

2. The data lines indicated in the preceding paragraph may please be strictly adhered to by all concerned as 29th March is a Public Holiday, 30th March is half holiday for Banks and 31st March 1991 is a Sunday.

3. The Departments of Government and Heads of Departments are requested to issue immediate instructions to the Drawing and the Disbursing Officers under their control to comply strictly with the above instructions. They are advised to ensure that authorities competent for sanction of expenditure/allotment of funds under their control communicate sanction/allotment order to concerned drawing and Disbursing Officers in time.

N. R. DUBEY

Additional Secretary to Government

FINANCE DEPARTMENT

OFFICE MEMORANDUM

No. 26797—Bt.-I-16/90-F.

The 3rd August 1990

Sub:—Economy Measures

There has been considerable increase in revenue expenditure in the recent past giving rise to large revenue deficits from year to year. This trend has to be checked and revenue deficit has to be contained if not reduced substantially, in order to generate the surplus for capital investment. Substantial increase in Plan size in the current year has also made it obligatory to conserve resources. Accordingly it has been decided that all Departments of Government and their subordinate offices should observe strict economy in expenditure as indicated below.

2.1. Due to severe resource constraints it is imperative that all Departments of Government curtail expenditure to the extent of 10 per cent of the total budget provision of 1990-91 in the Non-Plan Sector. The details of the areas where cuts are being made to aggregate to 10 per cent of the total budget provision should be worked out by the Departments concerned. Detailed statement of cuts effected may be intimated to Finance Department by the 20th August 1990 at the latest.

2.2. No new post shall be created during the current year nor any post be up-graded warranting any increase in non-plan expenditure; posts already created but lying vacant for one year or more shall not be filled up without approval of Government in Finance Department. Departments of Government may assess the number of such posts of each category which are considered absolutely essential in respect of offices subordinate to them and submit proposals to the Finance Department before the 30th September 1990. No proposals for filling up of vacant posts in the non-plan sector would be considered thereafter. The proposal which may be referred to Finance Department should contain a certificate from the Office, who is the head of the Administrative Department that the Department have made a thorough scrutiny of the staff requirements and are satisfied that the posts proposed to be filled in are absolutely necessary. In making such scrutiny conscious efforts need to be made to identify posts under all on-going schemes which may be redundant or may have outlived their utility. All such posts declared redundant will be adjusted against new posts to be created, so that there is no occasion for any retrenchment of staff.

3. All proposals for creation of new posts for implementation of new schemes in Plan Sector, if any, may be examined in detail keeping in view the staff in position in Non-Plan and Plan Sectors. In case the Secretary of the Administrative Department is satisfied that fresh creation on posts is unavoidable, the proposal alongwith complete list of existing staff of the proposed category both under Non-Plan and Plan may be submitted to Finance Department after concurrence of Planning & Co-ordination

Department. The proposal shall also indicate the number of posts that can be filled in by suitable redeployment from other programmes. Approval of Government in Finance Department would be necessary before any Post is created in the Plan Sector.

4.1. Strict economy shall be observed in expenditure under the following units both in the Plan and Non-Plan Sectors :

- (i) Travelling Allowance;
- (ii) Office Expenses ;
- (iii) Telephone charges;
- (iv) Electricity and Water charges ;
- (v) P. O. L. ;
- (vi) Rent, Rates and Taxes;
- (vii) Other contingent expenditures.

4.2 Provisions under the above items shall not be augmented either by reappropriation or supplementaries. Controlling Officers shall examine inter-se-priority among the items under each group and should plan out expenditure suitable for the whole year.

4.3. Electricity and water charge dues and rent, rates and taxes as provided for in the Budget may be paid to the authorities concerned in time to avail the rebates, etc. and well ahead of the closure of the financial year according to instalments due.

4.4. Journey by air in respect of non-entitled Government Officers shall not be permitted and the Government Officers who are entitled to such journey, may restrict it to the minimum. This should also be followed by Officers of the Public Corporations and Co-operative Institutions.

