

PERSONAL ATTENTION

No. Fin-F-(A)-(11)-4-6/2002
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.

Dated Shimla - 171 002, the 14th August, 2012.

Subject :- Continuation of temporary post(s) - Latest Instruction(s)
thereof.

Sir,

The issue of yearly continuation of temporary post(s) of various kind(s) has been engaging the attention of the Government from sometime past. Normally, all such posts are being continued in the different Government Department(s) in a mechanical way resulting in no fruitful gain; rather it leads to just wastage of time & energy of the Government at different levels. Thus, with a view to curb this routine practice and in order to bring in functional efficiency, it has now been decided that:-

- a) All the filled up temporary posts of permanent nature [except those on daily wage, part time, contractual or anyone appointed under any specific policy of the Government has been working presently] which have been in existence for the last

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

five years continuously and their services are still essential for the respective Department(s) will be converted into permanent with immediate effect. The concerned Administrative Departments will issue the formal orders in this regard at their own level after ensuring the above conditions and shall intimate the same to the Finance Department;

- b) All the temporary posts which have been lying vacant for the last two years shall henceforth be deemed to have been abolished. All the concerned Administrative Departments shall issue formal orders to this effect at their own level, and shall furnish the complete details of such posts along-with formal orders of abolition of posts to Finance Department. However, if any of them is required in future in any of the Government Departments, a complete proposal along-with administrative justification for revival/creation for the same may be sent to the Finance Department through usual mechanism.

All concerned working under your control may kindly be instructed to adhere to the above instructions in its letter & spirit.

This letter/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure".

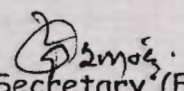
Yours faithfully,

SKM —

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

Endst. No. As above. Dated Shimla - 171 002, the 14.08.2012
Copy of the above is forwarded to :-

1. All the Deputy Commissioners in H. P.
2. All the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.


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

PERSONAL ATTENTION

No. Fin-F-(A)-(11)-2/2011
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 (Forest/Tribal Development/ Urban Development/Education/ Planning/Economics & Statistics/ Irrigation & Public Health/Home/MPP & Power/Information Technology/Panchayati Raj/Revenue) to the Government of Himachal Pradesh.
2. The Registrar General, H.P. High Court, SHIMLA-2
3. All the Heads of Departments (Forest/Tribal Development/ Urban Development/Education/ Planning/Economics & Statistics/ Irrigation & Public Health/Home/MPP & Power/Information Technology/Panchayati Raj/Revenue/Treasury & Accounts) in H. P.

Dated Shimla - 171 002, the 06th January, 2012.

Subject :- Delegation of power(s) to accord expenditure sanction(s) under 13th Finance Commission Grant(s) - Latest Instructions thereof.

Sir,

With a view to accelerate efficiency in administration vis-à-vis to ensure speedy implementation of the various Scheme(s)/Project(s)/Programme(s) funded by the 13th Finance Commission, it has been decided by the Government that the Administrative Secretary(s) would henceforth issue expenditure sanction(s) at their own level within the authorized budgetary ceilings strictly as per the guidelines of the Government of India, subject to the following condition(s):-

- a) 30% of the budgeted/allocated amount at the ...2/...

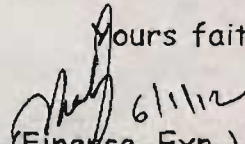
beginning of the year subject to fulfillment of all conditions put-forth in guidelines by Government of India where full amount of TFC Award has been received in respect of last financial year;

- b) Further, 35% of budgeted/allocated amount where the case for further release of TFC money has been sent to Government of India through Finance Department along-with Utilization Certificate(s) of previous expenditure;
- c) Remaining 35% of budgeted/allocated amount on receipt of 1st instalment due for the year.

All concerned working under your control, may kindly be instructed to adhere to the above instructions in letter & spirit.

This letter/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure".

Yours faithfully,

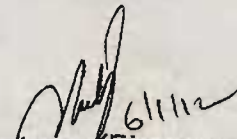


Special Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

Endst. No. As above. Dated Shimla - 171 002, the 06.01.2012.

Copy of the above is forwarded to :-

- 01. All the Deputy Commissioners in H. P.
- 02. All the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.



