

No. Fin-A-C(1)-10/91-II
Government of Himachal Pradesh
Finance (Budget) Department

From:

The Principal Secretary (Finance) to the
Government of Himachal Pradesh, Shimla-171002.

To

1. All the Administrative Secretaries to the
Government of Himachal Pradesh.
2. All Heads of Departments, Himachal Pradesh.

Dated Shimla-171002, the 10/06/2024

Subject: Administrative Approval and Expenditure Sanction-
Instructions thereof.

Sir,

It has come to the notice that administrative departments have been according administrative approval for capital works without ensuring availability of adequate resources/budget and invariably raise demand for additional funds in the middle of a financial year which affects treasury management/State finances adversely. A large number of such instances have also been noticed where the infrastructure/civil works have been constructed with a scope much larger than the actual or even the future requirements.

This matter was under consideration with the government and after careful examination and consideration, the following has been decided:

1. The administrative department shall consider the following aspects before according an administrative approval:
 - a. The budgetary allocations (BEs) during the financial year.
 - b. First preference shall be given to defray any pending liabilities against a capital work/procurement and completion of ongoing capital works/procurement orders before granting administrative approval to a new capital work/procurement.
 - c. An assessment of the likely budgetary allocations (after considering the allocations during past few financial years) during the execution

period of a civil work/procurement as documented in the DPR/estimates/procurement record.

- d. Justification for a new civil work/procurement by the field level officers or the officers who initiate the proposal shall finally be assessed by the administrative department keeping in view the existing stock and likely use of the proposed capital work/procurement.
 - e. The expenditure sanction against any new civil work/procurement shall not exceed the budgetary allocations during a financial year minus expenditure sanctions granted for defraying pending liabilities against a capital work/procurement and completion of ongoing capital works/procurement orders in that financial year under any circumstances.
2. The Finance and Planning Departments shall not consider any request for additional allocations in capital heads beyond budgetary allocations during a financial year.
 3. In pressing circumstances where additional allocations are required under capital heads by the implementing departments, a detailed proposal with full justification against the capital works/ procurement shall be forwarded to the Planning and Finance Departments after taking approval of the Minister-in-Charge and Hon'ble Chief Minister. Even in such cases, the moving administrative department will have to justify the demand for each additional rupee sought indicating an equal amount from some other head of account for re-appropriation by re-ordering its priorities during the financial year.

These instructions may be adhered to in letter and spirit and also be brought to the notice of all concerned.

Yours faithfully,



(Pardeep Kumar)

Joint Secretary (Finance) to the
Government of Himachal Pradesh