4.5. Subscribers trunk dialing facilities shall not be provided in the offices and residences of officers below the rank of Additional Secretaries, Heads of Departments, Collectors, Superintendent of Police, D. I.-Gs. and Sub-Collectors who alone may have the S. T. D. facilities in their offices and residences it may be ensured that telephone charges in respect of telephones whether in office or in residence do not exceed the average of the charges paid in the year 1987-88, 1988-89 and 1989-90. The Administrative Departments are requested to report to the Finance Department last three years average expenditure on telephones by the 15th August 1990 so that the ceiling could be indicated to each Department.

5.1. No vehicle, staff car, or jeep shall be purchased without prior approval of Finance Department except for replacement or for new departments and Ministers for whom no vehicles were provided in the past. Any expenditure on air conditioning of vehicle or purchase of accessories shall not be incurred and vehicles shall be purchased only at the D. G. S. & D. rates. The instructions issued in Finance Department Memo. No. 19058/F., dated the 12th April 1979 regarding economy in expenditure on P O L shall be strictly observed. Owing to rise in price of P O L and the need for conservation of energy there is need for even more stringent control in this matter. No Government vehicle or vehicles belonging to or taken on hire by State Public Sector Undertakings or Government agencies, Local Bodies and Co-operatives, shall be used on Saturdays and Sundays except

on law and order problems or requirement of unavoidable urgent works in the field. Attention is invited in this context to these instructions conveyed in the D. O. letter No. ECK-46/90/42397, dated 31st July 1990 of the Additional Chief Secretary addressed to all Secretaries to Government, Heads of Departments and Collectors. Since additional funds shall not be provided, expenditure may be suitably planned so as to keep it within the limit of the sanctioned grant. Reappropriation of funds to increase the provision for POL will normally be disallowed. The use of staff car may be regulated to conserve fuel and also life of the car. The expenditure on POL may be so planned in each Department as to reduce it by 20 per cent of the level of expenditure incurred in 1989-90, on this count.

5.2. The requirement of vehicles in Government Department and Corporations may be reviewed in order to cut down the number as well as fuel consumption drastically. Use of buses in stead of journey by cars will be preferred, wherever it is possible.

5.3. In consonance with the provisions contained in rule 3 of the Rules Regulating Control and Use of Government vehicles, Government is contemplating to withdraw all excess vehicles from different offices of the Government after taking into consideration the entitlement scale of officers of the said departments. A vehicle found in excess will be kept under a central pool to be constituted for such vehicles of the Secretariat Departments and Heads of Departments Offices. Ceiling for use of POL etc. shall be prescribed for each vehicle whether in pool or in the office attached to any officer. In case of the vehicles allotted to field offices and officers, the Commerce & Transport (Transport) Department in their letter No. LC-II-Gen. 135/79/8496(84)/T., dated 15th May, 1979 have prescribed the level of fuel consumption for different offices and officers in paragraph-1 which has been subsequently revised as per quantities mentioned in paragraph-2 of the said letter to effect further economy. The ceiling of consumption of petrol and fuel by different field functionaries as indicated in paragraph-2 of the said letter may be adhered to but not at the cost of law and order controlling authorities and emergent field work of peoples interest. The limit of consumption of fuel indicated in paragraph-1 may be taken as the outer limit and any requirement in excess of the limit mentioned in paragraph-2 and paragraph-1 may have to be got approved by the next higher authority. As regards the fixation of ceiling of consumption for Heads of Department and Departments of Government, the consumption of petrol/ fuel in 1989-90 may be taken as the level of consumption for fixing the ceiling. Each of Head of Department and Department of Government shall work-out the level in respect of their respective offices and ensure that the limits so worked out are not exceeded. Copy of the instruction issued by the Commerce & Transport (Transport) Department dated 15th May, 1979 is enclosed for reference of all concerned.

