

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION
OFFICE OF THE
COMMISSIONER OF TECHNICAL EDUCATION
ANDHRA PRADESH: HYDERABAD.

Circular Memo.No.K2/18272/2010-11

Dated:10-01-2014.

Sub:- TECHNICAL EDUCATION - Delegation of Financial powers –
Rules and instructions governing the Purchase of Stores- Rule
III 7 under Article 125 APFC Volumes I- further Instructions-
Communicated -Reg.

Ref:-1. G.O.Ms.No.148 Finance & Planning (FW.ADMN.IFTR)
Department, dated: 21-10-2000.

2. G.OMs.NO.489, Finance (TFR.I) Department, dated: 08-12-2008.

3. G.OMs.NO.178, Finance (TFR.I) Department, dated: 19-8-2011.

4. G.OMs.NO.248, Finance (TFR.I) Department, dated: 06-09-2012.

5. This office Memo of Even No, dt: 26-9-2013.

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In the circular memo under reference 5th cited, the G.Os under reference 1st to 4th cited, were communicated to the Principals of Government Polytechnics for implementation.

2. Many Principals are sending proposals to this office for permission to place orders on the firms, even though instruction are given to Principals, vide Memo 5th cited.

3. In continuation to the Memo cited, further instructions are herewith given to the Principals that "wherever Full powers are vested with the Heads of Departments" the Commissioner of Technical Education is pleased to delegate the powers to the Principals (Unit Officers) for procurement in addition to the items where full powers are vested with Unit officers except condemnation of Vehicles & all other items of various kinds.

4. They are permitted to take up Maintenance & repairs of lab equipment from the available accumulated Non-Govt. funds/IRG/Budget available with the institute.

5. Since there is BAN on purchase of furniture most essential furniture in old Govt. Polytechnics the same ma be procured from accumulated Non-Govt. funds/IRG funds.

6. The Principals are permitted to procure the Library Books as per the procedures laid in APFC-Vol.I without referring to Commissioner of Technical Education office.

7. Hence Principals are requested not to send any proposal to this office henceforth and are requested to make purchases under Up-Gradation /CDTP/MODRDOBS/Budget/Non-Govt. Funds (including accumulated and fresh) /IRG/Hostel rent accumulated funds duly following the procedures.

8. The above issued instructions should be scrupulously followed.

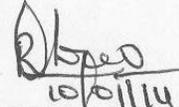
9. The receipt of the Memo should be acknowledged.

Encls:G.Os as above.

Sd/- AJAY JAIN
COMMISSIONER

To,
All the Principals of Government Polytechnics /Institutions in the State.
Copy to the Regional Joint Director of (TE), Kakinada,
Tirupati and Hyderabad.
Copy to Stock-File/Spare.

//F.B.O.//


SUPERINTENDENT

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Administration Reforms Delegation of Financial Powers to Heads of Departments, Regional officers and District officers and Unit officers in respect of certain Common Items of expenditure Enhancement of Financial Powers on certain Common Items of expenditure – Orders: - Issued.

FINANCE & PLANNING (FW: ADMN.I.TFR) DEPARTMENT

G.O.Ms.No.148

Dated: 21-10-2000.

Read the following:-

1. G.O. (P) No 703, Genl.Admn. (AR&t. I) Deptt, Dt.04-12-1978,
2. G.O. Ms. No.215, Fin & Plg. (fw. A&L) Dept, Dt. 14-09-1983,
3. G.O. Ms. No.102, Genl.Admn. (Ar&t. I) Dept, Dt. 242-1986,
4. G.O. Ms. No.490, Genl.Admn. (AR&T, Desk) Dept, Dt. 28-09-1994.
5. G.O. Ms. No.389, Genl.Admn. (Ar&T.I) Deptt. Dt. 04-04-1996.
6. G.O. Ms. No.100, Genl.Admn. (Ar&T.I) Deptt, Dt. 18-3-2000.

