

**No. GAD-D(G)1-5/2021**  
**Government of Himachal Pradesh**  
**General Administration Department**  
**(Section-D)**

From

The Chief Secretary(GAD) to the  
Government of Himachal Pradesh

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh, Shimla.
2. All the Head of Departments in H.P.
3. All the Managing Directors/Heads of Boards/Corporations/Banks in Himachal Pradesh.
4. All the Deputy Commissioners in H.P.
5. All the Secretaries of the State Commission, Autonomous Bodies in H.P.
6. All the Registrars, State Universities H.P.

**Dated: Shimla-2, the 23<sup>rd</sup>, September,2021**

**Subject:-**

Instructions regarding provision of office accommodation and residential accommodation.

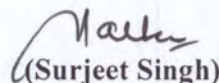
Sir,

I am directed to refer to letter No. Fin-C(3)-1/95 dated 22/3/1996, letter No. Fin-F-(A)-(11)-2/2011 dated 17/02/2012, letter No. Fin-F-(A)-(11)-2/2011 dated 05/06/2012, letter No. Fin-F-(A)-(11)-11/2004 dated 03/06/2014 and letter No. Fin(C)B(15)-2/2005 dated 21/09/2020 (copies enclosed) issued by Department of Finance Government of Himachal Pradesh and to say that the State Government is appointing/nominating Chairman/Vice Chairman/Directors/Advisors/Members/CEO/OSDs and other staff in various Departments/Commissions/ Autonomous Bodies/ Universities /Boards/Corporations/ Banks and other offices from time to time on adhoc/tenure/co-terminus basis for smooth functioning of such offices. In addition, due to expansion of various Departments and constitution of new Boards, Commissions, Corporations and other offices in compliance of various new schemes of Government of India and State as well, such appointments/nominations are increasing many fold. As a result of which requests from various quarters are being received in General Administration Department/Secretariat Administration for providing office space in government buildings including in H.P. Secretariat and also for residential accommodation from General Pool. The matter has been examined in detail and it is observed that there is acute shortage of space in government buildings including HP Secretariat for accommodating such offices. Further residential houses available with General Pool are not sufficient for providing residence to all such appointees/nominees.

Therefore, it has been decided that the concerned HoD will ensure provisions of Office Space in respect of all such appointees/nominees preferably in their office premises else on rent in private buildings (if not available with office premises) if terms & conditions of such appointees/nominees includes such provision(s). For the purpose of office room of the Chairman/Vice Chairman, the space norms may be considered to be 250 sq. feet. Space for other appointees/nominees/additional staff may also be worked out and provided as per instructions issued vide letter No. Fin-C(3)-1/95 dated 22/3/1996 and delegation of financial powers under Section -7(i) of instructions issued vide letter No. Fin-F-(A)-(11)-11/2004 dated 03/06/2014 of Finance Department Government of Himachal Pradesh.

Further, as per provision contained under Section-7(ii) of said instructions dated 03/06/2014, the concerned Head of Department will ensure provisions of residential accommodation in respect of all such appointees/nominees preferably from their own pool else on rent in private buildings (if not available with their pool) if terms & conditions of such appointees/nominees includes such provision(s). The instructions issued letter No. Fin-C(3)-1/95 dated 22/3/1996, letter No. Fin-F-(A)-(11)-2/2011 dated 17/02/2012, letter No. Fin-F-(A)-(11)-2/2011 dated 05/06/2012, letter No. Fin-F-(A)-(11)-11/2004 dated 03/06/2014 and letter No. Fin(C)B(15)-2/2005 dated 21/09/2020 (copies enclosed) and subsequent amendments from time to time be kept in view for hiring official/residential accommodation.

Yours faithfully,



(Surjeet Singh)

Joint Secretary (GAD) to the  
Government of Himachal Pradesh

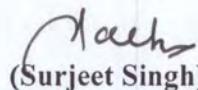
Office No. 0177-2622686,2880761

Endst. As above

Dated Shimla-02, the 23rd September, 2021.

Copy for information and necessary action to:-

1. The Deputy Secretary(Finance) to the Government of H.P.
2. The Section Officer, R&I Section, H.P. Secretariat Shimla-02.



(Surjeet Singh)

Joint Secretary (GAD) to the  
Government of Himachal Pradesh.