Commerce & Transport (Transport) Department in their letter No. 19841 (85)/T., dated 17th December, 1984, No. 17202 (90)/T., dated 10th November, 1987 and No. 2165 (13), dated 7th February, 1990 have also prescribed the average expected kilometrage to be covered per litre of fuel in respect of different categories of vehicles. All concerned will please ensure that these norms are strictly adhered to in using the vehicles. The reasons for fall in performance standards with regard to expected kilometrage prescribed may be suitably investigated and proper remedial action taken by the Heads of Offices concerned to prevent any deterioration.

Copies of the relevant letters dated 17th December, 1984, 10th November, 1987 and 7th February, 1990 issued by the Commerce & Transport (Transport) Department are enclosed for reference of all concerned.

6. Instruction have been issued in Finance Department Memo. No. 30403/F., dated the June 1980 on economy in the use of paper and other stationery articles. Prices have gone up further and paper continues to be in short supply. The instructions for typing and cyclostyling in single space and photo-copying on both sides of the paper may be enforced. Strict control may also be exercised on office contingencies and expenditure on printing, telegrams and telephones.

7. No new furniture and fittings may be acquired for existing offices. Ostentatious expenditure on renovation, remodelling, acquisition of furniture, fixtures, furnishing etc. of Government Offices may be avoided completely. The existing delegation of financial powers regarding purchase of furniture, fixtures and fittings shall not be exercised except in case of a new office in which case ordinary steel furniture could be acquired within the delegated financial powers. As far as practicable purchase of wooden furniture may be avoided.

8. Austerity shall be observed in organising State functions, receptions and in extending State hospitality and arranging entertainment at State's expenses. Refreshment in office meetings shall be limited to the minimum necessary.

9. The expenditure on Central Plan Schemes, Centrally Sponsored Plan Schemes and Schemes financed by Government of India and other financing agencies may be strictly limited to the allocations and releases received from Government of India/such agencies during 1990-91. Where such expenditure is reimbursed by the Central Government after the same is incurred by the State Government, efforts may be made by the Administrative Department to ensure that the reimbursement is received within one month. The Administrative Department may review such schemes from time to time and take appropriate steps about such reimbursements and in case of delay beyond private steps about such reimbursements and in case of delay beyond a period of two months, no further expenditure may be incurred on the Central or Centrally Sponsored Plan Schemes, without concurrence of the Finance Department. A report on this may be furnished to Finance Department under signature of the Secretary of the Administrative Department bi-monthly (June, August, October, December, February). Schemes which are cleared by the Central Ministries towards the month of February and March may be implemented only with specific sanction of Finance Department.

10. Procurement of materials from the D. G. S. & D. by the Engineering Wings shall be kept limited to the amount of deduction made towards current supplies in calculating the limit of letter of credit. In other words if the Chief Engineers concerned notice that the supply of materials is more than the amount already deducted for such supplies in previous year or more than the amount proposed to be deducted in current year, the position may be intimated to Finance Department and the corresponding amount of letter of credit be surrendered.

11. Strict control may be exercised in the acquisition of machineries and equipments keeping in view optimum utilisation of existing machineries and equipments. All condemned light and heavy vehicles, trucks, machineries and equipments may be disposed of within six months. The vehicles and machineries etc., which are likely to be rendered unserviceable due to expiry of the prescribed life period or/and kilometre coverage may be arranged to be condemned and disposed of in a phased manner within next three years.

12. The Engineering Organisation under the Works, Irrigation, Energy, Rural Development, Housing and Urban Development Departments may not go in for purchase of new machineries and equipments except where such provision has been specifically made in the plan. Where new purchases for replacement in the Non-Plan deemed necessary, prior concurrence of the Finance Department may be obtained. The proposal shall contain details indicating the existing position of Plant and Machineries both in the Non-Plan and Plan sectors and justification for the acquisition of Plant and Machineries. The Administrative Departments and Heads of Departments may review the provisions made in the budget in this regard with a view to identifying savings.

