



GOVERNMENT OF HARYANA
FINANCE DEPARTMENT

ECONOMY IN EXPENDITURE

COMPENDIUM OF INSTRUCTIONS

Volume - XI

(UPTO 30-06-2011)



Harmohinder Singh Chattha



D.O. No.....

Finance, Planning, Irrigation &
Renewable Energy Minister,
Haryana, Chandigarh.

Dated : 30th June, 2011...

MESSAGE

I am pleased to know that a team of officers of Finance Department under the guidance of Shri Ajit M. Sharan, IAS, Financial Commissioner & Principal Secretary to Government Haryana, Finance Department, has prepared a unique set of 17 Compendia of the instructions/notifications of Finance Department on various subjects issued from time to time from 1947 onwards.

2. I am sure that these Compendia of instructions/ notifications will be maximum helpful for Government employees of all Departments/ Boards/ Corporations of Haryana Government for proper examination of cases in accordance with the provision in rules/ instructions expeditiously and will also help in reducing the unnecessary litigation and financial burden on the State exchequer.

3. The efforts made by the team to consolidate all the instructions in Compendia and also on website of Finance Department subject-wise and date-wise are indeed praiseworthy.

H.S. Chattha

(H.S. Chattha)

PREFACE

The State Government since its formation in November, 1966 has issued/revised instructions and policy guidelines on various subjects from time to time relating to civil service and financial matters.

The number of such instructions has been large but non-availability of these instructions at one place results in delay in the disposal of work and sometimes decisions are taken in contravention of spirit of instructions resulting in un-necessary correspondence and litigation. It has, therefore, been decided to bring out compendia of Finance Department instructions on various subjects like Pay Fixation, Revision of Pay Scales, Pension, Compensatory Allowances, Dearness Allowance, General Provident Fund, Loans and Advances, Amendments in CSR/PFR etc., Misc. of CSR, Economy in Expenditure, PAC/CAG Matters, Budget Formulation, Financial Regulations etc. etc.

The instructions/notifications/policies issued upto 30.06.2011 including the instructions issued prior to 1st November, 1966 have been compiled in sixteen compendia. Efforts have been made to include all available instructions indicating their status/applicability distinctly in a block at the top of instructions.

Seventeenth Compendium contains only a date-wise list of all the instructions whether printed in these compendia or not. For the facility of readers a list of important subjects alphabetically indicating their number of Compendium has also been given at the back cover of each Volume.

The compendium in hand is Volume-XI in series and contains instructions relating to Economy measures, economy in expenditure, economy in use of staff car, ban on fresh recruitment/promotion, curtailment of consumption of petrol, lubricants and diesel, ban on purchase of new car etc.

The printed copy of Compendia can be purchased from the Printing & Stationery Department, Haryana. One set of compendia is circulated to all Administrative Secretaries and Heads of Departments.

Original copy of circulars/notifications etc. of Finance Department are available with the Archives Department, Haryana. Soft copy of the instructions issued by the Finance Department from 1947 onwards to 30.06.2011 both datewise and subjectwise are available on the websites www.finharyana.gov.in. and www.haryana.gov.in. Interested persons can easily download the same or any part thereof from the website. To search by date-wise any instruction, type the date in the manner e.g. '2nd September, 2009' and not in any other way.

Although we have taken all possible precautions while compiling the Compendia, yet there may be some omission or lapse on our part. We would welcome any feedback or suggestion from users of the Compendia.

I acknowledge the hard work put in by Mrs. Kusum Bansal, IRS, Joint Secretary Finance, Shri Raj Pal Nasa, Private Secretary, [former SO (FD)], specially posted in Finance Department for the compilation of instructions and Shri Ram Saran, Principal, DTC HIPA, Panchkula, for assistance and guidance. I also extend my thanks to Director General, HIPA, Gurgaon for providing infrastructure support at DTC Panchkula for this purpose.

I hope that these compendia would be handy and useful to all concerned.

Dated : Chandigarh,
14th July, 2011

AJIT M. SHARAN
Financial Commissioner & Principal Secretary to
Government Haryana, Finance Department.

