

No. Fin.1 (C) 14-1/92-Vol.- II
Government of Himachal Pradesh
Finance-F- Section.

From

The F.C.-Cum-Secretary (Finance) to the
Government of Himachal Pradesh.

To

All Administrative Secretaries
Government of Himachal Pradesh

All Heads of Departments in
Himachal Pradesh.

Dated Shimla-171002. the 22nd July,1999.

Subject:-

Check list for sending cases for expenditure sanction to the Finance
Department.

Sir,

It is often observed that the cases, which are sent to Finance Department by various Administrative departments for expenditure sanction are not complete in all respects. Therefore, very often these cases are returned back. With a view to streamline the procedure it is requested that the enclosed check list in respect of various types of cases may please be gone through and details sought therein may please be supplied so that the cases can be examined and decided in one go.

Yours faithfully,

Sd/-

(Deepak Sanan)

Commissioner-cum-
Secretary(Exp. Control) to the
Govt. of Himachal Pradesh.

CHECK LIST OF THE CASES REFERRED TO F.D. BY THE A.D.

(I) IN CASE OF CREATION OF NEW POSTS FOLLOWING FORMALITIES ARE REQUIRED.

1. Schemes in which proposed posts are to be created.
2. Whether Plan/Non-Plan Scheme C.S. Scheme.
3. In case of plan scheme, approval of Planning Deptt., Plan provision, budget provision, estimated annual liability, Staffing pattern, if any.
4. In case of Centrally Sponsored Scheme, scheme details, pattern, GOI approval where required financial provision, annual liability and any other relevant detail.
5. In case of non-plan proposal, budget provision, justification including staffing pattern, etc.

(II) FILLING UP OF VACANT POST(S)

1. Proposal be sent to F.D. on prescribed proforma prescribed by D.O.P.
2. Page of budget where post(s) exist
3. Present sanctioned strength in various categories and the vacancies against each cadre.
4. Percentage of the vacant post(s) in various cadre.

(III) IN CASE OF EXPENDITURE SANCTION UNDER GIA/M&S/ OC etc.

1. Budget provision on prescribed proforma.
 - i) Page of budget book.
 - ii) Head of account.
 - iii) Quarter wise budget provision.
 - iv) Balance amount available.

(IV) PURCHASE OF NEW VEHICLE(s).

1. Existing fleet strength fixed by G.A.D.
2. Present number of vehicles available.
3. Budget provision in the relevant S.O.E.
4. Whether the condemned vehicle have been auctioned or not.

(V) IN CASE OF HIRING OF PRIVATE ACCOMODATION

1. N.A.C. and R.R.C. after taking assessment by PWD into consideration
2. Eligible area as per norms.
3. Budget provision in relevant S.O.E. in C.F.Y.
4. Area proposed to be hired.
5. Is this new office or old one.
6. If old reasons for vacating the old building .
7. Agreement on the prescribed agreement form by the F.D.

(VI) PURCHASE OF COMPUTERS/ PHOTOSTAT MACHINES / ELEC. TYPEWRITER.

1. Total number of Photostat machines/ Computers in the Deptt.
2. Whether the approval of Secy. (Computerization) has been obtained for the purchase of Computer.
3. For the purchase of English Typewriter NOC from the Deptt. Of L.A.C.
4. Budget availability under S.O.E.

(VII) FOR THE INSTALLMENT OF NEW TELEPHONES.

1. Justification as per norms for residential phones.
2. For new telephones, approval of the Chief Secretary to be attached.
3. For official telephones, existing number of total direct line telephones with the Deptt.
4. Existence of EPABX in the office and number of lines.

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From

The F.C.-Cum-Secretary (Finance) to the
Government of Himachal Pradesh.

To

All Administrative Secretaries
Government of Himachal Pradesh

All Heads of Departments in
Himachal Pradesh.

Dated Shimla-171002. the 22nd July,1999.

Subject:- Quarterly budget authorization.

Sir,

As you are well aware that to maintain smooth flow of expenditure and to maintain tempo of development the budget under various heads has now been authorized on quarterly basis.

In spite of quarterly authorization it has been observed that in certain cases bills of an amount, which approximately equal the total annual allocation, have been presented in the Treasuries, therefore, it appears that the concept of quarterly budget authorization has not been properly understood and appreciated.

I would, therefore, request you that quarterly budget authorization as communicated by the Finance Budget Section may be allocated all DDOs on quarterly basis and it be impressed upon them that the drawl under various S.O.E.s.

It has also been decided that all the DDOs will hence forth have to append a certificate in the bill is within the quarterly authorization for that office.

Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

(Deepak Sanan)

Commissioner-cum-Secretary(Exp.Control) to the
Government of Himachal Pradesh.

.....2/.....

Endst. No. As above

Copy for information and necessary action to:-

1. The Director, Treasuries and Accounts Organization , Himachal Pradesh Shimla-2.
2. All the District Treasury Officer/Treasury Officer and sub- Treasuries, Himachal Pradesh.

Sd/-

Commr.-cum-Secy.(Exp.Control) to the
Government of Himachal Pradesh.

No. Fin.1 (C) 14-1/92-Vol.- II
Government of Himachal Pradesh
Finance-F- Section.

From

The F.C.-Cum-Secretary (Finance) to the
Government of Himachal Pradesh.

To

1. All Administrative Secretaries
Government of Himachal Pradesh
2. All Heads of Departments in
Himachal Pradesh.
3. All Managing Directors of Boards and
Corporations, in Himachal Pradesh.
4. The Secretary,
HP Public Service Commission, Shimla.
5. All Divisional Commissioners, in
Himachal Pradesh.
6. All the Deputy commissioners, in
Himachal Pradesh.

Dated Shimla-171002 the 28th July 1999.

Subject:-

Economy Instructions-EM 99(I)- Clarification regarding.

Sir,

In continuation of this department letter of even number dated 22nd April, 1999, it is clarified that the rate for any private journeys beyond the limit for which a fixed monthly deduction is specified shall be @ Rs. 2/- per km for officers entitled to attached vehicles.

Yours faithfully,

Sd/-

(Deepak Sanan)

Commr.-cum-Secretary (Finance) to the
Government of Himachal Pradesh.

Endst.- As above

Dated Shimla-2 the

28th July, 1999.

Copy to :-

All District Treasury Officers in Himachal Pradesh for information
and necessary action.

Sd/-

(Abhay Pant)

Additional Secretary (Exp.Control) to

the

Government of Himachal Pradesh.

No. Fin.1© 14-1/92-Vol.- II
Government of Himachal Pradesh
Finance-F- Section.

From

The F.C.-Cum-Secretary (Finance) to the
Government of Himachal Pradesh.

To

1. All Administrative Secretaries
Government of Himachal Pradesh
2. All Heads of Departments in
Himachal Pradesh.
3. All Managing Directors of Boards and
Corporations, in Himachal Pradesh.
4. The Secretary,
HP Public Service Commission, Shimla.
5. All Divisional Commissioners, in
Himachal Pradesh.
6. All the Deputy commissioners, in
Himachal Pradesh.

Dated Shimla-171002 the 28th July 1999.

Subject:- Economy instruction-EM-99(II)-Clarification regarding.

Sir,

In continuation of this department letter of even number dated 22nd April,1999, I am directed to clarify that entitled to attached vehicles at district Hqr other than Shimla shall be entitled to private journey of 75 kms and shall have to pay Rs. 150/- per month for this facility, and for Sub-Divisional and Block Head Quarter this entitlement will be 50 kms and the Officers shall have to pay Rs.100/- per month for this facility. It will be compulsory for Officers with attached vehicles to pay these minimum monthly charges.

Yours faithfully,

Sd/-

(Deepak Sanan)

Commissioner-cum-Secretary (Finance) to the
Government of Himachal Pradesh.

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.....2.....

Endst. As above

Dated Shimla-2, the 28th July, 1999.

Copy to:-

All District Treasury Officers/ Treasury Officers in Himachal Pradesh for information and necessary action.

Sd/-

(Abhay Pant)

Additional Secretary (Expenditure-Control) to the
Government of Himachal Pradesh.

No. Fin.1© 14-1/92-Vol.- II
Government of Himachal Pradesh
Finance-F- Section.

From

The F.C.-Cum-Secretary (Finance) to the
Government of Himachal Pradesh.

To

1. All the Deputy commissioners, in
Himachal Pradesh.
2. All Superintendents of Police, Himachal Pradesh.

Dated Shimla-2, the 26th August, 1999.

Subject:- Exemption form economy instructions in respect of petrol limits for
vehicles and telephone calls limits for Lok Sabha Election-1999.

Sir,

I have been directed to convey the decision of the
Government to grant exemption from the restrictions imposed in respect of fuel for
vehicles and telephone calls charges between 1st September 99 and 10th October,1999 in
respect of District Officers namely the Deputy Commissioners, Superintendents of Police,
Addl. SPs, ADCs, ADMs, SDMs, DROs, SDPOs, and Dy.SP.s.posted with the Distt.
Police.

