PERSONAL ATTENTION
MOST URGENT/TIME BOUND

No. Fin-F-( A )-( 11 )-2/2004
Government of Himachal Pradesh
Finance Department
( Expenditure Control - II )

From
The Chief Secretary to the

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 16th January, 2008.

Subject :- Hiring of private accommodation(s) for housing various
Government office(s)/institution(s) in the State - Latest
 instruction(s) thereof.

Sir,

On the above subject, while making analysis of the
proposals received from the respective Administrative Departments in
this Department for hiring of private accommodation(s) for housing
various Government office(s)/institution(s) in the State,

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many irregularities were noticed at the Government level with regard to rent assessment made by the concerned appropriate authorities. Thus, it has now been decided that henceforth, all the “Rent Reasonability Certificate(s)” issued by the Executive Engineer(s), H. P. Public Works Department of the area concerned must be verified/recommended by the Deputy Commissioner(s) of the said District(s) by evolving an appropriate mechanism in this regard in order to ensure their genuiness/factuality. In no case, it should be more than the market rate/rent prevailing in the said locality. Other formalities to be completed for preparing such consolidated/concrete proposals for sending them to the Government in Finance Department would, however, remain same as here-to-fore.

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/-

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

Endst. No. As above. Dated Shimla – 02, the 16th January, 2008.

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

Sd/-

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

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 25th February, 2008.

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

Sir,

On the above subject, in order to ensure a better
financial control and for better administrative control on expenditure,
in partial modification of this Department’s main

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delegation(s)/instruction(s)/letter No. Fin.1-C-(14)-1/83 dated 06.09.1995, it has now been decided that henceforth, all the purchase(s) of furniture article(s) for School(s)/College(s) to be used in classrooms in respect of Education/Technical Education/Medical Education Department(s) may be effected from the available funds budgeted under SOE - "MATERIAL & SUPPLY" instead of SOE - "OFFICE EXPENSES", in the relevant HOA, for the concerned financial year(s). Other formalities to be done to effect purchase of furniture shall, however, remain the same as per power(s) delegated under the SOE - "MATERIAL & SUPPLY" in the F.D. instruction(s) ibid mentioned above.

I am, therefore, directed to request you to kindly ensure compliance of this instruction which is in partial modification to the letter No. Fin.1-C-(14)-1/83 dated 06.09.1995, in the departments/organizations working under your control.

Yours faithfully,

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

Endst. No. As above. Dated Shimla - 02, the 25th February, 2008.
Copy of the above is forwarded to all the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.

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

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

To

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

Dated Shimla - 171 002, the 23rd May, 2008.

Subject:- Need for economy without impeding the pace of
development - Revision of economy instructions thereto.

Sir,

On the above subject, I am directed to refer to this
Department's letter of even number dated 17.12.2004 ( Copy
enclosed ). It has been observed at certain times that Finance
Department's concurrence/comments are not incorporated in the
Cabinet Memoranda by the Administrative Departments in the
matters relating to creation or filling up of posts of various
categories in the different Departments. It is again requested that
all the Administrative Departments may incorporate Finance
Department's concurrence/comments alongwith its U.O. number &
Date, in all the Cabinet memoranda placed before the Council of
Ministers, specifically mentioning therein the detailed administrative
justification/comments alongwith Finance Department advice. Data of
posts being filled or being created may also be included in the
Cabinet Memo(s) in the following tabular form :-

<table>
<thead>
<tr>
<th>Total number of sanctioned posts in the respective cadre(s).</th>
<th>Total number of filled-up post(s). { including under PWD Act.}</th>
<th>Vacant post(s)</th>
<th>Date since when vacancy exists. (Post-wise)</th>
<th>Post(s) created/filled-up under PWD Act.</th>
</tr>
</thead>
</table>

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You are, therefore, requested to kindly ensure inclusion of the aforesaid information in the Cabinet memoranda pertaining to creation/filling up of vacant posts.

Yours faithfully,

Sd/-

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

Endst. No. As above. Dated Shimla - 171 002, the 23.05.2008.

Copy of the above is forwarded to the Secretary (GAD) to the Government of Himachal Pradesh, Shimla - 171 002 with the request to kindly ensure that the Cabinet Memoranda received from various Administrative Departments include the above information before placing the same before the CMM.

Sd/-

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

To
All the Administrative Secretaries to the

Dated Shimla – 171 002, the 08th July, 2008.

Subject:- Data relating to creation/filling-up/vacant posts of
different categories in respect of the various Government
Department(s)/PSU(s) – regarding.

Sir,

On the above subject, I am directed to request all the
Administrative Departments of the H. P. Government to send the
details of all the new posts created in the departments, the posts
which have been allowed to be filled-up by the Government and the
actual posts filled or posts for which the recruitment process is on.
This information may be given with respect to all such approvals
conveyed to the departments w.e.f. 01.01.2008. The information
may be sent on the following proforma :-

<table>
<thead>
<tr>
<th>Categories of Posts</th>
<th>New posts created</th>
<th>Existing vacancies to be filled up</th>
<th>Actual vacancies filled against these posts</th>
<th>Posts for which recruitment process has been initiated</th>
<th>Other relevant information</th>
</tr>
</thead>
</table>

The above information may be sent every month to this
department, in the Expenditure Section by 10th of every month.

It is requested that the first such information may be
sent to this department within 10 days.

Yours faithfully,

Sd/-
Special Secretary (Finance) to the
From
The Chief Secretary to the
Government of Himachal Pradesh.

To

Dated Shimla - 171 002, the 17th September, 2008.

Subject:- Engagement of persons on daily wage/Part-time basis in the Department(s).

Sir,
On the above subject, I am directed to state that engagement of persons on daily wage basis has been banned and such recruitment can be done only with prior concurrence of Finance Department and the approval of the competent authority in the Government. I am directed to reiterate these instructions. It is requested that Departments/ Agencies/ Board/Corporation working under your control shall not hire any new person on daily wage.

You are also requested to send monthly returns to the Finance Department giving thereby a certificate to the effect that the Administrative Department has not hired any daily waged workers. Total number of Daily Wage/Part-time workers in the Administrative Department be also furnished in each monthly return.

Yours faithfully,
Sd/-
Principal Secretary (Finance) to the Government of Himachal Pradesh, Shimla - 2.
No. Fin-F-( A )-( 11 ) -11/2004  
Government of Himachal Pradesh  
Finance Department  
( Expenditure Control – II )  

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

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

Dated Shimla - 171 002, the 25th August, 2008.

Subject:- Cabinet Memoranda : Incorporation of Finance Department Comments.

Sir,

On the above subject, I am directed to refer to this Department’s letter of even number dated 23.05.2008 [ Copy enclosed ] and to intimate that it has been observed at the Government level that incomplete Finance Department’s concurrence/comments are incorporated in the Cabinet Memoranda by the Administrative Departments in matters being taken to the Cabinet without mentioning therein the level(s) at which Finance Department comments/advises has been decided/approved.

Thus, it is requested that all the Administrative Departments may ensure the incorporation of complete Finance Department’s concurrence/comments, specifically along-with the level(s) at which these have been decided in Finance Department. For example, if the advice has been approved at the level of the Principal Secretary (Finance) or the Chief Minister, the same too should be mentioned in the Cabinet Memos of the departments.

You are, therefore, requested to kindly ensure inclusion of the aforesaid information in the Cabinet memoranda pertaining to your departments.

Yours faithfully,

Sd/-  
Principal Secretary (Finance) to the  