No. Fin. C(3)-1/95  
Govt. of Himachal Pradesh  
Finance (Exp. Control. I) Deptt.

(1)

(3)

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The Fin. Commr. -cum-  
Secretary (Fin.) to the  
Govt. of Himachal Pradesh.

To

1. All the Administrative Secretaries to the Govt. of Himachal Pradesh.
2. All Heads of Departments in H.P.
3. The Registrar, HP High Court, Shimla-1.
4. The Registrar, HP Administrative Tribunal, Shimla-171002.
5. The Registrar, HP Lokayukta, Shimla-171002.
6. The Secretary, HP Vidhan Sabha, Shimla-171004.
7. The Secretary, HP Public Service Commission, Shimla-171002.
8. All the Managing Directors of Boards/Corporations in Himachal Pradesh.
9. All Vice Chancellors of Universities in Himachal Pradesh.
10. All Spl. Secretaries/Addl. Secretaries/Joint Secretaries and Dy. Secretaries to the Govt. of Himachal Pradesh.
11. All the Deputy Commissioners in H.P.
12. All the Supdts. of Police in H.P.

Dated Shimla-171002 the 22th March, 1996.

Subject: Hiring of private accommodation for Govt. Offices  
- Fixation of norms.

Sir,

I am directed to refer to the matter cited as subject and to say that the question of re-fixation of norms for hiring private accommodation for Govt. offices has been engaging the attention of the Govt. and in supersession of all previous orders.

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17-7-5-10  
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SCHEDULE

<u>Category of Officers</u>	<u>Revised entitlement (in carpet area)</u>
<u>I. Class-I Officers</u>	
a. Heads of Departments/ DCs/ SPS	250 Sq.ft.
b. Other Class-I Officers.	180 Sq.ft.
<u>II. Class-II Officers</u>	
a. Heads of offices	140 Sq.ft.
b. Other Class-II Officers	120 Sq.ft.
c. Supdt. Grade-I	120 Sq.ft.
<u>III. Class-III Officials</u>	
a. Draftsman/Tracer	55 Sq.ft.
b. Supdt. Grade-II	55 Sq.ft.
c. Assistant	35 Sq.ft.
d. Clerk	35 Sq.ft.
e. Restorer/Daftry	35 Sq.ft.
IV.a For Record	10%
b. For circulation	30%
V. Deviation on total area	25%

Note:- For general record room and stores, the departments will get their norms fixed and approved from the Finance Department.

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ANNEXURE TO MINISTRY OF WORKS AND HOUSING  
 OM NO. 17020 (1)/77-42- dated 20 March 81.

TYPE	Pay range	Area of Unit		Staircase/ circulation		Sleeping out balcony		Cycle/scooter shed/garage		Remarks
		Sq. m.	Sq. Ft.	Sq. M.	Sq. f.	Sq. M.	Sq. f.	Sq. M.	Sq. f.	
I (A)	Up to Rs. 259/-	34.00	367.00	5.00	54.00	7.45	80	2.50	27.00	Cycle shed-100%
II (B)	Rs. 260-99/-	45.00	484.00	5.00	54.00	7.45	80	2.50	27.00	Cycle shed-100%
III (C)	Rs. 1000/-999/-	55.75	600.00	5.00	54.00	7.45	80	4.20	45.00	Scooter shed-100%
IV (D)	Rs. 1000/-1499/-	83.60	900.00	5.50	59.00	7.80	84	4.20	45.00	Scooter shed-100%
V (E)	Rs. 1500/- & above	139.35	1500.00	6.00	65.00	9.85	106	20.90	225.00	75% (Garage).
	Servants quarters attached to the main unit.	18.60	200	4.50	50.00	-	-	-	-	

Notes:-

- These plinth area standards shall be applicable to the construction of residential accommodation in all places in India.
- Plinth areas proposed above are based on the wall thickness achieved with the standard brick size 9"x4 1/2"x3" (normal). When standard size bricks are replaced by modular bricks (20 cm x 10 cm x 10 cm) in course of time the plinth areas specified above will not change. Where wall thickness has to be more for technical reasons, plinth areas may be suitably increased.

Note:

Type	Pay range as per revised scales	Total Area in Sq. Mtr.	Total Area in Sq. Ft.
I	Rs. 259 and above	46.45	500
II	Rs. 950 to Rs. 1799	57.45	618
III	Rs. 1800 to Rs. 2999	68.20	734
IV	Rs. 3000 to Rs. 4499	83.60	1035
V	Rs. 4500 and above	139.35	1919

(5)  
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

17<sup>th</sup> 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).