INTRODUCTION

The Haryana Government has taken a significant decision to bring all the instructions/notifications issued by the Finance Department at one place for the facility of officials/officers for proper examination of financial and service matters in accordance with the rules/instructions. Accordingly, Government have decided to compile and computerize all the instructions including the same issued prior to the Re-organisation. The overall aim is to increase the effectiveness, efficiency and expeditious disposal of office work. To accomplish this voluminous and arduous work a team having experience and background of the Finance Department was constituted. After putting strenuous efforts, the team has been able to procure the old and rarely available instructions from the offices of Law Department, Commissioner Ambala Division, Deputy Commissioner Ambala, concerned Branches of Finance Department and retired officers of SAS Cadre.

These instructions have been computerised and compiled date-wise and subject-wise. The salient features of the same are as under :-

- The total number of instructions/notifications issued by the Finance Department during the period between 1947 and April, 2011 are about 3600.
- Out of above about 90% instructions are available in original and copy of about 5% have been collected from the private publications, and the remaining are not traceable.
- The instructions which are at present or were applicable in near past have been compiled subject-wise and printed in the following sixteen compendia:-

1	Fixation of Pay	Volume-I
2	Haryana Civil Services Revised Pay Rules, 1998, 1987, 1980, 1969	Volume-II
3	Pension of Post-2006 Pensioners and Defined Contributory Pension Scheme.	Volume-III
4	Pension of Pre-2006 Pensioners and Dearness Relief	Volume-IV
5	Allowances to Govt. employees	Volume-V
6	Dearness Allowance to Govt. employees	Volume-VI
7	Misc. of CSR	Volume-VII
8	Haryana GPF Rules, 2006 and instructions	Volume-VIII
9	Amendments in CSR/PFR etc.	Volume-IX
10	Loans & Advances to Govt. employees.	Volume-X
11	Economy in Expenditure.	Volume-XI
12	PAC/CAG Matter	Volume-XII
13	Budget Formulation – Receipt & Expenditure	Volume-XIII
14	Financial Regulations	Volume-XIV
15	Instructions of HBPE	Volume-XV
16	For Judicial Officers	Volume-XVI

- Volume XVII contains date-wise consolidated list of all the instructions/notifications alongwith number, subject and also availability in original.

- At the end of each Volume a date-wise list of the instructions pertaining to the subject(s) of that Volume whether the same have been printed or not has also been given for the facility of users.
- Efforts have been made to mention at the top of instructions if the same have been revised, modified, superseded, withdrawn or have become obsolete.
- Soft copy of all the instructions are available at website of Haryana Government www.finharyana.gov.in and www.haryana.gov.in and may be downloaded from there. **Illustration:** To search any instructions by date, type the date like '20th May, 1999' or '3rd October, 2006' i.e. there is space after the date, month should be complete and year in four digits. If the actual date of any instruction/notification is not known or there is any doubt the same may be confirmed from the compendium of instructions (Volume-XVII) containing datewise list of all the instructions.
- These compendia are priced publications, one may purchase from Printing and Stationery Department, Haryana.
- Image of original copy of the instructions are also on website of Finance Department and hard copy of the original is available with the Archives Department, Haryana.

The compendium in hand is Volume-XI in series and contains instructions relating to Economy measures, economy in expenditure, economy in use of staff car, ban on fresh recruitment/promotion, curtailment of consumption of petrol, lubricants and diesel, ban on purchase of new car etc.

I, on behalf of my entire editorial team express my special gratitude to Shri Ajit M Sharan, IAS, Financial Commissioner & Principal Secretary to Government Haryana, Finance Department, for providing valuable guidance and encouragement for accomplishing this arduous work which otherwise would not have been possible without his moral support.

I am thankful to Shri Raj Pal Nasa, Private Secretary, [former SO (FD)] for the hard work put in by him and also Shri Ram Saran, Principal DTC, HIPA, Panchkula for providing assistance and guidance to the team members. I also extend my thanks for Shri Ajit Kumar Saini, Section Officer, Finance Department, Shri Baljit Singh Saini, PTSO, and Shri Dinesh Kumar, PCAT of Printing and Stationery Department, Mrs. Pallavi, DEO, Shri Ramesh Kumar, Clerk, for preparing these compendia.

I am heartily grateful to Director General, HIPA, Gurgaon for providing infrastructure support at DTC Panchkula for this purpose.

