

No. Fin. I-C(14) 1/83-loose  
Government of Himachal Pradesh  
Finance Department  
(Expenditure Control -II)

From

The Principal Secretary (Finance) 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/  
Corporations in Himachal Pradesh.
4. All Spl. Secretaries/Additional Secretaries/  
Deputy Secretaries/ Under Secretaries to the  
Government of Himachal Pradesh.
5. All Vice-Chancellors of Universities in  
Himachal Pradesh.

Dated Shimla-2, the 13<sup>th</sup> May, 2002.

Subject:-

Need for economy without impeding the pace of development-  
Economy instructions thereto.

Sir,

I am directed to invite your kind attention to this Department's letter of even number dated 8<sup>th</sup> July, 1998 on the above subject and to say that it has been observed by the Government that some department(s) are mooted their proposals for engagement of coal Boy(s) in winter, Water Carrier(s) in summer, DDT Sprayer(s) in summer or rainy season etc. Which, in fact, has become a historical practice putting thereby an un-necessary burden on the State exchequer as there is a lot of surplus labourers in other Departments of the Government who can handle such work by internalization.

Thus, this practice being adopted by the departments was considered at the Government level and it has been decided that no coal Boy(s), Water Carrier(s), DDT Sprayer(s) should be engaged by any of the Department forthwith.

**You are, therefore, requested to kindly ensure the strict adherence of the above instructions of the Government forthwith. Also, the receipt of this communication may kindly be acknowledged at the earliest.**

Yours faithfully,

Sd/-

(Abhay Pant)

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

Endst No. As above

Dated Shimla-2, the

13.May, 2000.

Copy of the above is forwarded to:-

1. All the District Treasury Officers/ Treasury Officers in HP.
2. All the Section Officers in HP Secretariat, Shimla-2

Sd/-

(Abhay Pant)

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

Government of Himachal Pradesh  
Finance Department  
(Expenditure Control-II)

No. Fin.-(F)-I-C-(3)-9/92-I

dated Shimla-2, the 14<sup>th</sup> August,2002.

**NOTIFICATION**

In pursuance to the decision taken in the meeting of the Joint Consultative committee (JCC) held on 30.05.2002, the working Group consisting of the following is hereby constituted:-

1. The Principal Secretary (Finance)	Chairman
2. Administrative Secretary	Member
3. Secretary(Personnel)	Member
4. Addl. Secretary (Finance-Exp.)	Member
5. Under/Deputy/ Addl.Secy. (pers)	Member

The 'Terms of Reference' of the Working Group would be hereunder:-

1. Determining the need for filling up of vacant post(s).
2. Creation/ Up gradation of posts according to the norms in Departments.
3. Uniform staffing pattern for all directorates for the creation of the posts of Administrative Officers/ Registrar.
4. Creation of posts of Sr. Private Secretaries with all Heads of the Departments.
5. Promotional avenues HP State Operation Theatre Assistants.

By order  
Chief Secretary to the  
Government of H.P.

Endst. No. As above      Dated: Shimla-2, the      14<sup>th</sup> August, 2002.

1. All Principal Secretaries to the Government of Himachal Pradesh.
2. All the Secretaries to the Government of Himachal Pradesh.
3. All Heads of Departments in Himachal Pradesh.
4. All Deputy Commissioners in Himachal Pradesh.
5. The Under/ Deputy/ Addl. Secretary(Pers) to the Government of Himachal Pradesh, Shimla-2 w.r.t. letter No. PER(AP) –C-F(4)-1/2002-Loose dated 25<sup>th</sup> June, 2002 for information and further necessary action. He is requested to seek data from the Principal Secretary (Finance) to the Government of Himachal Pradesh whenever references from the different Departments are received by them.
6. Shri Ganga Singh Thakur, President, HP NGOs Federation, o/o the S.E., HPPWD, 4<sup>th</sup> Circle, Winter field, Shimla-171001.
7. Shri P.S. Bharmauria, Secretary General, HP NGOs Fed., o/o the Executive Engineer HPPWD Hamirpur.