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](http://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)

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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

05<sup>th</sup> 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 17<sup>th</sup> 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);

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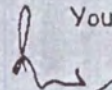


- c) Eligible area as per norms as circulated vide F.D.'s instruction dated 22.03.1996 (Copy enclosed);
- d) Whether it is new office or old-one, if old reasons/cogent justification for vacating the same;
- e) Agreement(s) on the prescribed agreement form with the owner(s) or his/her legal representative(s) 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](http://www.himachal.nic.in/finance) under the link "Expenditure".

Yours faithfully,

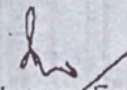
  
Special Secretary (Finance-Exp.) to the  
Government of Himachal Pradesh, SHIMLA -2.

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

05.06.2012.

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.

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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,  
Shimla-171002.

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. The Secretary, H.P. Subordinate Services Selection Board, Hamirpur.
7. The Secretary to Lokayukta, H.P., Shimla-2.
8. The Secretary, H.P. Public Service Commission, Shimla-2.
9. All the Deputy Commissioners in H.P.

Dated: Shimla-171002, the

3<sup>rd</sup> June, 2014

Subject: - Delegation of financial powers and revision of economy instructions.

Sir,

The Finance Department vide letter No. Fin.1-C-(14)1/83 Dated 6<sup>th</sup> September, 1995 had issued detailed instructions relating to delegation of the financial powers. Finance Department has also issued several amendments to these instructions, from time to time.

The earlier instructions/guidelines were issued long ago and several amendments have also been made. Therefore, there is a need to update and compile all the instructions/guidelines, issued from time to time. Further, there is a need to increase the financial delegations to the Administrative Departments and the Field Offices to facilitate speedy implementation of the Govt. programmes.

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Accordingly, The State Govt. has decided to enhance the financial delegations under various SOEs, keeping in view the above objectives. The enhanced delegations and up-to-date revised instructions are enclosed at Annexure-A. These delegations/instructions subsume the instructions, issued vide letter No. Fin. 1-C-(14)-1/83 dated 6<sup>th</sup> September, 1995 and all other financial delegations/instructions issued from time to time. It may be noted that these financial guidelines are based on a clear definition of the expenditure to be booked in a particular SOE and ARE STRICTLY SUBJECT TO BUDGET PROVISION(S) IN THE CONCERNED SOE. The power to re-appropriate between SOEs shall continue to rest with the Finance Department.

The expenditure of PWD and IPH departments will continue to be regulated through the present LOC system. The economy and administrative instructions issued separately from time to time, in relation to travel and tours will continue to be in force and they may be read with these revised instructions.

Yours faithfully,

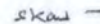


Pr. Secretary (Finance) to the  
Government of Himachal Pradesh,  
Shimla-171002

Endst. No. – as above- dated: Shimla-2, the

3<sup>rd</sup> June, 2014

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



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

## ANNEXURE - A

S.O.E.	DEFINITION/ EXPLANATION	DELEGATION OF FINANCIAL POWERS SUBJECT TO BUDGTARY PROVISION
1. Salary	It includes pay, allowance in all forms to personnel but not travel expenses (other than leave travel concession)	Full powers to DDO level for payment of salary and allowances of all staff in position against both permanent and contractual posts subject to the condition that:- i) No vacant post shall be filled by direct recruitment without concurrence of Finance Department and approval of the Council of Ministers. ii) No new post is to be created without prior approval of Council of Ministers. iii) No payment of any new allowances shall be permitted without prior approval of Council of Ministers and without the consultation with the Finance Department.
2. Wages	It includes payments to daily waged staff or part time staff (other than those charged to SOE Maintenance, Minor and Major works).	i) Full powers upto DDO level for payment to all daily waged/part time workers working on posts duly authorized by the State Government and in position as on 28 <sup>th</sup> February, of the preceding financial year.  Provided that this power shall not confer the right to fill up any vacancies in daily waged personnel resulting from any cause whatsoever, without concurrence of Finance Department.  ii) No new posts on daily wage/part-time basis shall be filled up or created without prior concurrence of Finance Department and approval of the Council of Ministers.

