

PERSONAL ATTENTION
MOST URGENT/TIME BOUND

No. Fin-F-(A)- (11)-4/2004
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

....

From

The Principal Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA - 2.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. The Secretary to Governor, H. P. SHIMLA - 2.
3. The Secretary, H. P. Vidhan Sabha, SHIMLA - 4.
4. The Registrar General, H.P. High Court, SHIMLA -2
5. All the Heads of Departments in H. P.
6. All Chief Executive Officers/Managing Directors of H.P. Public Sector Undertakings/Boards/Corporation
7. The Secretary, H. P. Subordinate Services Selection Board, Hamirpur.
8. The Secretary to Lokayukta, H. P., SHIMLA - 2.
9. The Secretary, H. P. Public Service Commission, SHIMLA - 2.
10. The Secretary, H. P. Electricity Regulatory Commission, Khalini, SHIMLA - 2.
11. The All the Deputy Commissioners in H. P.
12. The Registrar, H. P. Administrative Tribunal, H.P. SHIMLA - 2.
13. The Registrar of all the Universities in H. P.

Dated Shimla - 171 002, the 05th May, 2007.

Subject :- Need for economy without impeding the pace of development - Revision of economy instructions and issue of financial guidelines thereof.

Sir,

In partial modification of this Department's letter of even number dated 06.09.1995 on the above subject, the Government has reviewed its

earlier decision and decided to amend the power(s) delegated under SOE "Office Expenses" as contained in F.D.'s instructions ibid to the extent that henceforth, the cases seeking expenditure sanction(s) of the Government in Finance Department for purchase(s) of photocopier(s)/computer(s) alongwith their peripherals in respect of various Department(s)/ Organization(s) for implementation of different developmental scheme(s) in the State can be disposed of by all the Administrative Department(s) concerned subject to availability of budget under the relevant HOA/SOE.

2. The Administrative Department(s) should strictly ensure the following parameters before issuance of such sanction(s) for aforesaid purchase(s) under SOE "Office Expenses" :-

- i) No further delegation by the A.D.'s will be permitted.
- ii) Prior approval of the IT Department with regard to the specification(s)/any other correlated advice(s) in case of purchase of computers and its peripherals.
- iii) Sanction(s) be restricted to within the sanctioned budget of the Department concerned under relevant Head of Account/SOE for concerned financial year and the guidelines for phasing of expenditure evenly, over all four quarters of the financial year.
- iv) A.D. to ensure that purchases effected are not at rates higher than those quoted by the H. P. State Electronics Development Corporation for the said item(s).
- v) Completion of all codal formalities and procedures, in advance, in this regard.

I am, therefore, directed to request you to kindly ensure the strict compliance of the aforesaid instructions of the Government forthwith, in all the departments/organizations working under your control.

Yours faithfully,

Sd/-
(RAMESH KUMAR)
Deputy Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

Endst. No. As above. Dated Shimla - 02, the 05th May, 2007.

Copy of the above is forwarded to all the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.

Sd/-
(RAMESH KUMAR)
Deputy Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

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No. Fin-F-(A)-(11)-4/2004
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

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From

The Principal Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA - 2.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. The Secretary to Governor, H. P. SHIMLA - 2.
3. The Secretary, H. P. Vidhan Sabha, SHIMLA - 4.
4. The Registrar General, H.P. High Court, SHIMLA -2
5. All the Heads of Departments in H. P.
6. All Chief Executive Officers/Managing Directors of H.P. Public Sector Undertakings/Boards/Corporation
7. The Secretary, H. P. Subordinate Services Selection Board, Hamirpur.
8. The Secretary to Lokayukta, H. P., SHIMLA - 2.
9. The Secretary, H. P. Public Service Commission, SHIMLA - 2.
10. The Secretary, H. P. Electricity Regulatory Commission, Khalini, SHIMLA - 2.
11. The All the Deputy Commissioners in H. P.
12. The Registrar, H. P. Administrative Tribunal, H.P. SHIMLA - 2.
13. The Registrar of all the Universities in H. P.

Dated Shimla - 171 002, the 18th May, 2007.