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

No. Fin-F-(A)-(11)-2/2011
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

From

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

To

All the Administrative Secretaries to the
Government of Himachal Pradesh, SHIMLA - 171 002.

Dated Shimla - 171 002, the

06th January, 2012.

Subject :- Delegation of power(s) to accord expenditure sanction(s) under different
SOEs wherein additional Budget has been made available by Finance
(Budget) Department - Latest Instructions thereof.

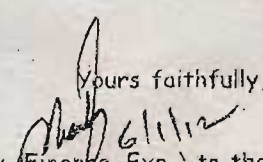
Sir,

On the above subject, I am directed to intimate that as per present practice, proposals seeking additional funds under different SOEs are moved to Budget Section(s) of Finance Department. Once the additional funds are allowed by the Budget Section(s) of Finance Department to the respective Administrative Department(s), they move their proposals again to this Department for according expenditure sanction(s) which implies that they have to come twice to the Finance Department for clearance of a single proposal. Thus, in order to avoid duplicacy/delay in incurring expenditure on such proposal(s) vis-à-vis to simplify the procedural requirement(s) thereof, it has been decided that henceforth Administrative Department(s) would be competent to accord expenditure sanction(s) once the additional funds are provided by Budget Section(s) of Finance Department under any of the SOE, except for those proposal(s) which involve creation/filling up of posts, purchase of vehicles/furniture items etc. on this account.

For cases involving creation/filling up of posts, purchase of vehicles/furniture items etc. under relevant SOEs, a specific proposal will have to be sent to Finance Department for consideration as usual.

All concerned working under you, may kindly be instructed to adhere to the above instructions in letter & spirit. This letter/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure".

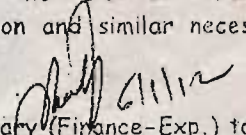
Yours faithfully,


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

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

06.01.2012.

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


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

No. Fin-F-(A)-(11)-2/2011
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

From

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

To

All the Administrative Secretaries to the
Government of Himachal Pradesh, SHIMLA - 171 002.

Dated Shimla - 171 002, the 10th February, 2012.

Subject :- Engagement(s) of Private Advocate(s)/Counsel for
defending various Court-Case(s) on behalf of the State
Government and payment of counsel fee - Latest
Instructions thereof.

Sir,

On the above subject, I am directed to intimate that
a detailed procedure has been defined for engagement(s) of Private
Advocate(s)/Counsel(s) for defending various Court-Case(s) in the
different Hon'ble Court(s) on behalf of the State Government and
payment of counsel fee(s) etc. thereof, in Chapter 16.6.3 of the
Office Manual which is reproduced below:-

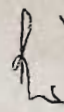
"Before engaging private counsel in a Government case,
the terms of engagement viz. Counsel fee, Clerkage,
consultation fee, conference fee etc. should be
obtained from the private counsel or settled by a senior
functionary and thereafter, got concurred in by the
Law Department and approved from the Government in
the Administrative Department concerned. After
Government approval, acceptance of the terms &
conditions of engagement should be communicated to the
private counsel and the Advocate General with a copy to
the Home Department. It should be ensured that the
fees or other charges are not abnormally high in
comparison with similar other cases. The terms &
conditions of private Advocates should be finalized prior
to their engagement."

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In view of the aforesaid provision in the Office Manual, there is no need to move such type of case(s) to Finance Department even if the Law Department advises to obtain the approval of Finance Department in the matter. Rather they are required to be disposed of by the respective competent authority as defined in Chapter 16.6.4 of the Office Manual, after ensuring:-

- i) Prior approval of Pattern/Structure of fee(s) by the Law Department;
- ii) Prior approval of the Hon'ble Chief Minister;
- iii) Completion of all codal formalities procedurally in advance in this regard.

All concerned working under your control, may kindly be instructed to adhere to the above instructions in letter & spirit. This letter/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure".

 Yours faithfully,

Special Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.
Endst. No. As above. Dated Shimla - 171 002, the 10.02.2012.
Copy of the above is forwarded to all the District
Treasury Officers/Treasury Officers in Himachal Pradesh for
information and similar necessary action.