Efforts have been made by the team to ensure the authenticity of the compilation, yet there may be some omission or lapse on our part. We would welcome any feedback or suggestion from users of the Compendia.

I hope these compendia would be helpful to all concerned for proper examination of the cases. I think now none has to face any problem for the copy of any instructions of Finance Department issued between 1947 and 2011.

Dated : Chandigarh,
10th July, 2011

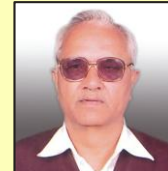
Kusum Bansal, IRS
Joint Secretary to Government Haryana,
Finance Department.

EDITORIAL TEAM

Smt. Kusum Bansal, IRS,
Joint Secretary to Government, Haryana,
Finance Department.



Shri Ram Saran,
Deputy Secretary Finance (Retd.),
Principal, Divisional Training Centre,
HIPA, Panchkula.



Shri Raj Pal Nasa,
Private Secretary,
Haryana Civil Secretariat,
Chandigarh.



Shri Ajit Saini,
Section Officer,
Finance Department, Haryana.



Shri Dinesh Kumar,
PCAT,
Printing & Stationery Department,
Haryana, Chandigarh.



Shri Baljit Singh Saini,
PTSO,
Printing & Stationery Department,
Haryana, Chandigarh.



INDEX

LIST OF SUBJECTS OF VOLUME - XI

Compendium of Instructions – Economy in Expenditure

Sr. No.	Subject	Page No.
1.	Constitution of Economy Committee.	1-8
2.	Economy measures/Economy in expenditure.	9-58
3.	Ban on fresh recruitment/promotion, restructuring of staff, 10% cut, 5% cut.	59-92
4.	Economy in use of staff car on tour and Tour beyond 10/15 days in a month.	93-110
5.	Economy in use of staff car for private journey.	111-120
6.	Curtailement of consumption of petrol, lubricants and diesel etc., POL coupons, Economy in repair of car.	121-132
7.	Economy in repair of staff car/jeep.	133-136
8.	Ban on purchase of new cars.	137-138
9.	Ban on construction of new buildings or renovation of buildings.	—
10.	Misc. relating to economy in expenditure/economy measures.	—
11.	Date-wise list of instructions of Subjects relating to this Volume.	139-150

INDEX

COMPENDIUM OF INSTRUCTIONS (VOLUME - XI) – ECONOMY IN EXPENDITURE (Economy measures/Economy in expenditure, Ban on fresh recruitment/promotion, Economy in use of staff car etc.)

Sr. No.	Date	Number	Subject	Page No.
1. Constitution of Economy Committee.				1-8
1.	14.12.1998	No. 1285-FD(Resources Cell)-98	Constituting of Committee to suggest measures for effecting economy in Govt. expenditure.	1
2.	09.07.1992	No. 5/8/92-1B&C	Constitution of an Economy Committee regarding review of staff/vehicles etc.	3
3.	03.06.1988	No. 5/6/88-1B&C	Constitution of a Committee to effect economy in Government expenditure.	4
4.	18.07.1983	No. 5/27/81-1B&C	Scope for effecting economy in expenditure - Constitution of a High Powered Committee.	5
5.	27.05.1983	No. 5/27/81-1B&C	Scope for effecting economy in expenditure-constitution of a High Powered Committee.	6
6.	11.04.1983	No. 5/27/81-1B&C	Scope for effecting economy on expenditure-Constitution of a High Powered Committee.	8
2. Economy measures/Economy in expenditure.				9-58
1.	03.06.2011	No. 5/6/2002-1B&C	Economy Measures.	9
2.	08.12.2010	No. 7/8/2010-4FR	Restriction on official/private foreign visits.	11
3.	04.01.2010	No. 5/6/2002-1B&C	Economy Measure – Rationalization of creation of new posts.	13
4.	11.12.2009	No. 5/6/2002-1B&C	Economy Measures – instructions regarding.	15
5.	07.12.2009	No. 5/6/2002-1B&C	Economy Measures.	18
6.	09.11.2009	No. 5/9/2009-1B&C	Economy in expenditure – adoption of prescribed standard norms.	19
7.	07.07.2008	No. 5/6/2002-1B&C	Expenditure Management – Economy measures and rationalization of expenditure.	20
8.	22.12.2005	No. 5/10/2005-1B&C	Economy in Expenditure.	23
9.	02.01.2003	No. 5/6/2002-1B&C	Economy measures.	24
10.	22.01.2001	No. 5/1/2001-1B&C	Control over electricity consumption and expenditure thereon.	26
11.	19.05.1999	No. 5/21/84-PE(FD)	Economy measures.	30
12.	27.04.1993	No. 5/6/92-1B&C	Economy on expenditure – Ban on printing of letter pads in the personal name on Govt. Expenses.	32
13.	06.02.1991	No. 5/4/90-1B&C	Economy in expenditure – Purchase of high Price Magazines.	33
14.	05.10.1990	No. 5/4/90-1B&C	Economy on expenditure – Regarding excess telephone calls.	34