Subject :- Need for Computerization to accelerate the efficiency and accountability in the functioning of the Government - Latest instruction(s) thereof.

Sir,

With view to accelerate the efficiency and accountability at all level(s) in the functioning of the Government in this an era of Information Technology, various efforts have been made to computerize all the Government

Department(s)/Organization(s) at all level(s). Even, all the officers from Head(s) of the Department(s) and above have been provided with e-mail Ids by the NIC. There is also an effort by some Department(s) to move towards paperless office environment where instructions to the field are issued by e-mail and information is collected by mail. Quite often it happens that these senior officers remain busy throughout the day in meeting(s) or other official works. Thus, in order to overcome this complication prevailing vis-à-vis to increase the efficiency and accountability in the functioning of the Government, it has been decided that all the Head(s) of the Department(s) and officer(s) above the level of Head(s) of the Department(s) are provided with a Computer or a Laptop for their personal use from the Department(s) concerned, after observance of the procedure(s)/guideline(s)/delegation(s) as laid down in F.D. instruction(s) dated 05.05.2007.

I am, therefore, directed to request you to kindly ensure the strict compliance of the aforesaid instructions of the Government forthwith, in all the departments/organizations working under your control.

Yours faithfully,

Sd/-
(DEVESH KUMAR)
Special Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

Endst. No. As above. Dated Shimla - 02, the 18th May, 2007.

Copy of the above is forwarded to all the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.

Sd/-
(DEVESH KUMAR)
Special Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

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No. Fin-F-(A)-(11)-4/2004
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Finance Department
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From

The Principal Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA - 2.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. The Secretary to Governor, H. P. SHIMLA - 2.
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4. The Registrar General, H.P. High Court, SHIMLA -2
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9. The Secretary, H. P. Public Service Commission, SHIMLA - 2.
10. The Secretary, H. P. Electricity Regulatory Commission, Khalini, SHIMLA - 2.
11. The All the Deputy Commissioners in H. P.
12. The Registrar, H. P. Administrative Tribunal, H.P. SHIMLA - 2.
13. The Registrar of all the Universities in H. P.

Dated Shimla - 171 002, the 06th June, 2007.

Subject :- Need for Computerization to accelerate the efficiency and accountability in the functioning of the Government - Latest instruction(s) thereof.

Sir,

On the above subject, I am directed to refer to this Department's instruction/letter of even number dated 18.05.2007 and to intimate that with a view to accelerate the efficiency and accountability at all level(s) in the functioning of the

Government in this an era of Information Technology, all the Head(s) of the Department(s) and officer(s) above the level of Head(s) of the Department(s) have been allowed to be provided with a Computer or a Laptop for their official/personal use from the Department(s) concerned, after observance of the procedure(s)/guideline(s)/delegation(s) as laid down in F.D. instruction(s) dated 05.05.2007.

Further, the issue with regard to the admissibility of such a facility has been considered at the Government level and after due consideration(s), it has been further decided that the Head(s) of Department(s) & above rank officer(s) will include only the officers detailed as per ANNEXURE (attached).

In addition, these officer(s) would hand over their computer(s)/Laptop(s) to their respective Department(s), in the event of their transfer(s)/posting(s) somewhere else & in case of their retirement(s), too.

I am, therefore, directed to request you to kindly ensure the strict compliance of the aforesaid instructions of the Government forthwith, in all the departments/organizations working under your control.

Yours faithfully,

Sd/-

(DEVESH KUMAR)

Special Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

Endst. No. As above. Dated Shimla - 02, the 06th June, 2007.

Copy of the above is forwarded to all the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.

Sd/-

(DEVESH KUMAR)

Special Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

PERSONAL ATTENTION
MOST URGENT/TIME BOUND

No. Fin-F-(A)-(11)-11/2004
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

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From

The Chief Secretary to the
Government of Himachal Pradesh, SHIMLA - 2.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. The Secretary to Governor, H. P. SHIMLA - 2.
3. The Secretary, H. P. Vidhan Sabha, SHIMLA - 4.
4. The Registrar General, H.P. High Court, SHIMLA -2
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6. All Chief Executive Officers/Managing Directors of H.P. Public Sector Undertakings/Boards/Corporation
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10. The Secretary, H. P. Electricity Regulatory Commission, Khalini, SHIMLA - 2.
11. The All the Deputy Commissioners in H. P.
12. The Registrar, H. P. Administrative Tribunal, H.P. SHIMLA - 2.
13. The Registrar of all the Universities in H. P.