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

4

PERSONAL ATTENTION

No. Fin-F-(A)-(11)-2/2011
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.

Dated Shimla - 171 002, the

17th February, 2012.

Subject :- Delegation of power(s) to accord sanction(s) for "Publication" - Latest Instructions thereof.

Sir,

On the above subject, it has been observed at the Government level that many proposal(s) from different Administrative Department(s) are received in Finance Department for seeking concurrence for printing of Books or any other material(s) which results into unnecessary delay hampering thereby the working efficiency of the respective Department(s). With a view to accelerate efficiency in administration to ensure speedy proposals of such proposal(s), it has been decided by the Government that all the Head(s) of Department(s) would henceforth be competent to accord approval(s) upto Rs. 0.50 lakh and thereafter full powers will rest in the respective Administrative Department(s) with the approval of the Hon'ble Minister(s) concerned. The concerned Head(s) of Department(s)/Administrative Department(s) will ensure that the publication of Books or any other material(s) is necessary for improving the service delivery being done by the Department. The Department will also ensure the quality, rate reasonableness of publication by a competitive process. Such approvals be accorded after assessing the total annual requirement of the material in one-go only & not in a piecemeal manner, subject to obtaining NOC (No Objection Certificate) from the Controller of Printing & Stationery and completion of all connected formalities procedurally in advance in this regard. The expenditure on 'publication' can be made from SOE "Publication" or "Other Charges".

All concerned working under your control may kindly be instructed to adhere to the above instructions in its letter & spirit. This letter/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure".

Yours faithfully,

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

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

17.02.2012.

3. The All the Deputy Commissioners in H. P.
4. All the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.

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

Further, it may be ensured that the rates are reasonable & not more than the rent prevailing at the time the rent was assessed.

- c) Eligible area as per norms as circulated vide F.D.'s instruction dated 22.03.1996 (Copy enclosed);
- d) Whether it is new office or old-one, if old reasons/cogent justification for vacating the same;
- e) Agreement(s) on the prescribed agreement form with the owner(s) or his/her legal representative(s) of the private building(s)/accommodation(s) to be hired; and,
- f) Following proper administrative procedure like NIT in case of hiring of a new premises.

In case of any deviation in completion of required formalities or norms so fixed by the Government, the Administrative Department(s) concerned shall have to take specific approval of the Chief Secretary on the Departmental file, with full justification of the case.

All concerned working under your control may kindly be instructed to adhere to the above instructions in its letter & spirit. This letter/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure".

Yours faithfully,

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

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

17.02.2012.

1. The All the Deputy Commissioners in H. P.
2. All the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.

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

No. Fin-F-(A)-(11)-2/2011
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

5

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.

Dated Shimla - 171 002, the

17th February, 2012.

Subject :- Delegation of power(s) to accord sanction(s) under SOE "Rent, Rate
& Taxes" - Latest Instructions thereof.

Sir,

On the above subject, it has been observed at the Government level that many proposal(s) from different Administrative Department(s) are received in Finance Department for seeking concurrence for hiring of private buildings for housing the Government Office(s)/residence(s). This practice results into unavoidable delay and attracts un-necessary litigations because of delayed payment(s) of rent to the owners of the said buildings. With a view to accelerating efficiency in administration vis-à-vis in order to avoid un-necessary delay/litigation(s) in disposal of such proposal(s), it has been decided by the Government that all the Head(s) of Department(s) would henceforth be competent to accord approval(s) for hiring of private building(s)/accommodation(s) for housing Government Offices/residences, subject to observance of following procedural formalities in advance in this regard :-

- a) Non-Availability Certificate(s) issued by the Deputy Commissioner(s) concerned except for the area(s) under the territorial limit(s) of Municipal Corporation, Shimla which may be issued by the General Administration Department;
- b) Rent Reasonability Certificate(s) issued by the Executive Engineer(s) of the Public Works Department of the respective area(s). Such certificate(s) for monthly rent assessed upto Rs. 2,000/- be issued by the Executive Engineer(s) of the Public Works Department of area concerned and those exceeding monthly rent Rs. 2,000/- issued by the Executive Engineer(s) must be countersigned by the Superintending Engineer(s) of the concerned Circle(s).