ORDER :-

Orders were issued in the Government Order 6th read above, constituting a Committee consisting of. Special Chief Secretary and Chief Commissioner, Land Administration as Chairman and Secretary to Government (Coord), General Administration Department as Convener, Prl, Secretary to Government, Revenue Department, Pri, secretary to Government, Finance and Planning (FW) Department and Prl.Secretary to Government, Panchayat Raj & Rural Development (RD) as Members, to examine and to suggest further enhancement of delegation of Financial Powers. The said committee has considered the existing Financial Powers as contained in the Government Orders 1st, 2nd & 5th read above in respect of some common items of expenditure to department of Secretariat, Heads of Departments, Regional Officers and District Officers and Unit Officers and made certain recommendations.

Government after careful consideration of the recommendations of the committee for enhancement of the existing financial powers on certain common items of expenditure, have agreed to the recommendations of the Committee.

Government have accordingly, in pursuance of the decision taken in Para 2 above and in modification of the orders issued in the Government Orders 1st, 2nd & 5th read above, fix the revised monetary ceiling limits of Financial Powers to be exercised by each authority as detailed in the Annexure to this order, subject to the following conditions.

- 1) The above delegation of financial powers is subject to availability of Budget Provision.
- 2) Where already higher powers are delegated on certain common items of expenditure, such higher provision will continue.
- 3) Where higher powers are not delegated on certain common items of expenditure now, the existing powers delegated earlier will continue.
- 4) Eligibility of the expenditure will be determined as per the existing guidelines, & orders in force.
- 5) The Departments of Secretariat/ Heads of Department and the District Collectors are requested to communication these orders to the Regional Officers, District/ Unit Officers and other Sub – Ordinate Officers under their administrative control for taking necessary action.
- 6) No separate concurrence of the Finance & Planning (FW) Department is required to exercise the enhanced financial powers is stated in Para (3) above, while issuing proceedings, this should be invariably mentioned by the concerned authority by quoting this G.O.
- 7) This order comes into force with immediate effect.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S.K.ARORA
PRINCIPAL SECRETARY TO GOVERNMENT

TO
All Departments of Secretariat.
All Heads of Departments.
All collectors.
Copy to G.A. (AR&T) Dept.

//True Copy//

ANNEXURE to G.O.Ms. No 148

Sl. No (1)	Item of Expenditure (2)	Ceiling Limits for Secretariat Depts./Heads of Depts./Dist. Collectors (3)	Ceiling limits for Regional Officers (4)	Ceiling limit for District officers (other than Collectors) Unit officers (5)
1	Maintenance of Motor Vehicles a) Light Vehicles b) Heavy Vehicles	Full Powers (subject to guidelines vide G.O.Ms.No.333, G.A. (OP.II) Dept., dt:31-7-1997) Full Powers (subject to guidelines vide G.O.Ms.No.333, G.A. (OP.II) Dept., dt:31-7-1997) Full Powers	20,000/- per Vehicle 4,000/- per Vehicle	20,000/- per Vehicle 40,000/- per Vehicle
2	Purchase of Stationery	Full Powers	Full Powers	Full Powers
3	Purchase of Steel & Wooden Furniture	Full Powers	Full Powers	Full Powers
	A) Purchase of Furniture	Full Powers	50,000/-	10,000/-
	B) Repair of Furniture	Full Powers	5,000/-	5,000/-
4	Rent for Office Building	Full Powers according to plinth area values and rent assessment by R&B Dept., (Subject to following instructions issued in G.O. Ms. No.35 Fin. & Plg. (FW.EBS.PWD) Dept., dt:27-2-97 read with Memo.No.127/R&E/97, dt:9-6-97)	Full Powers according to plinth area values and rent assessment by R&B Dept., (Subject to following instructions issued in G.O. Ms. No.35 Fin. & Plg. (FW.EBS.PWD) Dept., dt:27-2-97 read with Memo.No.127/R&E/97, dt:9-6-97)	Full Powers according to plinth area values and rent assessment by R&B Dept., (Subject to following instructions issued in G.O. Ms. No.35 Fin. & Plg. (FW.EBS.PWD) Dept., dt:27-2-97 read with Memo.No.127/R&E/97, dt:9-6-97)
5	Purchase of Bulbs & Lamps	Full Powers	10,000 /-	---

