

PERSONAL ATTENTION
URGENT/TIME BOUND

No. Fin.-F-(A) (11)-11/2004
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. PSUs/Boards/Corporations.
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 of all the Universities in H. P.

Dated Shimla - 171 002, the 16th January, 2009.

Subject :- Filling up of vacant posts of Drivers in the various departments of the Government instructions thereof.

Sir,

On the above subject, I am directed to refer to this Department's letter/instructions of even number dated 17.12.2004 and to intimate that the Government has reviewed its earlier decision regarding filling up of vacant posts of Drivers in the various departments of the Government. It has now been decided

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that filling up of vacant post of Drivers within Government functional departments will require prior concurrence of Finance Department and approval of the Cabinet will be mandatory.

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

Yours faithfully,

Sd/-

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

PERSONAL ATTENTION
MOST URGENT/TIME BOUND

No. Fin-F-(A)-(11)-2/2004
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Finance Department
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From

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6. All Chief Executive Officers/Managing Directors of
H.P.Public Sector Undertakings/Boards/Corporations
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 09th April, 2009.

Subject :- Instructions regarding purchases/procurements by
Government Departments/Organizations.

Sir,

It has been observed that several
Departments/Organizations do not finalize their purchases well in
time, which results in breach of codal formalities while effecting

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these purchases in the Departments. It also results in the Departments finalizing their purchases at the fag end of the financial year which is not in the interest of sound financial management and this also affects the quality of the procurement process.

It has been, therefore, decided that all the departments should complete their purchases/annual procurements by 31.01.2010 for the year 2009-2010, after completing all codal formalities. This date of 31st January may be considered as the standing cut-off date by the Departments for purchases/procurements to be made in subsequent years, also.

Yours faithfully,

Sd/-

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

Endst. No. As above. Dated Shimla - 171 002, the 09.04.2009.

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

Sd/-

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

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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 09th April, 2009.

Subject :- Payment in respect to Purchases/Procurements by Government Departments.

Sir,

It has been observed that in some departments, payments for purchases of goods and services are made by them in cash, which is not in the interest of prudent financial practices. It has, therefore, been decided that in the interest of sound

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financial administration and transparency, all payments to suppliers should invariably be made by direct credit to supplier's bank account through ECS facility wherever available or by cheques/banker's cheques as far as possible. Payment of petty amounts below Rupees five thousand purchase may be made by cash, if the supplier does not have a bank account.

Yours faithfully,

Sd/-

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

Endst. No. As above. Dated Shimla - 171 002, the 09.04.2009.

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Principal Secretary (Finance) to the
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12. The Registrar, H. P. Administrative Tribunal, H.P. SHIMLA - 2.
13. The Registrars of all the Universities in H. P.

Dated Shimla - 171 002, the 24th June, 2009.

Subject :- Construction of the Rest Houses/Guest Houses/Circuit Houses etc. by the different Department(s)/PSU(s)/ hiring of new leased accommodation to maintain new Rest Houses/Guest Houses etc. - Need to maintain Economy.

Sir,

On the aforesaid subject, it has been seen that several Departments/Organizations/Autonomous Bodies have constructed

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Rest Houses/Guest Houses/Circuit Houses/ Inspection Huts/Rest Camps etc. while some Departments/PSUs/Autonomous Bodies are also maintaining some Guest Houses/Rest Houses etc. in hired premises. In order to effect economy in public spending, it has been decided that the Government Department(s)/PSU(s)/ autonomous bodies will not construct any new Rest Houses/Guest Houses/Circuit Houses etc. or open new Rest Houses/Rest Camps etc. in private premises or otherwise, except with the prior approval of the Council of Ministers.

You are, therefore, requested to kindly ensure strict compliance of the aforesaid instructions of the Government in all the Department(s)/PSU(s)/Autonomous Bodies working under your control.

Yours faithfully,

Sd/-

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

Endst. No. As above. Dated Shimla - 171 002, the 24.06.2009.

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

Sd/-

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

PERSONAL ATTENTION

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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.

Dated Shimla - 171 002, the 10th September, 2009.

Subject :- Construction/Hiring of the Rest Houses/Guest
Houses/Circuit Houses etc. - Instructions of Finance
Department dated 24.06.2009 - Addition of Rooms/Major
alteration - Need to maintain Economy.

Sir,

Your attention is invited to this Department's
instruction/letter of even number dated 24th June, 2009 on the
aforesaid subject whereby restriction has been imposed on
construction of new Rest Houses/Guest Houses/Circuit Houses etc.
and also on opening of new Rest Houses/Rest Camps etc. in private
premises or otherwise, except with the prior approval of the Council
of Ministers, by any Government Department(s)/PSU(s)/ autonomous
bodies etc. It is clarified that this restriction on construction also
includes restriction on construction of additional rooms. The
Departments would also need the approval of the Council of Ministers
with respect to any such proposal of addition of rooms.

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You are, therefore, requested to kindly ensure compliance of the aforesaid instructions of the Government in all the Department(s)/PSU(s)/Autonomous Bodies working under your control. The letter may also be seen on www.himachal.nic.in/finance under the link "Expenditure".

Yours faithfully,

Sd/-

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

Endst. No. As above. Dated Shimla - 171 002, the 10.09.2009.
Copy of the above is forwarded to :-

1. All Chief Executive Officers/Managing Directors of H.P.Public Sector Undertakings/Boards/Corporations
2. The Secretary, H. P. Subordinate Services Selection Board, Hamirpur.
3. The Secretary to Lokayukta, H. P., SHIMLA - 2.
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5. The Secretary, H. P. Electricity Regulatory Commission, Khalini, SHIMLA - 2.
6. The All the Deputy Commissioners in H. P.
7. The Registrars of all the Universities in H. P.
8. All the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.

Sd/-

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