No. Fin-F-(A)-(11)-2/2011
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

6

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.

Dated Shimla - 171 002, the

17th February, 2012.

Subject :- Delegation of power(s) to accord sanction(s) under SOE "Other
Charges" - Latest Instructions thereof.

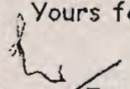
Sir,

On the above subject, it has been observed at the Government level that many proposal(s) from different Administrative Department(s) are received in Finance Department for seeking concurrence under SOE "Other Charges" in piece-meals which results into unnecessary delay hampering thereby the working efficiency of the respective Department(s). Thus now, with a view to accelerate efficiency in administration and to ensure speedy proposals of such proposal(s), it has been decided by the Government that all the Head(s) of Department(s) would henceforth be competent to accord approval(s) upto Rs. 0.50 lakh & thereafter the respective Administrative Department(s) upto Rs. 05.00 lakhs only. The concerned Head(s) of Department(s)/Administrative Department(s) will ensure the quality, rate reasonableness by competitive process and usefulness of such an expenditure to be made under this SOE for the Department. The proposal(s) seeking expenditure sanction(s) beyond Rs. 05.00 lakhs under SOE "Other Charges" shall be sent to Finance Department through usual mechanism as heretofore.

...2/...

All concerned working under your control may kindly be instructed to adhere to the above instructions in its letter & spirit. This letter/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure".

Yours faithfully,



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

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

17.02.2012.

Copy of the above is forwarded to :-

1. The All the Deputy Commissioners in H. P.
2. All the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.


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

PERSONAL ATTENTION

No. Fin-F-(A)-(11)-2/2011
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

7

From

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

To

All the Administrative Secretaries to the
Government of Himachal Pradesh, SHIMLA - 171 002.

Dated Shimla - 171 002, the 14th March, 2012.

Subject :- Expenditure on SOEs "Office Expenses" and "Other Charges"
in March 2012.

Sir,

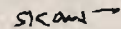
It has been observed that many Drawing and Disbursing Officers make purchases at the close of financial year, especially in second fortnight of March from SOEs "Office Expenses" and "Other Charges". These purchases, in most of the cases, are effected with a view to consume allocated budget rather than necessity.

In order to ensure proper financial discipline and to avoid last minute purchases, it has been decided that no expenditure shall be allowed out of these two SOEs for any purchases made after 20.03.2012. The only exception shall be in respect of expenditure to be incurred on clearing of pending Water, Electricity and Telephone charges; MR, TE & TTA & Petrol bills.

You are, therefore, requested to issue necessary instructions to all DDOs of your department for strict compliance.

This letter/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure".

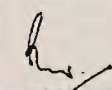
Yours faithfully,



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

Endst. No. As above. Dated Shimla - 171 002, the 14.03.2012.

Copy of the above is forwarded to all the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action. They are directed not to clear any bill having cash memo issued after 20.03.2012 and to ensure compliance of above instructions by all Drawing & Disbursing Officers.


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

No. Fin-F-(A)-(11)-2/2011
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

8

From

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

To

All the Administrative Secretaries to the
Government of Himachal Pradesh, SHIMLA - 171 002.

Dated Shimla - 171 002, the

19th March, 2012.

Subject :- Expenditure on SOEs "Office Expenses" and "Other Charges" in
March 2012.

Sir,

In continuation of this Department's letter of even number dated
14.03.2012 on the above subject, I am directed to intimate that the instructions
contained therein would not apply on the following ongoing developmental
Programme(s)/Project(s) funded by the Government of India or the State
Government:-

- a) Border Areas Development Programme (BADP);
- b) Accelerated Irrigation Benefit Programme (AIBP);
- c) Central Road Fund (CRF);
- d) National Social Assistance Programme (NSAP) including
Annapurna;
- e) National E-Governance Action Plan (NEGAP);
- f) Backward Region Grant Fund (BRGF);
- g) Jawaharlal Nehru National Urban Renewal Mission (JNNURM);
- h) Rashtriya Krishi Vikas Yojna (RKVY)
- i) Any Externally Aided Project(s)

You are, therefore, requested to issue necessary instructions to all
DDOs of your department for strict compliance.

