

GOVERNMENT OF PUDUCHERRY
OFFICE OF THE INSPECTOR GENERAL OF POLICE

No: POL/ACCTS/SAO/2011

Date: 22-07-2013

NOTE

Sub: Maintenance of Sanction Register - Instructions issued - Reg. *****

At present there is no proper mechanism to check delays in processing the proposals for various sanctions for expenditure. These proposals are sanctioned at three different levels, viz SP(HQ), IGP and Secretary to Government. As proposals emanate from officers functioning in different buildings ascertaining the stage of the proposals at a given point of time has become difficult. In order to ascertain the stage of these proposals and to expedite them in case of delay, it is proposed to maintain a separate register under the nomenclature "Sanction Register". The sanction register may contain the following information:-

1. Serial No.
2. Subject
3. Firm / Supplier
4. Head of Account
5. Sanctioning Authority
6. Date of submission to SP(HQ)
7. Date of submission to Home Dept.
8. No. & date of Sanction
9. Date sent to Accts. Section
10. Remarks

All the unit officers are requested to send this new register along with every proposal for perusal/review by Head of Office[SP(HQ)]. It is also informed that all proposals pending in Chief Office or Home Department may be included invariably in this register indicating the exact position. This register may personally be monitored by officers/ superintendants and reviewed periodically by SAO / OSD.

All CI's for W/a. in this regard

I. R. M. J. 2013
SUPERINTENDANT OF POLICE (HQ)

To SUPERINTENDENT OF POLICE (SOUTH)
PUDUCHERRY

1. All SPs, Police Department, Puducherry,
2. All Office Superintendent, Police Dept.,
3. Inspector(stores), Police Dept.,

Copy to

1. The Secretary to IGP,

All SAs to be 19

26/7/13
INSPECTOR OF POLICE
VILLIANUR CIRCLE
PUDUCHERRY



Wala