Sr. No.	Date	Number	Subject	Page No.
15.	11.09.1985	No. 28/60/84-1B&C	Control over Expenditure – monitoring – reconciliation of expenditure/accounts.	38
16.	28.12.1983	No. 5/1/83-1B&C-(14-C)	Economy on expenditure.	40
17.	20.07.1983	No. 5/1/83-1B&C	Scope of economy in Government expenditure.	41
18.	24.12.1981	No. 5/7/81-1B&C	Economy in expenditure.	43
19.	09.11.1981	No. 5/27/81-1B&C	Scope for effecting economy on expenditure.	44
20.	06.02.1978	No. 5/6/78-1B&C	Economy in expenditure.	45
21.	30.09.1977	No. 4340-1B&C-77/30023	Economy in expenditure.	47
22.	18.07.1977	No.2522-1B&C-77/21248	Economy measures.	48
23.	20.04.1977	No. 1628-1B&C-77/11400	Economy on expenditure.	49
24.	24.12.1959	No. 9702-FR-I-59/17832	Expenditure relating to celebrations on the occasions of opening/inauguration ceremonies, etc.	57
25.	04.06.1956	No. 6133-FR-56/4555	Relates to celebrations on the occasion of opening/ inaugurations ceremonies.	58
3. Ban on fresh recruitment/promotion, restructuring of staff, 10% cut, 5% cut.				59-92
1.	08.07.2009	No. 5/6/2009-1B&C	Economy in expenditure – Ban on fresh recruitment.	59
2.	21.01.2009	No. 5/1/2009-1B&C	Economy in expenditure – Restructuring and rightsizing of staff.	60
3.	02.05.2007	No. 5/6/2002-1B&C	Economy measures – Regarding withdrawal of ban on promotional vacancies.	61
4.	12.05.2006	No. 5/3/2006-1B&C	Economy Measures.	62
5.	06.11.2004	No. 5/6/92-1B&C	Economy Measures.	63
6.	07.04.2003	No. 5/16/2000-1B&C	Economy in expenditure/restructuring/right-sizing of the various departments	64
7.	02.01.2003	No. 5/6/2002-1B&C	Economy measures.	65
8.	16.03.2000	No. 5/16/2000-1B&C	Ban on fresh recruitment/Creation/Upgradation of posts.	67
9.	07.01.2000	No. 5/6/92-1B&C	Withdrawal of ban on recruitment.	69
10.	30.12.1999	क्र. 5/81/99-1 बवक	विकलांग व्यक्तियों के लिए आरक्षित पदों को प्रतिबन्ध से छूट प्रदान करना ।	70
11.	09.05.1999	No. 5/6/92-1B&C	Ban on Fresh Recruitment – Clarifications	71
12.	14.10.1996	No. 5/6/92-1B&C	Economy Measures – relaxation in the ban on recruitment.	72
13.	26.08.1996	No. 5/6/92-1B&C	Economy measures – amended instructions	73