(1)	(2)	(3)	(4)	(5)
6	Light Refreshments	Rs.300/- at a time not exceeding Rs.2,000/- per month	200/- p.m.	200/- p.m.
7	Repairs to Type-Writers	Full Powers	Full Powers	Full Powers
8	Condemnation of Vehicles	Full Powers subject to technical scrutiny by Public Works Dept. or Area Transport Officer	Full Powers subject to technical scrutiny by Public Works Dept. or Area Transport Officer	Full Powers subject to technical scrutiny by Public Works Dept. or Area Transport Officer
9	Repairs to Duplicators	Full Powers	Full Powers	Full Powers
10	Organization of Sports & Games	50,000/-	10,000/-	10,000/-
11	Electrical Installations	Full Powers	5,000/-	5,000/-
a)	For additional / improvements and alterations to the existing electrical installations for each buildings and apartments in the compound	Full Powers	5,000/-	5,000/-
b)	Improvements, alterations and new installations to new buildings	1,00,000/-	50,000/-	50,000/-
12	Printing Locally without referring to Govt. Press	Full Powers	Full Powers	Full Powers
13	Visits of High Personnel	Rs.5,000/- on each occasion subject to a ceiling of Rs.50,000/-	No limit on occasion not exceeding Rs.5,000/- p.a.	No limit on occasion not exceeding Rs.5,000/- p.a.
14	Purchase of Non-Government publications relevant to Law and Administrative Management.	Full Powers	5,000/-	5,000/-
15	Crockery, Cutlery & Utensils (Initial Purchases)	5,000/-	1,000/-	1,000/-

(1)	(2)	(3)	(4)	(5)
16	Printing and Binding	Full Powers	Full Powers	Full Powers
17	Purchase of Wall clocks not exceeding one piece for each unit office at a cost not exceeding	1,000/-	500/-	500/-
18	Purchase of Fans	Full Powers	Full Powers	Full Powers
19	Write off of various kinds	Full Powers	Full Powers	Full Powers
20	Air Coolers	Full Powers	-----	-----
21	Drawal of amounts on Abstract contingent bills.	10,000/-	---	---
22	Photographic charges	---	---	1,000/-
23	Freight charges	Full Powers	Full Powers subject to eligibility	Full Powers subject to eligibility
24	Apparatus, instruments and Machinery.	Full Powers	Full Powers	Full Powers
25	Purchase of Stores	Full Powers	---	---
26	Legal Costs	Full Powers	Full Powers	Full Powers
27	Expenditure on Exhibitions	Full Powers	---	---
28	Maintenance of Residential and non-residential buildings of Prisons Dept.	Full Powers	---	---
29	Petrol, Oil, Lubricants	Full Powers	Full Powers	Full Powers
30	Maintenance of Computers	Full Powers (Through APTS or original Manufacturer)	Full Powers (Through APTS or original Manufacturer)	Full Powers (Through APTS or original Manufacturer)
31	Maintenance of Xerox machine			
32	Maintenance of Fax machine	Full Powers	Full Powers	Full Powers
33	Purchase of Computer/Fax machine Stationery (Printer Ribbons, Heads Catridges, Floppies, CDs and Tapes Etc.,	Full Powers	Full Powers	Full Powers
34	Air Coolers Repairs	Full Powers	Full Powers	Full Powers
35	Supply of uniform cloth to Class IV Employees	Full Powers	Full Powers	Full Powers

(1)	(2)	(3)	(4)	(5)
36	Telephone for connectivity for connectivity purpose	Full Powers	Full Powers	Full Powers
37	Internet Service Charges	Full Powers	1,000/-	1,000/-
38	Refreshments expenditure on visits of official from other States.	Full Powers	1,000/-	500/-
39	Purchase of Batteries	Full Powers	Full Powers	Full Powers
40	Pest Control Measures, Fire Alarm and Fire Extinguisher maintenance	Full Powers	Full Powers	Full Powers
41	Electrical & Net working works relating to Computer, Air Conditioner and UPS equipment	Full Powers	Full Powers	Full Powers
42	Courier charges	Full Powers	Full Powers	Full Powers
43	Supply of Uniform cloth for Junior Forest Officers	Full Powers	Full Powers	Full Powers
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GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

APFC Volume - I - Rules and instructions governing the Purchase of Stores - Rule III 7
under Article 125 APFC Volume - I - Amendment - Orders - Issued.