Sd/-  
Additional Secretary (Finance-Exp.) to the  
Government of Himachal Pradesh Shimla-2.

Government of Himachal Pradesh  
Finance Department  
(Expenditure Control-II)

No. Fin.-(F)-I-C-(3)-9/92-I

dated Shimla-2, the 4<sup>th</sup> September,2002.

**NOTIFICATION**

In partial modification of this department's Notification of even number dated 14.08.2002, it is further clarified that the Member Secretary of the Working Group constituted therein will be the Additional Secretary (Finance-Exp.) to the Government of Himachal Pradesh instead of the Under/Deputy/ Additional Secretary (Personnel) to the Government of Himachal Pradesh.

By order,  
Sd/-  
Chief Secretary to the  
Government of Himachal Pradesh.

Endst. No. As above      Dated Shimla-2, the 04<sup>th</sup> September,2002.

1. All Principal Secretaries to the Government of Himachal Pradesh.
2. All the Secretaries to the Government of Himachal Pradesh.
3. All Heads of Departments in Himachal Pradesh.
4. All Deputy Commissioners in Himachal Pradesh.
5. The Under/ Deputy/ Addl. Secretary(Pers) to the Government of Himachal Pradesh, Shimla-2 w.r.t. letter No. PER(AP) –C-F(4)-1/2002-Loose dated 25<sup>th</sup> June, 2002 for information and further necessary action. He is requested to seek data from the Principal Secretary (Finance) to the Government of Himachal Pradesh whenever references from the different Departments are received by them.
6. Shri Ganga Singh Thakur, President, HP NGOs Federation, o/o the S.E., HPPWD, 4<sup>th</sup> Circle, Winterfield, Shimla-171001.
7. Shri P.S. Bharmauria, Secretary General, HP NGOs Fed., o/o the Executive Engineer HPPWD Hamirpur.

Sd/-  
Additional Secretary (Finance-Exp.) to the  
Government of Himachal Pradesh Shimla-2.

**PERSONAL ATTENTION**  
**MOST URGENT/TIME BOUND**

No. Fin.-(F)-I-C-(3)-9/92-I  
Government of Himachal Pradesh  
Finance Department  
(Expenditure Control-II)

From

The Principal Secretary (Finance) to the  
Government of Himachal Pradesh.

To

Subject:- **Guidelines for the preparation of the Memoranda to be supplied for the consideration of the “WORKING –GROUP”.**

Sir,

In continuation of this Department's Notification No. Fin.-(F)-1C-(3)-9/92-1 dated 14.8.2002 & 04.09.2002, I am directed to inform you that the information with regard to the “terms of Reference” as specified therein must be supplied in the shape of Memorandum (05 copies) in English or Hindi (one) version under the signatures of the Administrative Secretaries concerned on the relevant files of the Department which should also contain the information on the following points failing which these would not be considered to be placed before the Working-Group:-

1. CREATION OF POSTS:-

1. Points as indicated in the Check list circulated by this Department vide letter dated 22.07.1999 should be kept in view.
2. Description of the existing staff strength including all the categories of the Department.
3. The Details of the posts to be created a/w financial liability calculated annually there to.
4. Justification of the post on work-load.
5. How the work has been increased or decreased .

2. FILLING-UP OF POSTS:-

1. Check-list should be kept in view.
2. Description of the posts to be filled-up.
3. Total staff strength of the Dept. concerned including all the categories.
4. How the work is presently being managed and why cannot this be continued in future?.
5. Can't it be assigned to the incumbents of the Other categories? Why?.
6. Financial implication calculated annually on each posts.

3. UPGRADATION OF POSTS:-

1. Check-list should be kept in view.
2. Description of the posts to be upgraded.
3. Total staff strength of the Deptt. Concerned including all the categories .
4. Further promotional avenues of the post to be upgraded .
5. R & P Rules of the existing post and proposed post to be upgraded.
6. Financial implication involved calculated on yearly basis .
7. Full justification based on work load.
8. Period of stagnation be specified.