13. Other instructions and economy measures prescribed in Finance Department letter No.Bt.-1-9/86-22725 (3)/F., dated the 11th April, 1986 (copy enclosed) with regard to ban on appointment of work charged or N.M.R., employees management of stores and all other matters may be strictly implemented by the officers of Works, Irrigation Energy and Rural Development and Housing and Urban Development Departments.

14. The possibility of utilising available space including surplus space available in the compounds of Bungalow for constructing Blocks of Flats for accommodating large number of employees may be examined.

15. Immediate review be made for drastic reduction in different items of non-essential Non-Plan expenditure.

16. The concerned Administrative Department shall make every effort to achieve fully the levels of receipt and recoveries as per targets fixed in the budget. Review meetings will be taken up by Chief Secretary / Additional Chief Secretary and the result of review by communicated to the Finance Department from time to time.

17. While releasing provision of share capital, grants, subsidy and assignment either under Plan and / or Non-Plan, the arrear outstanding loans, advances, interests and guarantee commissions etc., recoverable from the Undertakings concerned may be correctly assessed and adjusted against any fresh release. Where such releases are proposed to be made in deviation of this stipulation, concurrence of Finance Department may be taken.

18. These instructions are in continuation of Finance Department circulars issued previously on the subject and will continue to be effective unless withdrawn.

P. K. PATNAIK

Secretary to Government

COMMERCE & TRANSPORT (TRANSPORT) DEPARTMENT

No. 19841(85)—L. C. II. Gen.-113/84.T.

The 17th December 1984

From

Shri D. Rout, O. S. S.
Deputy Secretary to Government

To

All Secretaries of Departments of Government

All Heads of Departments

All Collectors.

Sub.—Consumption of fuel in different types of vehicles—Fixation of kilometreage

Sir,

In partial modification of this Department letter No. 18137—(AR-I-Gen.-1/75-T., dated the 17th December 1975, I am directed to say that a number of different types of diesel vehicles are

now plying on road and there has also been some improvement in the engines of petrol vehicles. Taking into account the changed position it has been found that the expected kilometreage to be covered per litre of fuel shall be as indicated below :—

MINIMUM EXPECTED FUEL CONSUMPTION—KILOMETREAGE PER LITRE OF FUEL

Diesel Vehicles	Plain Road	Hilly Road	Town Run
(1)	(2)	(3)	(4)
Jeep with M. D. 2350 (Diesel) ..	10 Kms.	9 Kms.	8 Kms.
Jeep with FDP 4.90 PEUGEOT ENGINE (Diesel) ..	11.5 Kms.	10.5 Kms.	10 Kms.
Standard 20 (Diesel) ..	9 Kms.	8.5 Kms.	8 Kms.
Hindustan Treacker (Diesel) ..	11 Kms.	10 Kms.	9 Kms.
Tata Trucks & Buses (Diesel) ..	5 Kms.	4.5 Kms.	4.5 Kms.
Layland Trucks & Buses (Diesel) ..	4.5 Kms.	4.2 Kms.	4.2 Kms.
Hindustan Trucks & Buses (Diesel) ..	5 Kms.	4.5 Kms.	4.5 Kms.
Ambassador Cars (Diesel) ..	11 Kms.	10 Kms.	9.5 Kms.
Matador Vans (Diesel) ..	11 Kms.	10 Kms.	9.5 Kms.
PETROL VEHICLES			
Jeep (Petrol) ..	7 Kms.	6 Kms.	5 Kms.
Fiat/Premier President/Premier Padmini (Petrol) ..	13 Kms.	12.5 Kms.	11 Kms.
Ambassador Car (Petrol) ..	10 Kms.	9 Kms.	8 Kms.

This disposes of letter No. 16691-Election, dated the 15th December 1984 of Home (Election) Department.

The receipt of the letter may kindly be acknowledged.

Yours faithfully

D. ROUT

Deputy Secretary to Government

COMMERCE & TRANSPORT (TRANSPORT) DEPARTMENT

No. L. C. II—Gen.. 8/87—17202/90-T.