Yours faithfully,

Sd/-

(Abhay Pant)

Additional Secretary (Expenditure Control) to the
Government of Himachal Pradesh.

No. G.A.D.-7(G) 1-12/81
Government of Himachal Pradesh
Department of General Administration
(D- Section)

From

The Commissioner-cum-Secretary (G.A.D.) to the
Government of Himachal Pradesh.

To

1. All Secretaries to the Government of HP.
 2. All Heads of departments in HP.
 3. All the Deputy Commissioners, in HP.
 4. All Estate Officers in the office of all
Deputy Commissioners in HP.
 5. All Distt. and Session Judges in HP.
 6. The Director of Estate, HP. Shimla-2.
 7. The registrar General, HP High Court, Shimla-1.
 8. The Registrar General, HP Administrative Tribunal Shimla-2.
 9. All Treasury Officers/ Sub-Treasury Officers/ Assistant Treasury
Officers in HP.
 10. The Registrar HP University Shimla-5/Horticulture University,
Solan/ Agriculture University , Plampur, Distt.Kangra.
 11. The Sr. Accountant General (A&E) HP. Shimla-3
 12. The Accountant General(Audit) HP. Shimla-3
- Dated Shimla-2, the 26th October, 1999.

Subject:- Abolition of provision of rent-free accommodation.

Sir,

I am directed to convey the decision of the Government for abolition
of provision of rent free accommodation to any officer with effect from 1.11.1999.

You are, therefore, requested to charge license fee as per category/
type of the accommodation with effect from 1.11.99.

The receipt of this letter may be acknowledge.

Yours faithfully,
Sd/-

Additional Secretary (G.A.D.) to the
Government of Himachal Pradesh.

No. Fin.I © 14-1/92-Vol-I
Government of Himachal Pradesh
Finance (F) Section.

From

The Financial Commissioner-cum-Secretary (Fin)
to the Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. All Managing Directors of Boards and Corporations in Himachal Pradesh.

Dated Shimla-2, the 16th November, 1999.

Subject:- Economy Instructions.

Sir,

I have been directed to convey the following decisions of the Government:-

1. No calendars or diaries will be printed by the department/ Boards/ Corporation of the State Government. The only diary or calendar will be printed by the State Government Press and these will be used by all agencies after purchase from the State Government Press, if required.
2. No official greeting cards shall be got printed by any department of Board/ Corporation.
3. No lunch/dinner will be served at Government expenses at any meeting including the meetings of the Council of Ministers. Exception shall be made in the case of full daylong meetings where working lunch only will be served.

It is requested that these decisions may be implemented in letter and spirit.

Yours faithfully,

Sd/-

Commissioner-cum-Secretary(Expdt.)to the
Government of Himachal Pradesh.

No. Fin.1© 14-1/92-Vol.- I
Government of Himachal Pradesh
Finance-F- Section.

From

The F.C.-Cum-Secretary (Finance) to the
Government of Himachal Pradesh.

To

1. All Secretaries to the
Government of Himachal Pradesh
2. All Heads of Departments in
Himachal Pradesh.
3. All Managing Directors of Boards and
Corporations, in Himachal Pradesh.
4. The Secretary,
HP Public Service Commission, Shimla.
5. All Divisional Commissioners, in
Himachal Pradesh.
6. All the Deputy commissioners, in
Himachal Pradesh.

Dated: Shimla-171002, the 24th November, 1999

Subject:- Regarding new scheme for dealing with official phones at residences.

Sir,

In continuation of this department letter of even number dated the 14th October, 1999, on the above subject I have been directed to clarify that in case the officer is transferred within station the phone number will not change i.e. there will be no shifting. However, if the officer is transferred out of station the phone at previous place of posting will be surrendered and the officers concerned will have to get their own connections or work out a mutual arrangement at their own level. Any extra charges payable in such situations will be considered case by case depending on urgency of requirement.

Yours faithfully,

Sd/-

Commissioner-cum-Secretary(Finance-Exptd.)
to the Government of Himachal Pradesh.

No. Fin.1© 14-1/92-Vol.- II
Government of Himachal Pradesh
Finance-F- Section.

From

The F.C.-Cum-Secretary (Finance) to the
Government of Himachal Pradesh.

To

1. All Secretaries to the
Government of Himachal Pradesh
2. All Heads of Departments in
Himachal Pradesh.
3. All Managing Directors of Boards and
Corporations, in Himachal Pradesh.
4. The Secretary,
HP Public Service Commission, Shimla.
5. All Divisional Commissioners, in
Himachal Pradesh.
6. All the Deputy commissioners, in
Himachal Pradesh.

Dated: Shimla-171002, the 9th December,1999.