Yours faithfully,

Sd/-

Additional Secretary (Finance-Exp.) to the  
Government of Himachal Pradesh Shimla-2.

Endst No. As above      Dated Shimla-2, the      16<sup>th</sup> September, 2002.

Copy of the above is forwarded to:-

1. All Private Secretary/Pr. Secretary (Finance) Secy. to CM, Shimla-171002.
2. All the Section Officers in HP Secretariat Shimla-2
3. Shri Ganga Singh Thakur, President, HP NGOs Federation o/o the S.E. HPPWD, 4<sup>th</sup> Circle, Winter field, Shimla-171001.
4. Shri P.S. Bharmnauria, Secretary General, HP NGOs Fed., o/o the Executive Engineer HPPWD Hamirpur.

Sd/-

Additional Secretary (Finance-Exp.) to the  
Government of Himachal Pradesh Shimla-2.

No. Fin.-(F)-I-C-(3)-9/92-I  
Government of Himachal Pradesh  
Finance Department  
(Expenditure Control-II)

From

The Principal Secretary (Finance) to the  
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All the Principal Secretaries /Secretaries to the Government of Himachal Pradesh.
3. All Heads of Departments in Himachal Pradesh.
4. All Managing Directors of Boards/ Corporations in Himachal Pradesh.
5. All Deputy Commissioners in Himachal Pradesh.
6. All Vice-Chancellors of Universities in Himachal Pradesh.

Dated Shimla-2, the 20<sup>th</sup> August, 2002.

**Subject:- Amendments in the existing procedure of the disposal of condemned store in order to achieve the objectives of speedy disposal in respect of condemned vehicles as contained in chapter 15 of H.P.F.R. Volume-1, Rule 15.3 (Annexure-B).**

Sir,

It has been observed at the Government level that there is inordinate delay in the condemnation and final disposal of condemned vehicles leading to deterioration of condemned vehicles and resultant financial loss to the Government. It has also been felt that the particularly in towns condemned vehicles remain park either in the premises of offices or on roadside. The streamlining of the procedure of condemnation of vehicles had been under the consideration of the Government for past some time and it was felt that the existing procedure prescribed for the condemnation of vehicles and consequent auctions in the open market requires certain charges so that the condemned vehicles are expeditiously disposed of and the maximum realizable value of the vehicles is received on its disposal.

Now, after consideration of the matter regarding condemnation and speedy disposal of vehicles, the following procedure has been prescribed :-

1. The G.A.D. notification dated 16.05.2002 prescribing the criteria for condemnation of vehicle in respect of Kilometer ages covered etc. is required to be adhered to. For ready reference the same is being tabulated below:-

<b>Sr. No.</b>	<b>TYPE OF VEHICLE</b>	<b>KILOMETERS COVERED</b>	<b>OTHER CONDITIONS</b>
01.	Passengers Cars (Ambassadors)	1.6 lacs	8Years of Service
02.	Passengers (Ambassador car ISSUZU Engine)	2.0 lacs	8 Years of Service
03.	Maruti Vehicles other than Jeeps.	2.0 lacs	8 Years of Service
04.	Other vehicles	2.0 lacs	8 Years of Service
05.	Contessa Cars	2.0 lacs	5 Years of Service
06.	Jeeps of all makes	2.4 lacs	8 Years of Service

The above parameters in exceptional cases can be relaxed in the eventuality of particular vehicle having manufacturing defects during the warranty period or is not providing efficient service even after repairs. However, it would be the responsibility of users' Deptt. to take cognizance of manufacturing defects during warranty period. Once the warranty period is over, F,D shall not consider the vehicles for condemnation in relaxation of norms prescribed by the G.A.D in their notification referred to above.

2. When the HOD is satisfied that a vehicle is required to be condemned keeping in view the above parameters, he would seek bids from the authorized dealers of vehicles through exchange-cum –buy back route.