FINANCE (TFR.I) DEPARTMENT

G.O.Ms.No:489

Dated: 8.12.2008

Read the following:

ORDER:

The rules and instructions governing the purchase of stores and calling of Tenders are envisaged in Article 125 of APFC Vol-I. The estimated value of the orders for Open Tenders / Limited Tenders / Single Tender is very much low when compared to the present rates and it is not sufficient to cater to needs of Tender Procedure.

Government have examined the issue in detail and after careful examination of the matter the following amendment is issued to existing provisions under Article 125 of APFC Volume - I

AMENDMENT

For

Article 125 Instruction 8

Rule III does not preclude the use of limited or single tenders. The "Open Tender" system i.e., invitation to tender by public advertisement should however, be used as a general rule and must be adopted, subject to the exceptions mentioned in Instruction 13 under this rule, whenever the estimated value of the order to be placed is Rs.5000 or over. When the "Open Tender" system is used the purchasing Officer should arrange for the necessary public advertisement and may at his discretion, insert advertisements in the Andhra Pradesh Gazette, the Indian Trade Journal, published by the Director- General of Commercial Intelligence and Statistics, Calcutta, and one or more of the principal newspapers published in India.

Read

Rule III does not preclude the use of limited or single tenders. The "Open Tender" system i.e., invitation to tender by public advertisement should however, be used as a general rule and must be adopted, subject to the exceptions mentioned in Instruction 13 under this rule, whenever the estimated value of the order to be placed is Rs.5.00 lakhs or over. When the "Open Tender" system is used the purchasing Officer should arrange for the necessary public advertisement and may at his discretion, insert advertisements in the Andhra Pradesh Gazette, the Indian Trade Journal, published by the Director- General of Commercial Intelligence and Statistics, Calcutta, and one or more of the principal newspapers published in India.

Note: Any splitting of work to remain within the limit will be viewed seriously and action taken. Even for tendering above Rs.5.00 lakhs only a small advertisement can go in the newspaper and further details can be put on the website whose address can be mentioned in the news paper. Lengthy advertisements in newspapers may be avoided.

Article 125 Instruction 9

The "Limited Tender" system should ordinarily be adopted whenever the estimated value of the order to be given is less than Rs.5,000/-.

The "Limited Tender" System should ordinarily be adopted whenever the estimated value of the order to be given is less than Rs.5.00 lakhs.

Adve
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2008

Article 125 Instruction 11

The "Single Tender" system may be adopted in the case of a small order, or when the articles required are of appropriated character and competition is not considered necessary. For this purpose a small order means an order the value of which does not exceed Rs1000/- or, if more than one kind of article is ordered at one time, an order the total value of which does not exceed Rs.2000/-.

The "Single Tender" system may be adopted in the case of a small order, or when the articles required are of a proprietary character and competition is not considered necessary. For this purpose a small order means an order the value of which does not exceed Rs10,000/- or, if more than one kind of article is ordered at one time, an order the total value of which does not exceed Rs.20,000/-.

Article 125 Instruction 13

The Limited Tender" system may be adopted instead of the "Open Tender" system even when the estimated value of the order to be given is in excess of the limits Rs.5000/-

The Limited Tender" system may be adopted instead of the "Open Tender" system even when the estimated value of the order to be given is in excess of the limits Rs.5.00 lakhs

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

I.Y.R.KRISHNA RAO
PRINCIPAL SECRETARY TO GOVERNMENT

To

All Departments Secretariat.

All Heads of Departments.

All District Collectors.

The Director General, Anti Corruption Bureau, Hyderabad.

The Secretary, A.P. Public Service Commission, Hyderabad.

The Vigilance Commissioner, A.P. Vigilance Commission, A.P. Secretariat, Hyderabad.

The Registrar, A.P. Administrative Tribunal, Hyderabad.

The Commissioner, I. & P.R., Hyderabad.

The Principal Accountant General (Audit I), A.P. Hyderabad.

The Accountant General (Audit II), A.P. Hyderabad.

The Accountant General (A&E), A.P. Hyderabad.

