

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
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 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.

PERSONAL ATTENTION
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No. Fin-F-(A)-(11)-11/2004
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Finance Department
(Expenditure Control - II)

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From

The 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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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.

PERSONAL ATTENTION

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

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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 :-

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

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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.

PERSONAL ATTENTION

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

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From

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

To

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

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 :-

Categories of Posts	New posts created	Existing vacancies to be filled up	Actual vacancies filled against these posts	Posts for which recruitment process has been initiated	Other relevant information

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
Government of Himachal Pradesh, Shimla - 2.

PERSONAL ATTENTION

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

....

From

The Chief Secretary to the
Government of Himachal Pradesh.

To

The Administrative Secretaries [PWD/IPH/Forest/
Education/MPP & Power (in respect of HPSEB)] to the
Government of Himachal Pradesh, SHIMLA - 171 002.

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/advice 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
Government of Himachal Pradesh, Shimla - 2.