This letter/instruction may also be seen on
www.himachal.nic.in/finance under the link "Expenditure".

Yours faithfully,

Sd/-

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

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

19.03.2012.

Copy of the above is forwarded to :-

1. The Secretary (Finance)-cum-Director (Treasury & Accounts),
H.P. with the request to kindly ensure strict compliance of the
aforesaid instructions of the Government.
2. All the District Treasury Officers/Treasury Officers in
Himachal Pradesh for information and similar necessary action.

Sd/-

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

No. Fin-F-(A)-(11)-2/2011
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.

Dated Shimla - 171 002, the

22nd May, 2012.

Subject :- Delegation of power(s) to accord expenditure sanction(s) under
Additional Central Assistance (ACA) - Latest Instructions thereof.


Sir,

With a view to accelerate efficiency in administration vis-à-vis to ensure speedy implementation of the various ongoing Scheme(s)/Project(s)/ Programme(s) either sponsored or funded by the Central Government, it has been decided by the Government that all the Administrative Secretary(s) would henceforth issue expenditure sanction(s) at their own level within the authorized budgetary ceilings in respect of Additional Central Assistance (ACA) for the 2012-13 year Annual Plan which are directly related to reimbursement/receipt from Government of India except those proposal(s) involving creation/filling up of posts, purchase of vehicles/furniture items etc. on this account. The gist of such scheme(s) is hereunder:-

1. Tribal Sub-Plan (TSP)
2. Grants Under Proviso to Article 275(1)
3. Border Areas Development Programme
4. Accelerated Irrigation Benefit Programme (AIBP)
5. Roads and Bridges
6. National Social Assistance Programme (NSAP), including Annapurna
7. National E-Governance Action Plan (NEGAP)
8. Backward Region Grant Fund (BRGF)
9. Jawaharlal Nehru National Urban Renewal Mission (JNNURM)
10. Rashtriya Krishi Vikas Yojna (RKVY)

All concerned working under you, may kindly be instructed to adhere to the above instructions in its letter & spirit. This letter/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure".

Yours faithfully,

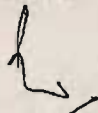

Special Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

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

22.05.2012.

Copy of the above is forwarded to :-

01. All Chief Executive Officers/Managing Directors of H.P. Public Sector Undertakings/Boards/Corporations
02. The Secretary, H. P. Subordinate Services Selection Board, Hamirpur.
03. The Secretary to Lokayukta, H. P., SHIMLA - 2.
04. The Secretary, H. P. Public Service Commission, SHIMLA - 2.
05. The Secretary, H. P. Electricity Regulatory Commission, Khalini, SHIMLA - 2.
06. The All the Deputy Commissioners in H. P.
07. The Registrars of all the Universities in H. P.
08. All the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.


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

No. Fin-F-(A)-(11)-2/2011
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

10

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.

Dated Shimla - 171 002, the

05th June, 2012.

Subject :- Delegation of power(s) to accord sanction(s) under SOE "Rent, Rate
& Taxes" - Latest Instructions thereof.

Sir,

In partial modification of this Department's letter of even number dated 17th February, 2012 on the above subject, it has been observed at the Government level that many proposal(s) from different Administrative Department(s) are received in Finance Department for seeking clarification(s) for hiring of private buildings for housing the Government Office(s)/residence(s). With a view to accelerating efficiency in administration vis-à-vis in order to avoid un-necessary delay/litigation(s) in disposal of such proposal(s), it is further reiterated that all the Head(s) of Department(s) would henceforth be competent to accord approval(s) for hiring of private building(s)/accommodation(s) for housing Government Offices/residences, subject to observance of following procedural formalities in advance in this regard :-

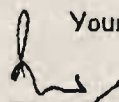
- a) Non-Availability Certificate(s) issued by the Deputy Commissioner(s) concerned and for rent upto Rs. 2,000/- by concerned Sub Divisional Officer (Civil) except for the area(s) under the territorial limit(s) of Municipal Corporation, Shimla which may be issued by the General Administration Department;
- b) Rent Reasonability Certificate(s) issued by the Executive Engineer(s) of the Public Works Department of the respective area(s). Such certificate(s) for monthly rent assessed upto Rs. 2,000/- be issued by the Executive Engineer(s) of the Public Works Department of area concerned and those exceeding monthly rent Rs. 2,000/- issued by the Executive Engineer(s) must be countersigned by the Superintending Engineer(s) of the concerned Circle(s);