Dated Shimla - 171 002, the 13th June, 2007.

Subject :- Need for Economy without impeding the pace of development - Economy Instructions.

Sir,

On the above subject, I am directed to refer to this Department's latest instruction/letter of even number dated 17.12.2004 and to intimate that although, the State Government

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has been endeavoring to compress unproductive expenditure by adopting various austerity measure(s) yet it is appropriate to re-enforce continuity of such efforts without impeding the pace of development in the State. Thus, in order to ensure economy and to reduce unproductive expenditure, it is re-iterated that Government intends to allow fresh creation of only such posts which are functional in nature and duly justified as functional posts by the concerned Administrative Departments.

In this context, it is, also, re-iterated that there shall be a complete ban on fresh recruitment of all posts (including Daily Wage/Part time/Contract posts) except with the prior approval of the Government in Finance Department and thereafter, of the Council of Ministers. Such approval shall be granted only for functional posts.

I am, therefore, directed to request you to kindly ensure strict compliance of the aforesaid instructions of the Government, in all the departments/organizations working under your control.

Yours faithfully,

Sd/-
(ARVIND MEHTA)
Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

Endst. No. As above. Dated Shimla - 02, the 13th June, 2007.

Copy of the above is forwarded to all the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.

Sd/-
(ARVIND MEHTA)
Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

PERSONAL ATTENTION
MOST URGENT/TIME BOUND

No. Fin-F-(A)-(11)-11/2004
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

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From

The Chief Secretary to the
Government of Himachal Pradesh, SHIMLA - 2.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
 2. The Secretary to Governor, H. P. SHIMLA - 2.
 3. The Secretary, H. P. Vidhan Sabha, SHIMLA - 4.
 4. The Registrar General, H.P. High Court, SHIMLA -2
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 11. The All the Deputy Commissioners in H. P.
 12. The Registrar, H. P. Administrative Tribunal, H.P. SHIMLA - 2.
 13. The Registrar of all the Universities in H. P.
- Dated Shimla - 171 002, the 13th June, 2007.*

Subject :- Need for Economy without impeding the pace of development - Economy Instructions.

Sir,

On the above subject, it is re-iterated that although, the State Government has been endeavoring to compress unproductive expenditure by adopting various austerity measure(s) yet it is appropriate to re-enforce continuity of such efforts without impeding the pace of development in the State. Thus, in order to ensure economy and to reduce unproductive expenditure vis-à-vis

to save electricity, it has been decided at the Government level that all the existing electric bulbs of the Government offices may be substituted/replaced by THREAD-TYPE CFLs along-with their fittings as and when they get fused or go out operation, subject to the following conditions that :-

- i) Their "Fuse Report" must be certified by the authorized electrician/competent authority of the department concerned.
- ii) Branded CFLs (THREAD-TYPE) must be purchased from the R/C Firm(s) only with proper Guaranty/warranty/AMC etc., if R/C is present for these items ,else from open market.
- iii) Un-necessary glowing of CFLs/Bulbs particularly during day time be avoided.
- iv) Completion of all codal formalities/procedure in advance in this regard.

In addition, A.D. should take steps at its own level to ensure adequate safety measures, wherever required, against theft of these high-cost CFLs.

I am, therefore, directed to request you to kindly ensure strict compliance of the aforesaid instructions of the Government, in all the departments/organizations working under your control.

Yours faithfully,

Sd/-
(RAMESH VERMA)
Deputy Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

Endst. No. As above. Dated Shimla - 02, the 13th June, 2007.

Copy of the above is forwarded to all the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.

