

## LIST

1. Chairman, State Bank of India, Central Office, New Administrative Building, Madame Camac Road, Bombay-400001.
2. Chairman and Managing Director, United Commercial Bank, 10, B. T. M. Sarani Calcutta-700001
3. Chairman and Managing Director, United Bank of India, 16-oid Court House Street, Calcutta
4. Chairman and Managing Director, Bank of India, Express Tower, Nariman Point, Bombay-400021
5. Chairman and Managing Director, Canara Bank, Canara Bank Building, 12-J. P. Road, Post Box No. 6648, Bangalore-2.
6. Executive Director, Allahabad Bank, Netaji Subash Bose Road, Calcutta-1
7. Chairman and Managing Director, Central Bank, Chandar Mukhi, Mariman Point, Bombay-400021
8. Chairman and Manging Director, Indian Bank, 31, Rajajee Road, Post Box No. 1384, Madras-600001

## FINANCE DEPARTMENT

Memo No. 5666 (220)—TRB-7/91-F.

The 19th February 1991

To

All Departments of Governments/All Heads of Department

**Sub:—Measures to prevent push of expenditure towards fag end of financial year, 1990-91.**

The undersigned is directed to say that large number of bills are usually presented in the Treasuries/Special Treasuries/Sub-Treasuries towards the fag end of the financial year. Presentation of a large number of bills within a short span during the last phase of the financial year results in rush of expenditure which affects the Ways and Means position of the State, imposes heavy strain on the staff, impedes proper scrutiny of the bills leading to avoidable financial irregularities and makes it difficult for the Bank to cope with the pressing demands for payment. With a view to minimising the strain on the Treasury and the Bank and preventing heavy rush of expenditure and with a view to facilitating smooth conduct of business by the Treasuries/Sub-Treasuries, it is impressed upon all concerned that the following instructions may please be followed scrupulously:

- (i) All claims for payment including those covered under the 2nd Supplementary should be presented to the Treasuries/Special Treasuries/Sub-Treasuries by the 15th March 1991.
- (ii) Resubmission of bills objected to earlier after due compliance, will be allowed up to the 20th March 1991.
- (iii) Presentation of fresh bills at the Treasuries/Special Treasuries/Sub-Treasuries after the 15th March 1991 but within the 20th March 1991 may be allowed with the specific prior permission of the Collector of the concerned district or by the concerned Treasury/Special Treasury/Sub-Treasury Officer, duly authorised in writing by the concerned Collector. In no circumstance, any bill, shall be entertained after the 20th March 1991.
- (iv) The bills which under rules are passed by transfer credit to deposit heads and P. L. Account may, however, be accepted by the Treasury/Special Treasury/Sub-Treasury upto the 28th March 1991 and dealt with as per the provisions of the Orissa Treasury Code and other instructions issued on the subject.

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