The 10th November 1987

From

Shri D. K. Bose, O. S. S. (1),
Deputy Secretary to Government

To

All Secretaries of Department of Government
All Heads of Department/All Collectors.

Subject—Consumption of fuel in different types of vehicles—Fixation of Kilometrage.

Sir,

In continuation of this Department letter No. 19841 (85), dated the 17th December 1984 on the above subject. I am directed to say that the expected kilometrage to be covered per litre of fuel in respect of the following vehicles shall be as indicated below:

	Plan Road	Hilly Road	Town Run
Maruti Cars	20	18	17
Maruti Vans	17	15	14
Maruti Jeeps	14	12	11

The receipt of this letter may please be acknowledged

This supersedes this Department letter No. 16620 (90)/T., dated the 20th October 1987.

Yours faithfully,

D. K. BOSE

Deputy Secretary to Government

Copy of letter No. 2165(13)/T., dated the 7th February 1990 from Deputy Secretary to Government, Transport Department addressed to Collectors.

Subject—Consumption of fuel in different types of Vehicles—Fixation of Kilometrage in Mini Trucks

In Continuation of this Department letter No. 19841 (85)/T., dated the 17th December, 1984 and No. 17202 (90)/T., dated the 10th November, 1987 on the above subject, I am directed to say that the Kilometrage to be covered per one litre of fuel in respect of a Mini Truck shall be eight Kms. in short routes/rough roads/Ghat roads and ten Kms. in long plain roads provided the vehicle is in order and properly turned up.

The receipt of this letter may please be acknowledged.

D. K. BOSE

Deputy Secretary to Government

FINANCE DEPARTMENT

No. Bt.-1-9/86/22725(3)-F.

The 11th April 1986

From

Shri R. K. Bhujabal

Commissioner-cum-Secretary to Government

To

The Secretary to Government, Works Department/I. & P. Department/Housing & U. D. Department

Subject—Economy Measures

Sir,

A substantial part of the plan efforts of the Government is by way of investment in execution of works. With the increase of investments from year after year the need for conservation of resources by way of economy in entertainment of staff, better management practices, optimum utilisation of existing machineries and inventory control have become imperative. The measures indicated below are, therefore suggested, for being scrupulously followed by the field officers of the Engineering Organisation of the State Government.

1. Contractors engaged for execution of works in projects and other big works are expected to utilise their own machineries. The Policy of utilisation of heavy machineries for Departmental execution of work etc., shall be that the cost of the machineries and their operation and maintenance charges are fully met by way of recovery of hire charges.

2. The stores verification organisation in the Engineering Departments are now headed by a Superintending Engineer. While conducting verification of stock, this organisation should make an intensive check of available inventories and indicate the quantum of surplus and idle stores and slow moving items for transfer of stores from one depot to another for consumption. This would keep fresh procurements restricted to the actual need so that idle stores provide additional resources through consumption in work.

3. A squad from out of the officers in each circle should review the available inventory of machineries in the Divisions and suggest immediate condemnation and disposal of unserviceable machineries and arrange suitable deployment for optimum use of the rest serviceable machineries.

4. All condemned light and heavy vehicles, trucks, machineries and equipments should be disposed of within six months. The vehicles and machineries which are likely to be unserviceable due to expiry of prescribed life period and coverage may be arranged to be condemned and disposed of in a phased manner within next three years.

5. Strict control should be exercised in the matter of acquisition of stores through D. G. S. & D. A review of materials still to be received against indents placed with various suppliers should be made before further indents are placed under D. G. S. & D. rate contract and the procurements are monitored

by the concerned Chief Engineers. A statement showing cost of materials still to be received, materials proposed to be procured in addition, balance of 2 per cent payments to be made to suppliers and total D. G. S. & D. payments involved during the year be furnished by the Chief Engineers to the Finance Department during April in order to consider release of funds through Letter of Credit.

6. (i) The ban on appointments to work-charged establishment shall continue. On the transfer of persons borne in "Work-charged establishment" to "Wages" in regular establishment, no substitute shall be entertained and the posts in work-charged establishment shall automatically stand abolished.

