

No. 33951—Codes-28/91-F.

## FINANCE DEPARTMENT

## OFFICE MEMORANDUM

The 6th September 1991

**Subject—Economy in usa of Government Vehicles and consumption of P. O. L. etc.**

In Para. (b) of the Finance Department Memorandum No. 30724-F. dated the 14th August 1991 restriction has been imposed on the usa of Government vehicles/staff cars on Sundays and exemption has been extended to certain categories of vehicles specified therein.

2. Occassions of emergent nature like meetings with Ministers, delegations or officers of Government of India or of other State Governments, etc. may arise necessitating the use of Government vehicles on Sundays. In such exceptional cases where the use of Government vehicles on Sundays is considered inevitable in public interest, permission may be accorded by the Minister in-charge of the concerned Department on the recommendation of the Secretary of the Department. If the Minister in-charge is not available at the headquarters, approval may be taken of the Chief Secretary/Development Commissioner/Additional Chief Secretary, as the case may be, on the recommendation by the Secretary of the Department concerned.

3. Such occasions should indeed be rare. The relaxation should not be recommended in a routine manner by the Secretary of the Department unless he is satisfied regarding the nature of the emergency warranting the use of the Government vehicles on Sundays.

P. K. PATNAIK

Principal Secretary to Government

## FINANCE DEPARTMENT

No. 6768 (13)—XIV—Aud.—40/91-F.

The 9th October 1991

From

Shri B. B. Mohanty

Deputy Examiner of Local Accounts—*cum*—Deputy Secretary to Government

To

All District Audit Officer, Local Fund Audit (F. D.).

**Subject—Prescription of norms for Typists in the District Audit Offices under Local Fund Audit Organisation.**

Sir,

In course of inspection of different District Offices of the Local Fund Audit Organisation, it is noticed that the norms prescribed in the Orissa Records Manual for the typists about their daily outturn are not strictly adhered to for which timely issue of audit reports is badly delayed. In this connection Rule 85 of the Orissa Records Manual is relevant. There should be a Distribution Register of drafts etc., among the Typists in Form 13 as per APPENDIX-F. As regards yard-stick for the Typists, it has been indicated in Rule 86 of the Orissa Records Manual that a Typist should type out at least 30 fool scap size paper per day containing at least 7,000 words. Extravagant use of space must have to be avoided. The above yard-stick may be reduced by 25 per cent to 50 per cent in consideration of the volume of the statement and figure work with the approval of the officer-in-charge. Since the yard-stick prescribed for the Typists in the Orissa Records Manual is not strictly followed, the outturn of the Typists is not checked. This effects issue of reports in time.

In order to have full control over the performances of the Typists, it is here impressed upon all the District Audit Officers to ensure that the outturn prescribed for the Typists is enforced and the required Register is maintained.

Any lapses found in this regard will be seriously viewed.

Yours faithfully

B. B. MAHANTY

Deputy Examiner of Local Accounts—*cum*—  
Deputy Secretary to Government