Subject:- Economy instructions-EM 99(1).

Sir,

In continuation of this department letter of even number dated the 22nd April, 1999 on the subject cited above, I have been directed to say that it has been come to the notice of the Government that the ceiling of 75 liters fixed for undertaking local journeys is being flouted as under :-

- i) By pooling the quantity i.e. first one departmental vehicle is used and after the limit is exhausted 2nd vehicle is used by the same officer and so on and to forth i.e. the limit is increased and the use of the vehicle is shown in different names.
- ii) It has further been come to the notice of the Government that exemption granted to some of the categories is being misused. The departmental officers have themselves taken over the mantle of one of the exempted categories (viz. maintenance of law and order etc.).

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2. In view of above it has now been decided by the Government that while reporting consumption of petrol for local journeys name of officer using the vehicle must be shown. The limit is for vehicle as well as for officers using the same. As regard point (ii) above this should also be checked effectively.
3. Apart from this you are requested to intimate the factual saving effected by these measures till now within five days from the receipt of this letter.
- 4.

Yours faithfully,

Sd/-

Commissioner-cum-Secretary(Finance-Expdt.)
to the Government of Himachal Pradesh.

No. Fin.-I-C(7)- 1/99
Government of Himachal Pradesh
Finance-F-Section.

From

The F.C.-Cum-Secretary (Finance) to the
Government of Himachal Pradesh.

To

1. All Administrative Secretaries
Government of Himachal Pradesh.
2. All Heads of Department in
Himachal Pradesh.
3. All Managing Directors of Boards and
Corporations, in Himachal Pradesh.
4. The Secretary,
HP Public Service Commission, Shimla.

Dated Shimla-2, the 24th December, 1999.

Subject:- Issues relating to Daily Wage Workers and their regularization.

Sir,

1. The Govt. has taken a decision already to regularize the services of Daily wage workers subject to their completing certain years of daily wage service in the Government. This decision is already being implemented and a large number of such Daily-wagers have already been regularized.

2. During the process of regularization of Daily-wagers various issues and problems relating to these workers concerning their regularization have been brought to the attention of the Government. The Government in order to avoid such confusion or problems has decided to streamline the existing procedure/provision in order to bring uniformity of procedure in various departments of the Government. The decisions in this regard are detailed as under:-

- i) Instruction have been issued form time to time regarding non-hiring of a person on daily wages without the concurrence of the Finance Department. However, instances have been reported of departments engaging personnel on the ground of urgent or limited period requirement without such concurrence. It is clarified that no such powers have been delegated to any authority. It is once again clarified that any instance of engaging daily-wage –personnel without concurrence of the Finance Department is a contravention of Government orders, inviting disciplinary action and the personal responsibility of the officer concerned.

- ii) Under the regularization policy of Government the existing position is that persons completing the stipulated number of years as on 31st March of a particular year (9 years in 1998,8 years in 1999 and so on) are regularized by the concerned department subject to availability of posts vide office letter No. Per(AP)-C-B (@)-2/97-Vol.-II, dated 23rd September,1998. Departments approach Finance Department only if creation of posts is required. Vide Govt. order Finance-I-C(14)-1/83 dated 10th May, 1989 and letter of even number dated 12.3.1990, permission of the Finance Department has been made mandatory in all cases where vacant posts are to be filled. The above two orders of the Govt. are not in conformity with each other. To bring uniformity in these orders and to avoid any confusion it is decided that in all cases of filling up of vacant posts whether by way of regularization by way of fresh recruitment, whether creation of posts is required or not, prior concurrence of Finance Department also maintains vacancy position in different Departments.
- iii) A number of complaints have come to the notice of the Government where in certain cases the age and health status of the daily wagers before they were regularized was not considered. These cases are being separately looked into. Regularization means induction to regular Govt. service. And as verification of age and obtaining a medical Certificate are a sine qua non for entering into Govt. service, therefore, in order to ensure that regularization process is smooth and does not pose problems to the daily wagers it has been decided that medical teams should be immediately constituted (especially in PWD, I &PH,1 Forest, Agriculture and horticulture) to evaluate the existing daily waged personnel with regard to their age and fitness for undertaking their function. This work may be completed in a time bound fashion within a period of three months. Government is separately issuing orders in the Health Deptt. To ensure early constitution of medical teams.
- iv) All Departments engaging daily wage labour for works shall impart a greater focus on getting their works executed through departmental labour.

These instructions will apply mutatis mutandis to all Boards/Corporation/
Autonomous bodies.

Yours faithfully,
Sd/-
Addl Secretary(Finance)to the
Government of Himachal Pradesh.