3. When the offers as at Sr.No.2 above has been received or even if the offers are not received, the HOD would place the matter before the condemnation Board. The constitution of which is already given in Rule 7 Annexure B referred to Rule 15.3 in chapter 15 of the HPFR Vol 1. The Condemnation Board would send its recommendation to the head of Office/ Head of Deptt. it would base its recommendation on the following factors:-

- (a) Whether the vehicles is to be condemned or not?
- (b) To assess the responsibility of buy –back – exchange offer on the basis of assess the responsibility of buy back offer would send its recommendation to HOD/ Head office. The condemnation board would also keep in view the re-sale value of particular brand of vehicle to be condemned. It would depend upon make of the vehicle. For car of Nova make/ Mark-1V make have virtually no resale value. However, the chances of an Ambassador car with ISSUZU engine could definitely have reasonable resale value even after covering a distance of 2,5 lac kms. However, Maruti Van after covering a distance of 2.5 Kms. However Maruti Van after coverings

more than two Kms. or in service for 8 years may not have much resale value.

- (c) In case in the opinion of condemnation Board the exchange of buy back offer is reasonable, it should recommend its disposal through the buy back route instead of recommending open auction.
- (d) In case buy back- cum- exchange offer is not reasonable in the opinion of Condemnation Board, it should be recommended for open auction. The reserve price of the vehicle should be fixed keeping in view the prevalent market rate of condemned vehicle should be fixed keeping in view the prevalent market rate of condemned vehicle. It should also be ensured by the Condemnation Board that the reasonable reserve price of the vehicle is so fixed that disposal is through auction route. Presently in most of the cases unreasonable reserve price is fixed resulting in repeated auction without any results. This is to be done only in respect of those vehicles, which are road worthy and in running condition or can be made road worthy after minor repairs.
- (e) When in the opinion of Condemnation Board, if a vehicle cannot be disposed off either through exchange –cum – buyback mechanism or through open auction, the condemnation Board would determine the reserve price of all such vehicles on the basis of scrap value of iron/ steel.
- (f) The scrap value of the vehicle would depend upon the scrap value of the iron prevalent in the local market . For assessing the scrap value of the vehicle the duty is enjoined upon the General Manager, D.I.Cs concerned under the over all guidance of Controller of Stores: to further expedite the process, scrap value of iron/ steel should be assessed every six months so that this process has not to be repeated time and again.
- (g) If the Head of Office and Head of the Deptt. keeps a watch on the performance of vehicles in their offices/ departments, it is not difficult, to dispose off the vehicle when these are in good running conditions. However, parameters referred to in (I) above will have to be kept in view. For this purpose, an advance exercise is required to be done so that budgetary provisions are also made in time. It is possible if matter is taken up with the Finance Department when it is expected that a vehicle is going to be condemned or auctioned in 4 or 5 month's time. Another method to speed up the disposal of vehicles is that the meeting of Condemnation Board is convened only when the budget provision is made available by the Finance Department.
- (h) Once a vehicle is condemned HOD should seek the approval of the Government for its replacement is simultaneously subject to the availability of the budget.

You are, therefore, requested to kindly ensure the strict compliance of the above instructions of the Government forthwith and receipt of this communication may also be acknowledged to this Department too at the earliest.

Yours faithfully,

Sd/-

Additional Secretary (Finance-Exp.) to the  
Government of Himachal Pradesh Shimla-2.

Endst No. As above. Dated Shimla-171002, the 20<sup>th</sup> August,2002.

Copy of the above is forwarded to :-

1. The Additional Secretary (G.A.D.-C) to the Government of Himachal Pradesh, Shimla-2 w.r.t. Cabinet decision conveyed on 09.08. 2002 on the above cited subject.
2. The Additional Secretary,(Finance-Regulation) to the Government of Himachal Pradesh, Shimla-2 with the request to carry out/incorporate the above amendments in the relevant Rule/ Chapter of the H.P.F.R. at the earliest .
3. The Private Secretary to Principal Secretary (Finance) to the Government of Himachal Pradesh for the kind information of the worthy Pr. Secy.
4. The Private Secretaries to Chief Secretary /Addl. Chief Secretary/Secy. to CM, Shimla-2.
5. Guard File(s).

