

Government of India  
Ministry of Textiles  
Office of Textile Commissioner  
48, New Marine Lines, Mumbai – 400 020  
Email: rrtufs1@gmail.com:: Fax: 022-22004693  
Website: [www.txcindia.gov.in](http://www.txcindia.gov.in)

No.5 (1)(2)/RRTUFS POLICY/2020/04

Dated: 22/05/2020

01/06/2020

Office Memorandum

**Subject: SOP for release of RR TUFS Subsidy under WFH arrangement during lockdown period**

- i) The SOP (Standard operating Procedure) for the release of TUFS subsidy have been already issued by the Atufs section vide letter dated 12(1)/ATUFS/Policy/2019/TUFS/Del. Of Fin pr/516 dated 11.05.20.
- ii) The same procedure will be followed by the RR TUFS section for the disbursement of the subsidy during lockdown period.
- iii) Additionally the pre receipt and utilization certificate from banks will also be forwarded to DDO (TUFS) for the release of subsidy under RR TUFS.

This issues with the approval of Textile Commissioner.

  
(N.K. Gupta)  
Dy. Director

To,

1. The Pay & Account office (Mumbai) , Ministry of Textiles Mumbai-20

Copy to:

1. Under Secretary, TUFS Section, MoT
2. CCA, MOT, Udyog Bhawan, New Delhi

**Government of India**  
**Ministry of Textiles**  
**Office of the Textile Commissioner**  
**New CGO Building, 48, New Marine Lines**  
**Mumbai 400 020**  
**(TUFS Cell)**

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F. No.12(1)/ATUFS/Policy/2019/TUFS/Del. Of Fin Pr/515

Dated: .05.2020

**Office Memorandum**

**Subject: Standard Operation Procedure(SOP) for release of TUFS subsidy under WFH (Work From Home) arrangement during lockdown period of COVID-19 outbreak**

The undersigned is directed to refer to Establishment Sections's O.M. No. No.5(46)/2018/Est.I/01 dated 6<sup>th</sup> May 2020, allowing therewith designated officials dealing with release of subsidy under TUFS to work from home during lockdown period subject to issue of Standard Operating Procedure (SOP) which is notified as follows:-

1. Controlling Officers for various versions of TUFS will ensure due approval is accorded by Competent Authority as per delegation of powers under the scheme, file is cleared from pre-audit scrutiny (wherever applicable) and challan is generated online in i-TUFS (wherever applicable) for release of subsidy.
2. Once the process of approval and challan generation is completed, draft sanction order along with noting and pre-disbursement documents (Format-7, mandate form, agency registration form and undertaking, if applicable) will be forwarded to concerned Controlling Officer by the Program Division (PD) Officer. Draft sanction order shall mention serial number and page number of subsidy register along with issue number of the sanction order.
3. A scanned copy (PDF) of the ink signed sanction order will be forwarded by the Controlling officer to the PD Officer to complete the PD procedure in PFMS portal using their login credentials. The controlling officer will also forward to the PD level officer, a scanned copy of noting portion (or Format 7), which contains the approval of the competent authority for release of eligible subsidy, if required. The original ink signed sanction order shall be handed over to PD/DDO subsequently.
4. After completion of PD level approval of sanction in PFMS, the PD level officer shall forward a copy of noting portion of the approval (or Format 7 as the case may be) and the mandate form of the beneficiary to the DDO through e-mail. The PD level officer will also forward the copy of sanction order (PDF) to the PAO through gov e-mail id.
5. The DDO shall receive and generate the bill through PFMS portal after logging into the system as per the existing protocol and ink sign the system generated bill and keep it in safe custody for submission to PAO at a later stage.
6. DDO shall prepare the bill abstract (Format A - as prescribed by the Ministry of Finance, Controller General of Accounts OM No.3(2)/TA-II/2020/174 dated 8.4.2020) and certify in respect of bill against the sanction presented through the electronic system in support of relevant



claim. A scanned copy of abstract (Format A) of the physical bill is to be submitted to PAO through e-mail. **DSC(Digital Signature Certificate) on the abstract is desirable.**

7. DDO will send details of bills preferred at the end of each day in the Format B(as prescribed by the Ministry of Finance, Controller General of Accounts OM No.3(2)/TA-II/2020/174 dated 8.4.2020) to the PAO so as to check/verify and ensure that there is no mismatch.
8. The original ink-signed physical bill shall, however, be submitted by DDO to PAO at a later date with stamp of "**NOT FOR PAYMENT**" for post check and record. DDO may indicate the details of payment advice number and date so that PAO shall stamp as "paid" or so cancelled. This physical bill will not in any situation be re-processed in the system.
9. It shall be the responsibility of Program Division and DDO to ensure that the same physical documents are not used for generating duplicate sanction or bill.
10. PD Officer shall maintain soft copy of Subsidy register & Issue register. Both DDO & PD officer shall maintain soft copy of Expenditure register. These details will subsequently be updated in the respective Physical register.
11. DDO shall submit the ink-signed original bills to PAO along with original ink signed sanction order as soon as possible based on orders issued by the Competent Authority from time to time, in this regard.
12. Programme Division/DDO will ensure that the file procedures are completed as and when normal Office functioning resumes.

This issues with the approval of Textile Commissioner.



(Anusree Raha)  
Deputy Director

To,  
All Officers dealing with Release of subsidy under TUFS  
As per enclosed list

Copy to

- i) RPAO, Textiles, Mumbai- for information and necessary action, if any
- ii) Shri Anil Kumar KC, Under Secretary, TUFS Section, MoT, Udyog Bhawan, New Delhi
- iii) Chief Controller of Account, Ministry of Textiles, Udyog Bhawan, New Delhi