1,00,000 Per annum	₹ 20,000 Per annum
	(ii)	Purchase of rubber stamps and office seals.	Full powers	Full powers
24		Remuneration for catching stray animals like dogs, monkeys, cattle and pigs.	Full powers	Full powers
25		Rent for ordinary office accommodation.	₹ 10,000 per month for each office accommodation.	Nil.
26		Handcarts/Push-carts/Hearse-cart—		
	(a)	Purchase	Full powers	Nil.
	(b)	Repairs	Full powers	Full powers
27		Repairs to motors and pumpset/oil engines/generators.	Full powers	Full powers

28 Purchase of Goods for—

- (i) Maintenance of Public Water Supply system.
- (ii) Sanitation
- (iii) Street lights
- (iv) Municipal Buildings

Full powers
Full powers
Full powers
Full powers

Note: (1) The term 'goods' used in these rules includes all articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant, *etc.*, purchased or otherwise acquired for official use but, exclude books, publications, periodicals, *etc.*, for a library.

Note: (2) Inviting quotation for purchase of stores up to the limit of ₹ 5,000 at a time may be dispensed with.

III. Other miscellaneous expenditure

- 1 (i) Recurring
- (ii) Non-recurring

₹ 30,000 Per annum
₹ 1,00,000 Per annum

₹ 15,000 Per annum
₹ 50,000 Per annum

IV. Drawal of Advance

- 1 Celebration of Independence/Republic Day/World Health Day/Cleanliness Week.

Full Powers (Subject to the rate ceiling prescribed by the Director from time to time).

Full powers (Subject to the rate ceiling prescribed by the Director of Local Administration Department from time to time).

Full powers

Full powers

- 2 Charges to Transport Department for obtaining Fitness Certificate.

(1)	(2)	(3)	(4)	(5)
3	Insurance charges in respect of vehicles		Full powers	Full powers
4	Land-tax		Full powers	Full powers
5	Laying of foundation stones and opening ceremony of buildings, <i>etc.</i> , of the Municipalities.		Full powers (Subject to the rate ceiling prescribed by the Director of Local Administration Department from time to time).	Full powers (Subject to the rate ceiling prescribed by the Director from time to time).
6	Payment of pension, secour, death-cum-retirement gratuity and relief to the pensioners/family members of the deceased municipal employees.		Full powers (Subject to the provisions of relevant rules applicable).	Full powers (Subject to the provisions of relevant rules applicable).
7	Postal charges/Courier charges		Full powers	Full powers
8	Purchase of stores required for sanitary purpose including soaps and towels for Sanitary Workers/Drivers.		Full powers	Full powers
9	All relief measures and Disaster Management during Natural Calamities.		Full powers	Full powers
10	Remuneration for catching stray animals like dogs, monkeys, cattle and pigs.		Full powers	Full powers
11	Services charges to Government Departments/Pondicherry Planning Authority and Government undertakings; service connection charges and deposits to the Electricity Department for new service connection, shifting, <i>etc.</i> ,		Full powers	Full powers

12	Payment of charges to the employees for stitching of uniforms.	Full powers (Subject to the rates fixed by the Government from time to time).	Full powers (Subject to the rates fixed by the Government from time to time).
13	Payment of legal charges.	Full powers (Subject to the rate reasonable certificate from the Law Department/Municipal Legal Advisor).	Full powers (Subject to the rate reasonable certificate from the Law Department/Municipal Legal Advisor).

Explanation:

(a) "Contingent Expenditure" means all incidental and other expenditure including expenditure on stores, which is incurred for the management of an office, for the working of technical establishment such as a laboratory, workshop, industrial installation, store, depot and the like, but, does not include, any expenditure which has been specifically classified as falling under some other heads of expenditure, such as works, tools and plants; and

(b) "Miscellaneous Expenditure" means all expenditure other than expenditure falling under the category of pay and allowances of Municipal employees, leave salary, pension, contingencies, grants-in-aid, contributions, works, stock, tools and plants and the like and repayment of advances taken from public for various purposes.

(By order of the Lieutenant-Governor)

GIDDI BALARAM,
Under Secretary to Government
(Local Administration).