Sd/-

Additional Secretary (Finance-Exp.) to the  
Government of Himachal Pradesh Shimla-2.

No. Fin-I-C(7)-1/99  
Government of Himachal Pradesh  
Finance Department  
(Expenditure Control-II)

From

The Principal Secretary(Finance)to the  
Government of Homachal 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/corporations in Himachal Pradesh
4. All the Deputy Commissioners in Himachal Pradesh.
5. All Vice –Chancellors of Universities in Himachal Pradesh.

Dated Shimla-171002 the 29<sup>th</sup> August 2002.

**Subject: Regularization of Daily Wager(s)-Latest instructions of the Government thereto.**

Sir,

In continuation of this department's letter of even number dated 24.12.1999 on the above subject , I am directed to say that it has been decided that the case(s) of regularization of Daily wagers will be delt with as under:-

- (a) Regularization of the Daily Wagers who have completed 08 years of service as such as on 31.03.2000 will be done at the level of the Administrative Secretaries to the Government of Himachal Pradesh of the Department(s) concerned.
- (b) Regularization will be done against the vacant post(s) only.
- (c) Regularization will be prospective . No retrospective regularization will be done.
- (d) The Administrative Secretary shall satisfy himself on file that the vacancy against which the regularization is being done has been created by the Government through regular mechanism i.e. with the approval of CMM and order creating the post is available with A.D. It will be the personal responsibility of the Administrative Department to ensure the regularization is only against regularly created post i.e. in existence and continuing.
- (e) The Government rules on creation and continuation or cessation of post will be strictly adhered to at the level of the Administrative Secretary.
- (f) After regularization of Daily Wagers, no employment, appointment, deployment etc. will be done against the resultant vacancies.

You are, therefore, requested to take further necessary action accordingly and intimate the number of persons regularized as per the attached Performa to the undersigned latest by 07<sup>th</sup> of every month.

Yours faithfully,

Sd/-

Additional Secretary (Finance-Exp.) to the  
Government of Himachal Pradesh Shimla-2.

**TERMS & CONDITIONS FOR HIRING PRIVATE VEHICLES FOR  
GOVERNMENT DEPARTMENT**

1. The vehicle is engaged for 365 days in a year at a flat rate at Rs.425/- per day. The duration of the availability of the vehicle in a day is 12 hours per day. However, for maintenance of the vehicle two paid holidays would be allowed which is necessary because without regular maintenance in a project area where most of the roads, are kacha, periodic maintenance is necessary to keep a vehicle in fit condition. The total cost of the hiring of the vehicle for 365 days works out to Rs. 1,55,125/- per annum.
2. The POL Charges are borne by Department itself and the prescribed per liter of petrol for the vehicles is as under :-

**Ambassador Car/ (Diesel Engine)/ Tata Sumo/ Tata Spacio/ M & M  
Marshal/ M & M Armada=8kms Per liter.**

There is also a rider to ensure the kilo meterage prescribed above, otherwise the difference of amount is deducted form the bills of the contractor. However, there is also a provision for carrying over of the fuel to the extent of one fuel tank capacity to the next month.

3. Oil lubricants. Services road taxes, insurance etc. is the responsibility of the contractor himself.
4. Damage to the third party is also the liability of the contractor .
5. There is also provision of fore closing the contract by serving 15 days notice.
6. There is also a provision of charging penalty at the rate of 1.5 times in case of non deployment of vehicle on any occasion day .
7. The prescribed Kms. Per day is 100 kms.
8. The currency of the contract is for 12 months .
9. The parking place of the vehicle is in Department premises. In case the vehicle goes out station, the mileage would be more than 100 kms However, Driver will not be paid any overtime for journey beyond 100 kms & night halt charges at the rate of Rs. 100/- per night however will be admissible .
10. The vehicle will be provided along with the Driver by the Contractor.