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		<p>ix) Carriage of office record - Full powers to HODs/ DDOs</p> <p>x) Books &amp; Journals -</p> <ul style="list-style-type: none"><li>a) Powers upto Rs. 5,000/- per annum to the District level Officer</li><li>b) Powers upto Rs. 50,000/- per annum to the Heads of State level Medical/ Training Institutions.</li><li>c) Full Powers to HODs as per norms fixed by F.D.</li></ul> <p>xi) Stationery other than that received from CP&amp;S</p> <p>(i) ADs - Full powers (ii) HODs - Upto Rs. 2,00,000/- xii) Printing other than that done through CP&amp;S - (i) ADs - Full powers (ii) HODs - Upto Rs. 2,00,000/-</p>
6. Medical Reimbursement	It includes expenditure on medical expenses of Government employees and others authorized by Government, as per procedure approved by Government.	Full powers to DDOs subject to instructions/norms fixed by the Government from time to time.
7. Rent Rate & Taxes	It includes payment of rent for hired buildings, Municipal rates and taxes etc. It will also include lease charges for land.	<p>i) Full powers to DDOs for payment of rent of buildings that have been hired by the concerned department with prior concurrence of A.D./F.D. /HOD.</p> <p>ii) For hiring of new office/ residential accommodation - Full powers to the HODs on the basis of instructions/ norms issued by Finance Department from time to time.</p> <p>iii) For renewal of agreement/contract for hiring of private accommodations - Full powers to the Heads of Office</p>

		subject to enhancement @ only 10% of the fair rent after completion of every five years interval and submission of a certificate by concerned Head of Office that the accommodation in question is still required for bonafide departmental purpose.
8. Publications	It includes expenditure on printing of office codes, manuals and other documents whether priced or un-priced, but will exclude expenditure on printing of publicity materials. This will also include discount to agents on sale of publications.	Delegation under this head shall be as under : - (i)ADs - Full powers (ii)HODs- Upto Rs. 2,00,000/-
9. Advertising & Publicity	It includes costs of printing of publicity material for all Government departments. This would also include expenditure on Organizing of stalls, giving prizes, etc. at exhibitions and fairs.	Full powers to the Administrative Departments on the rate and pattern approved by the Government with prior concurrence of F.D.
10. Hospitality & Entertainment Exp.	It includes expenditure on Hospitality /entertainment expenses.	(i) Full powers to the AD; (ii) Powers upto Rs. 30,000/- at a time subject to a maximum of Rs. 1,00,000/- per annum to HOD (iii) Powers upto Rs. 5,000/- at a time subject to a maximum of Rs. 25,000/- per annum to the District level Officer to host official lunches/Dinners and provide refreshment at meetings etc., as per instructions issued by the State Government, from time to time.

No. Fin (C) B (15)-2/2005  
Government of Himachal Pradesh  
Finance (Regulation) Department

From

To

Additional Chief Secretary (Finance) to the  
Government of Himachal Pradesh.

All Administrative Secretaries to the  
Government of Himachal Pradesh.

Dated Shimla-2 the

21<sup>st</sup> September, 2020.

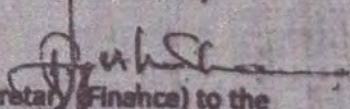
Subject:-

Terms and Conditions of Chairman/ Vice Chairman (Non official) of  
Boards / Corporations.

Sir,

In continuation of this department letter of even number dated 2<sup>nd</sup> May, 2015, on the subject cited above, I am directed to say that the matter regarding increase in the rate of House Rent Allowance of the Chairman/ Vice Chairman (Non official) of Boards/Corporations of the State Government was under consideration of the Government. Now, it has been decided by the Government to increase the House Rent Allowance from Rs.7200/- (Seven thousand and two hundred only) per month to Rs.20,000/- (Twenty thousand only) per month w.e.f. 1.10.2020. The other terms and conditions for the grant of HRA to Chairman/Vice Chairman (Non official) of Boards/Corporations contained in para-2 of letter under reference shall remain unchanged.

Yours faithfully

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

Encl No. Fin (C) B (15)-2/2005 Dated Shimla-2, the 21<sup>st</sup> September, 2020.

Copy forwarded to :-

1. The Secretary (GAD) to the Government of H.P, Shimla-2.
2. The Principal Accountant General, H.P. Shimla-3
3. The Accountant General, (A &E) H.P. Shimla-3.

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