The Law (E) Department.

All the Officers / Sections of Finance Department.

SE/SC's.

//FORWARDED:BY ORDER//

~~RD~~ was
SECTION OFFICER.

RD



GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Administrative Reforms – delegation of Financial Powers to Heads of Departments, Regional Officers and District Officers and Unit Officers in respect of certain Common Items of expenditure – Extension of Financial Powers for purchase of certain common items of expenditure – Further – Orders – Issued.

FINANCE (TFR) DEPARTMENT

G.O.Ms.No.178

Dated: 19.08.2011.
Read the following:

1. G.O.Ms.No.148, Finance & Planning (FW:Admn.I-TFR) Department, dt. 21.10.2000.
2. G.O.Ms.NO.471, Finance (TFR) Department, dt. 3.9.2001.
3. G.O.Ms.No.286, Finance (TFR.I) Department, dt. 23.11.2007.

ORDER:

In the reference 1st read above, orders were issued enhancing the Financial Powers to Secretariat Departments, Heads of Departments, Regional Officers, District and Unit Officers on certain common items of expenditure as detailed in the Annexure to the order subject to following certain conditions.

2. In the reference 2nd read above, amendment orders have been issued enhancing the financial powers on certain common items of expenditure to write off of various kinds at item No.19 of the reference 1st read above.

3. In the reference 3rd read above, amendment orders have been issued for enhancing the financial powers to various officers on Item No.6 of G.O. 1st read above.

4. Many departments are sending proposals to Government to issue permission for purchase of the following 04-items for which no powers were delegated earlier.

1. Purchase of Air Conditioners;
2. Purchase of Xerox Machines;
3. Purchase of Computers & its peripherals;
4. Purchase of Water Coolers;

::2::

5. Government after careful examination of the matter hereby delegate powers for purchase of above mentioned four items as per the eligibility criteria and level of delegation as indicated in the Annexure to this order, subject to availability of budget and duly following the procurement procedure in vogue.

6. This order comes into force with immediate effect and the same is available in A.P. Govt. Website <http://goir.ap.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

PUSHPA SUBRAHMANYAM
PRINCIPAL SECRETARY TO GOVERNMENT (IF)

To

All Departments of Secretariat.

All Heads of Departments.

The Principal Accountant General, A.P., Hyderabad.

The Principal Accountant General (Audit), Hyderabad.

The Accountant General, (A&E), A.P., Hyderabad.

All District Collectors/District Judges in the state.

The Director of Treasuries and Accounts, A.P., Hyderabad.

The Pay & Accounts Officer, Hyderabad

The Director, Works & Projects, A.P., Hyderabad.

The Director of Insurance, A.P. Hyderabad.

The Director, State Audit, A.P., Hyderabad.

The Dy. Financial Adviser (Works & Projects)

All the Deputy Directors, O/o. District Treasury Offices in the state.

All Pay and Accounts Officers, Works and Projects.

The Registrar, A.P. High Court, Hyderabad.

The Registrar, A.P. Administrative Tribunal, Hyderabad.

The Director, Govt. Printing Press, A.P., Hyd., for publication in the A.P. Gazettee.

The Principal Secretary to Governor of Andhra Pradesh, Hyderabad.

The G.A. (AR&T.I) Department.

P.Ss. to Chief Minister/Chief Secretary to Government/Spl. Chief Secretary to Government & Chief Commr. of L.A.

P.Ss. to all Ministers

S.F./S.C.

ANNEXURE

Appended to G.O.Ms.No. 178 Finance (TFR) Department, dt. 19.8.2011

Sl No	Name of the item	Secretariat Depts. / HODs / Dist Collectors	Regional Officers	Unit/ District Officers	Remarks/ Conditions.
1.	Air Conditioners	Secretaries/HODs/Dist Collectors are eligible, Full powers.	-----	-----	Subject to availability of budget and duly following the procurement procedure in vogue, through APTS., and also eligibility of the expenditure will be determined as per the existing guidelines & orders in force.
2.	Xerox Machines	Full Powers	-----	-----	Subject to availability of budget and duly following the procurement, through APTS., and also eligibility of the expenditure will be determined as per the existing guidelines & orders in force.
3.	Computers and its peripherals.	Full Powers	-----	-----	Subject to availability of budget and duly following the procurement through APTS with IT&C guidelines if any, and also eligibility of the expenditure will be determined as per the existing guidelines & orders in force.
4	Water Coolers.	Full Powers	Full Powers	Full Powers	Subject to availability of budget and duly following the procurement and also eligibility of the expenditure will be determined as per the existing guidelines & orders in force.