Sd/-
(RAMESH VERMA)
Deputy Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

PERSONAL ATTENTION
MOST URGENT/TIME BOUND

No. Fin-I-(C)- 14 -1/92-Vol.-II
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

....

From

The Chief Secretary to the
Government of Himachal Pradesh, SHIMLA - 2.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. The Secretary to Governor, H. P. SHIMLA - 2.
3. The Secretary, H. P. Vidhan Sabha, SHIMLA - 4.
4. The Registrar General, H.P. High Court, SHIMLA - 2
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9. The Secretary, H. P. Public Service Commission, SHIMLA - 2.
10. The Secretary, H. P. Electricity Regulatory Commission, Khalini, SHIMLA - 2.
11. The All the Deputy Commissioners in H. P.
12. The Registrar, H. P. Administrative Tribunal, H.P. SHIMLA - 2.
13. The Registrar of all the Universities in H. P.

Dated Shimla - 171 002, the 18th July, 2007.

Subject :- Economy instructions - EM 99 (1)

Sir,

On the above cited subject, in partial modification of this Department's letter of even number dated 22.04.1999, I am directed to say that in

order to improve functional efficiency vis-à-vis ensure speedy disposal at all level(s), the Government of Himachal Pradesh is pleased to notify that :-

- (a) Journey(s) outside the State of all officer(s) in the pay scale(s) of Rs. 18,400/- and above would need approval of the Chief Secretary.
- (b) Journey(s) outside the State of officers below pay scale beginning at Rs. 18,400/- can be considered/approved by the concerned Administrative Secretaries, on functional basis.

However, it shall be ensured that officers should be available for Cabinet meeting(s), Hon'ble Chief Minister's tour(s) in the field, visit(s) of GOI Minister(s)/Secretaries and other important discussion(s).

You are, therefore, requested to kindly ensure the strict compliance of the aforesaid instructions in all the departments/organizations working under your control.

Yours faithfully,

Sd/-

(RAMESH VERMA)

Deputy Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

Endst. No. As above. Dated Shimla - 171 002, the 18.07.2007.

Copy of the above is forwarded to all the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.

Sd/-

(RAMESH VERMA)

Deputy Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

PERSONAL ATTENTION
MOST URGENT/TIME BOUND

No. Fin-I-(C)-14-1/92
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

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From

The Chief Secretary to the
Government of Himachal Pradesh, SHIMLA - 2.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. The Secretary to Governor, H. P. SHIMLA - 2.
3. The Secretary, H. P. Vidhan Sabha, SHIMLA - 4.
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11. The All the Deputy Commissioners in H. P.
12. The Registrar, H. P. Administrative Tribunal, H.P. SHIMLA - 2.
13. The Registrar of all the Universities in H. P.

Dated Shimla - 171 002, the 01st August, 2007.

Subject :- Regarding new scheme for dealing with official phones at residences - Latest instruction(s) thereof.

Sir,

In partial modification of this Department's letter of even number dated 17.07.2000 & 25.05.2006 and with view to accelerate the efficiency in administration and execution of the Government policies in the best possible manner vis-à-vis accountability at all level(s) in the functioning of the Government in this an

era of Information Technology, it has been decided at the Government level to cover the Cell phones (Mobiles) also W.E.F. 01.08.2007 within the ambit of the Government Policy for reimbursing the residential telephone charges in the form of "FIXED BIMONTHLY RESIDENTIAL TELEPHONE/MOBILE AMOUNT" as per the schedule appended below:-

SERIAL NO.	CATEGORIES OF OFFICER(S)	FIXED BIMONTHLY RESIDENTIAL TELEPHONE AMOUNT (Already being provided on landline phones) <u>{IN RUPEES}</u>	ADDITIONAL FIXED BIMONTHLY RESIDENTIAL TELEPHONE AMOUNT (To be provided on Cell phones w.e.f. 01.08.2007) <u>{IN RUPEES}</u>
01.	Council of Ministers/ Parliamentary Secretaries /Chief Secretary/Additional Chief Secretary/ Principal Secretary to C.M./Director General of Police/Principal Private Secretary to C.M.	On actual basis	On actual basis
02.	Secretaries to Government and Head(s) of Department(s) in similar pay scale(s)	2800/-	1000/-
03.	Additional DGPs/Divisional Commissioner(s)/DIG (Range)/Deputy Commissioner(s)/SPs-In-charge of District(s)/Managing Director(s)/HOD(s) other than those covered in Col. 02 above. Chief Engineer(s)/Chief Conservator(s) of Forest(s)/Branch Officer Incharge of Protocol in GAD/Additional Deputy	2200/-	800/-