- c) Eligible area as per norms as circulated vide F.D.'s instruction dated 22.03.1996 (Copy enclosed);
- d) Whether it is new office or old-one, if old reasons/cogent justification for vacating the same;
- e) Agreement(s) on the prescribed agreement form with the owner(s) or his/her legal representative(s) of the private building(s)/accommodation(s) to be hired; and,
- f) Following proper administrative procedure like NIT in case of hiring of a new premises except those private accommodation(s)/building(s) whose rent has been assessed upto Rs. 2000/- only by the competent authority.

In case of any deviation in completion of required formalities or norms so fixed by the Government, the Administrative Department(s) concerned shall have to take specific approval of the Chief Secretary on the Departmental file, with full justification of the case.

All concerned working under your control may kindly be instructed to adhere to the above instructions in its letter & spirit. This letter/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure".


Yours faithfully,


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

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

05.06.2012.

1. The All the Deputy Commissioners in H. P.
2. All the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.


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

No. Fin-F-(A)-(11)-5/2004
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

11

From

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

To

1. All Additional Chief Secretaries/Principal Secretaries/Secretaries to the Government of Himachal Pradesh, SHIMLA - 2.
2. All the Heads of Departments in H. P.

Dated Shimla - 171 002, the 30th June, 2012.

Subject :- Court orders which have financial implications.

Sir/Madam,

It has come to the notice of the State Government that some times HOD/field officers issue instructions/letters which have financial implications, without the approval of the competent authority. These instructions are generally in contravention of the State Government instructions/guidelines on the issue.

The Hon'ble Courts have been giving relief to the petitioners only on the basis of letters written or commitments made to Court by such officers. The orders of the Hon'ble Courts lead to otherwise avoidable financial burden and also have implications on the similar situated cases in other Departments.

In view of the above, it has been decided that whenever any Court order is received which has financial

2/...

implications and which is based on the letter/instructions /commitments given by some officers which are not in consonance with the general policy or the instructions of the State Government, on that subject, then the HOD will start the recovery proceeding against the officer/employees who are at fault while implementing the order of the Hon'ble Court. HOD concerned will be personally responsible for implementation of these instructions.

If HOD himself has issued such instructions or given commitment, then concerned Administrative Secretary will start the recovery proceedings to make good the financial loss.

It may also be ensured at appropriate level that the instructions on the basis of which relief has been given by the Court and the instructions being in contravention of State Policy may be directed to be withdrawn at appropriate level so that such instructions may not be followed in future.

All concerned working under your control may kindly be instructed to adhere to the above instructions in its letter & spirit. This letter/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure".

Yours faithfully,

SKA—

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

PERSONAL ATTENTION

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

12

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.

Dated Shimla - 171 002, the 10th July, 2012.

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

Sir,

1. The issue regarding seeking approval of the appropriate authority for undertaking journey(s) by air by the officers/officials had been engaging the attention of the Government for quite some time past and after careful consideration, it has now been decided that *in partial modification of this Department's letter of even number dated 29.05.2003,* henceforth the officer(s)/official(s) can perform journey(s)/tour(s) by air as per their entitlement(s) subject to the condition that for all officers/officials up to the rank of Head of Department/Special Secretary, permission may be given by the concerned Administrative Secretary and for officers above that rank, permission to be given by the Chief Secretary, without the distinction of purposes as mentioned in this Department's instruction(s) *ibid*, between tours

2/

undertaken for seminars/workshops/trainings and others. In cases, where the entitlement is not there and it is necessary to undertake journey by air, all permission(s) are required to be taken from the Chief Secretary.

2. All concerned working under you, may kindly be instructed to adhere to the above instructions in its letter & spirit. This letter/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure".

Yours faithfully,

Joint Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.
Endst. No. As above. Dated Shimla - 171 002, the 10th July, 2012.
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.
4. The Secretary, H. P. Public Service Commission, SHIMLA - 2.
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.

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