(ii) In case of execution works through contractors and maintenance of roads, buildings, embankments etc., for which personnel on wages and work-charged establishment as per prescribed norm are entertained, the question of entertainment of labour in N. M. R. does not arise and such appointment should not be made.

7. (i) In case of departmental execution of new works by way of engagement of labour, substantial part of the work done being susceptible to measurement the payment of wages on N. M. R. shall commensurate with the value of work done.

(ii) Entertainment of staff on N. M. R. for works stating that the work done is not susceptible to measurement should be discouraged and such engagement in exceptional and urgent cases also be subjected to post review at the level of Superintending Engineer, once bimonthly so that such entertainments are reduced to minimum.

(iii) All N. M. R. personnel found surplus should be discontinued from the rolls. In case some of the N. M. R. personnel are required for execution of works in other projects they may be engaged afresh by the concerned project authorities.

8. Expenditure are being continued to be incurred on works without appropriation and on deposit works in excess of deposits received. Besides in proper utilisation of Letter of Credit, these result in exceeding the appropriation available under "Suspense" strict instruction may be issued to Field Officers to avoid such irregular bookings.

The above instructions are in continuation of economy measures suggested in F. D. & C. M. No. 32972/-F., dated the 30th August 1985 and No. 7325-F., dated the 17th February, 1986 and shall continue to be in force until further orders. These instructions issue with the approval of the Council of Ministers.

Yours faithfully,

R. K. BHUJABAL

Commissioner-cum-Secretary to Government

For 1979-80

Copy of letter No. LC-II-Gen-135/79-8496(84)/T., Bhubaneswar, the 15th May 1979 from Government of Orissa, Commerce and Transport (Transport) Department to All Heads of Departments/All Collectors.

Subject—Economy in consumption of fuel in Departmental vehicles.

I am directed to say that maximum monthly ceilings for fuel consumption for different categories of officers had been prescribed in this Department G. O. No. 18137(107), dated the 17th December, 1975, as a measure for effecting economy in fuel consumption. For convenience of reference such monthly ceilings and the categories of officers to whom they were applicable are reproduced below:—

- | | |
|---|---------------------|
| (a) For District Level Officers | 200 ltrs. P. m. |
| (b) For District Level Officers like Collector, who have to move out intensively. | 225 ltrs. p. m. |
| (c) For Officers having Sub-Divisional jurisdiction | 150—175 ltrs. p. m. |
| (d) For Block Development Officers | 150 ltrs. p. m. |

2. Instructions have in the meantime been received in F & C. S. Department G. O. No. 17087(100) dated the 12th April 1979 for effecting a saving of 15 per cent in consumption of petrol by Government Departments and Public Sector undertakings during 1979-80. A reduction of the monthly ceilings, indicated above, by a margin of 15 per cent therefore, called for, such revised monthly ceilings of consumption petrol are indicated below:

- | | |
|--|---------------|
| (a) For District level Officers | 170 ltrs. |
| (b) For District Level Officers like Collector, who are required to undertake intensive tours. | 190 ltrs. |
| (c) For officers having subivisional jurisdiction | 125—150 ltrs. |
| (d) For Block Development Officers | 135 ltrs. |

3. As regards ceiling for consumption of petrol for Officers attached to the Offices of Heads of Departments and Departments of Government it is clarified that the actual consumption of petrol in 1978-79 in respect of every vehicles should be treated as the base figure and the physical target of petrol consumption for the current year should be fixed by reducing the said base figure by a margin in 15 per cent in respect of every vehicle.

4. These revised instructions may kindly be brought to the notice of all subordinate officer of under Your control. They may also be suitable instructed to observe the above limits, scrupulously. These instruction shall also apply to the bodies corporate/Government undertakings and Institutions owned by Government suitable instructions to them may be issued by the respective Department of Government

5. Receipt of this letter may kindly be acknowledged,