	Commissioner(s)/Additional District Magistrate(s)		
04.	Special Secretaries/ Additional Secretaries/ Joint Secretaries/PS to Minister(s) & Chief Secretary/Conservator of Forest, SEs/XENs/DFOs (only those who are incharge of territorial areas)/ ASPs in Districts/ Additional Director(s). Sub Divisional Magistrates/Sub Divisional Officers (Civil).	1400/-	600/-
05.	Other Officer(s)	800/-	400/-

However, the above fixed bimonthly residential telephones/mobiles amount shall be subject to the following conditions :-

- i) The officer(s) concerned shall have to get a Cell/Landline Phone Set(s)/connection(s) at their own level to be eligible to draw the fixed residential telephone/mobile amount *ibid*.
- ii) Mobile/Telephone (residential) number(s) shall have to be intimated along-with other landline numbers to the Secretariat Administration Department and the said mobile numbers shall be published in the Government Directory.
- iii) The Officers will not be required to produce mobile/telephone bills.
- iv) Fixed bimonthly residential telephone/mobile amount will deem to be the reimbursement of the actual expenses incurred.
- v) Any cost over and above normative monthly charges allowed by the Government shall have to be paid by them from their own pockets, in case the overall bill is in excess of the control amount indicated presumptively for each category.

Also, the category No. 05 meant for "Other Officers" will include only those officers who are above the rank of Deputy Director(s) and equivalents as defined in this Department's instruction dated 24.01.1992.

I am, therefore, directed to request you to kindly ensure the strict compliance of the aforesaid instructions of the Government forthwith, in all the departments/organizations working under your control.

Yours faithfully,

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

Endst. No. As above. Dated Shimla - 02, the 01st August, 2007.

Copy of the above is forwarded to all the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.

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

PERSONAL ATTENTION
MOST URGENT/TIME BOUND

No. FIN-F-(A) -11-4/2004
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

.....

From

The Chief Secretary to the
Government of Himachal Pradesh, SHIMLA - 2.

To

The Principal Secretary (GAD) to the
Government of Himachal Pradesh, SHIMLA - 171 002.

Dated Shimla - 171 002, the 06th August, 2007.

Subject:- Control in expenditure on Government Vehicles.

Sir,

In partial modification of this Department's earlier instruction(s) of even number dated 27.05.2006 on the above subject and with a view to improve the functional efficiency vis-a-vis speedy disposal of the developmental schemes/activities of the Government in the State, the issue with regard to enhance the monthly ceiling of petrol of the attached vehicles especially in H. P. Secretariat only, was considered at the Government level and after due considerations, it has been decided that henceforth, the maximum monthly ceiling of petrol be restricted to 150 litres for Ambassador Car(s) and 120 litres for Esteem Car(s) being used as attached vehicles of the GAD for undertaking local official journey(s) of the H. P. Secretariat with the eligible officer(s) posted in H. P. Secretariat. Limit/Ceiling of petrol for pooled and other vehicles of the GAD shall remain unchanged as defined in this Department's instruction *ibid*.

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I am, therefore, directed to request you to kindly ensure the strict compliance of the aforesaid instructions of the Government forthwith, after informing all the eligible officers posted in H. P. Secretariat, accordingly, under intimation to this Department at the earliest.

Yours faithfully,

Sd/-

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

Endst. No. As above. Dated Shimla - 02, the 06th August, 2007.

Copy of the above is forwarded to the District Treasury Officer, Capital Treasury, Yojana Bhawan, H. P. Secretariat Complex, SHIMLA - 171 002 for information and similar necessary action.

Sd/-

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