

**GOVERNMENT OF TELANGANA  
FINANCE (TFR) DEPARTMENT**

**Circular Memo.No.11186-A/262/TFR/2016.**

**Dt: 16.09.2016**

Sub:- Finance Department – Formation of New Districts, Revenue Divisions and Mandals in Telangana State – Meeting of expenditure on logistics, repairs to buildings, furniture, scanning of files, records computer peripherals, communication systems and other unforeseen expenditure – Certain instructions issued.

Ref:-1. G.O.Rt.No.904, Finance (EBS-I) Department, Dt:24.05.2016.  
2. G.O.Rt.No.609, Planning (VI) Department, Dt:07.09.2016.  
3. G.O.Rt.No.626 , Planning (VI) Department, Dt: 12.09.2016.

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The attention of District Collectors is invited to the references cited wherein orders have been issued sanctioning, releasing of funds and issue of administrative sanction orders in connection with formation of new Districts.

In continuation to the orders issued in the references 2<sup>nd</sup> and 3<sup>rd</sup> cited the following item wise instructions are issued to the District Collectors for incurring of expenditure out of the funds sanctioned in the references cited in connection with the proposed formation of new Districts.

**Buildings :**

- a. The Collectors shall carry out immediate repairs and renovation to the buildings identified. A line estimate, based on prevailing SSR may be prepared by any engineering department and approval for the same may be given. The work may be entrusted any engineering department based on local requirement. Departmental execution also may be taken up due to paucity of time.
- b. In case of accommodating any Government Department in Private Building the rate of rent per sft., may be fixed as per the existing rates inforce as per Government orders. Certain relaxations, on par with the rent fixation done by Minority residential schools are being issued separately.

**Furniture :**

- a. The Collectors of existing Districts shall take the inventory of available furniture, condemn the irreparable furniture and sell the same as per rules in vogue, and remit the sale procedures into relevant receipt head of account.
- b. Identify the furniture which can be repaired and used and Issue instructions to carry out repairs to the repairable furniture.
- c. Any excess furniture they may be transported to the new District / Revenue Divisions / Mandals.
- d. In case of inadequate furniture, the District Collectors shall identify the furniture needs of each of the new Offices and purchase required new furniture in relaxation of ban orders, relaxation of tender procedures by drawl of funds on A.C. Bills.
- e. While making purchase of furniture the Collectors are advised to empanel reputed vendors and take three quotations. Efforts should be made to ensure that uniformity of rates and make, design of the furniture across all the offices in the district.
- f. The collectors shall ensure that all procedures prescribed with regard to stock entries, settlement of DC bills etc have to be followed scrupulously.

**Computer Peripherals & other Communication Systems:**

- a. The District Collectors of existing District shall take inventory of available computer and peripherals in the District properly assess and retain the required systems.
- b. In case of availability of excess computers and peripherals they may transfer and transport them to the new Districts duly taking acknowledgement from the receiver.
- c. In case of inadequacy new Computers and Printers may be purchased from authorized, reputed dealers in relaxation of rules. The rate contract items available with TSTS, DG S & D or NICS I can be used for assessing any electronic item rates are appropriate or not. Orders can also be placed on such reputed and empanelled vendors.
- d. While making the purchases the standards of financial propriety may be observed.

**Transportation :**

- a. The District Collectors shall transport the Furniture, Computers, files, records from erstwhile Districts by entrusting the job to a responsible officer who shall take enough precautions in their transportation.

- b. The District Collectors should ensure that the rate for transportation per Quintal per Kilo Meter is to be fixed in a judicious manner and transportation is done as per those rates, involving the officers of transport department and civil supplies department.

**Scanning Files and Records :**

- a. The District Collectors shall issue necessary instructions to his Subordinate Officers to specifically identify all the records and files available in the Districts.
- b. Retain the required files and records which are exclusively required for the existing Districts.
- c. In case of common files and records they may get them scanned/photocopy through outsourcing as per the rates prescribed by IT&C department.
- d. The scanned/photocopied and verified data may be handed over to the newly created District Officers of the concerned Department by obtaining proper acknowledgment.

Separate instructions with regard to Police department would be issued by Principal Secretary, Home.

**K. RAMAKRISHNA RAO**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

To

All the District Collectors,  
The Director of Treasuries and Account, T.S. ,Hyderabad.  
All the DTOs, T.S., Hyderabad.

Copy to

All Secretariat Departments.  
All Officers / Expenditure Sections of Finance Department.  
The Pay and Accounts Officer, T.S., Hyderabad.  
SF/SCs

**//FORWARDED :: BY ORDER //**

**SECTION OFFICER**