**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Administrative Reforms – Delegation of Financial Powers to Heads of Departments, Regional Officers and District Officers and Unit Officers in respect of certain common items of expenditure – Enhancement of Financial Powers on certain common items of expenditure – Amendment to item No.21 Drawal of amounts of Abstract Contingent Bills – Orders – Issued.

FINANCE (TFR) DEPARTMENT

G.O.Ms.No. 248 ,

Date: 6-9-2012.

Read the following:

1. G.O.Ms.No.148, Finance & Planning (FW:Admn.I/TFR)
Department date:20.10.2000.
2. U.O.No.24319/SPF/A3/2012, dt:25-7-2012 of G.A. (SPF) Dept.,

ORDER:

In the reference 1st read above orders were issued enhancing the Financial Powers to Secretariat Departments, Heads of Departments, Regional Officers, District and Unit Officers on certain common items of expenditure.

2. According to the item of expenditure at Sl.No.21 of the reference 1st read above i.e., “Drawal of amounts of Abstract Contingent Bills” Rs.10,000/- ceiling limit was fixed for Secretariat Departments/Heads of Departments/ District Collectors.

3. In the reference 2nd read above, G.A. (SPF) Department have requested to enhance the drawal of amounts on Abstract Contingent Bill from Rs.10,000/- to Rs.20,000/-. Certain cases have come to the Government wherein the Departments are requesting to enhance the amount of Rs.10,000/- for drawal of amounts of Abstract Contingent Bills. The matter has been reviewed by the Government and after examining in detail, the following amendment is hereby issued to the item of expenditure at Sl.No.21 to the reference 1st read above:

AMENDMENT

Amendment to the annexure of G.O.Ms.No.148, Finance & Planning (FW:Admn.I/TFR) Department, dt:20-10-2000.

Sl.No.	Item of Expenditure	CEILING LIMITS FOR		
		Secretariat Deptts/HODs/Dist. Collectors	Regional Officers	District (other than Collectors) Unit Officers
21	Drawal of amounts of Abstract Contingent Bills	Rs.20,000/-	---	---

(p.t.o)

4. This order comes into force with immediate effect.

5. These instructions are also available in Andhra Pradesh Government Website [http://www.apfinance.gov.in./](http://www.apfinance.gov.in/) / <http://goir.ap.gov.in/>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**V.BHASKAR
PRINCIPAL SECRETARY TO GOVERNMENT**

To

All Departments of Secretariat.

All Heads of Departments.

The Principal Accountant General, A.P., Hyderabad.

The Principal Accountant General (Audit), Hyderabad.

The Accountant General, (A&E), A.P., Hyderabad.

All District Collectors/District Judges in the state.

The Director of Treasuries and Accounts, A.P., Hyderabad.

The Pay & Accounts Officer, Hyderabad

The Director, Works & Projects, A.P., Hyderabad.

The Director of Insurance, A.P. Hyderabad.

The Director, State Audit, A.P., Hyderabad.

The Dy. Financial Adviser (Works & Projects)

All the Deputy Directors, O/o. District Treasury Offices in the state.

All Pay and Accounts Officers, Works and Projects.

The Registrar, A.P. High Court, Hyderabad.

The Registrar, A.P. Administrative Tribunal, Hyderabad.

The Director, Govt. Printing Press, A.P., Hyd., for publication in the A.P. Gazettee.

The Principal Secretary to Governor of Andhra Pradesh, Hyderabad.

The G.A. (AR&T.I)/(SPF) Department.

P.Ss. to Chief Minister/Chief Secretary to Government/Spl. Chief Secretary to Government & Chief Commr. of L.A.

P.Ss. to all Ministers

Copy to: All Officers and Sections in Finance Department.

S.F./S.C

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