Sr. No.	Date	Number	Subject	Page No.
14.	26.03.1996	No. 5/21/84-PE(FD)	Economy in Expenditure – Instructions regarding ban on daily wages appointment.	75
15.	09.01.1996	No. 5/6/92-1B&C	Instruction regarding ban on daily wages appointment.	76
16.	27.11.1992	No. 5/1/83-1B&C	Economy on expenditure (10% cut on the staff strength).	77
17.	25.05.1984	No. 5/41/84-1B&C	Economy in expenditure work load norms for Additional staff.	78
18.	12.04.1984	No. 5/1/83-1B&C(27C)	Economy on expenditure.	79
19.	27.03.1984	No. 5/1/83-1B&C(55-A)	Economy on expenditure.	80
20.	28.02.1984	No. 5/1/83-1B&C(12-C)	Economy on expenditure.	81
21.	15.12.1983	No. 5/1/83-1B&C(8C)	Economy on expenditure.	82
22.	05.10.1983	No. 5/1/83-1B&C(55A)	Economy on expenditure.	83
23.	26.05.1983	No. 5/1/83-1B&C	Economy on expenditure.	85
24.	15.10.1976	No.5421-1B&C-75/36684	Economy in expenditure on staff.	88
25.	22.03.1963	No. 2295-B&C-63/2831	Economy in expenditure – reduction in Ministerial staff etc.	89
4. Economy in use of staff car on tour and Tour beyond 10/15 days in a month.				93-110
1.	22.09.2010	No. 5/1/2010-1B&C	Regarding sanction of touring from 10 days to 15 days in a month in the case of Ministers/ Ministers of State/Chief Parliamentary Secys./ Parliamentary Secretaries.	93
2.	30.10.2007	No. 5/7/2005-1B&C	Regarding sanction of touring beyond 10 days in a month by the Administrative Departments.	94
3.	18.07.1995	No. 5/7/81-1B&C	Economy in expenditure on Tours.	95
4.	10.01.1983	क्र. 5 / 7 / 81-ब.व.क.(54बी)	Economy in Expenditure – Economy in the use of Staff Car.	96
5.	17.11.1982	No. 5/7/81-1B&C	Economy in Expenditure – Economy in use of Staff Cars.	98
6.	21.09.1982	No. 5/7/81-1B&C	Economy in expenditure in the case staff cars.	100
7.	06.05.1982	No. 5/7/81-1B&C	Economy in expenditure – Economy in the use of staff cars.	101
8.	03.03.1982	No. 5/7/81-1B&C	Economy in expenditure – economy in the use of staff cars.	102
9.	09.11.1981	No. 5/7/81-1B&C	Economy in expenditure – Economy in the use of staff cars.	103
10.	04.08.1981	No. 5/7/81-1B&C	Economy on expenditure.	105
11.	27.07.1981	No. 5/7/81-1B&C	Economy in expenditure – Economy in the use of staff cars.	106

Sr. No.	Date	Number	Subject	Page No.
12.	25.05.1981	No. 5/7/81-1B&C	Economy in expenditure – Economy in the use of staff cars	107
13.	30.08.1977	No.3689-1B&C-77/26365	Economy in expenditure.	109
5. Economy in use of staff car for private journey.				111-120
1.	16.01.1992	No. 5/7/91-1B&C	Use of Govt. Staff Cars for private journey.	111
2.	11.02.1991	No. 5/15/89-1B&C	Economy on expenditure – staff cars/jeeps and other vehicle – policy regarding.	112
3.	19.01.1991	No. 5/15/89-1B&C	Economy in expenditure - staff cars/jeeps and other vehicles - policy regarding.	113
4.	24.06.1986	No. 5/2/78-1B&C	Economy on expenditure – Use of Govt. Vehicles on Tour	116
5.	26.04.1983	No. 5/2/78-1B&C	Economy in expenditure-use of Government vehicles on tour.	117
6.	17.01.1978	No. 5305-1B&C-77/901	Economy in use of staff cars and other Government vehicles.	118
7.	09.08.1977	क्र. 893-1ब:वक:-77 / 23791	स्टाफ कार अन्य सरकारी गाड़ियों के प्रयोग में मितव्ययता।	119
6. Curtailment of consumption of petrol, lubricants and diesel etc., POL coupons, Economy in repair of car.				121-132
1.	09.11.2010	No. 16/102/2010-4B&C	Regarding abolition of POL Coupons Policy.	121
2.	22.03.2010	No. 16/1/2003-4B&C	Economy in expenditure – curtailment of consumption of Petrol lubricants and diesel etc. by Govt. Vehicles.	123
3.	19.05.2009	No. 5/4/20091B&C	Undertaking in house exercise to analyse the expenditure on POL – vehicles owned by the Govt. Depts./Agencies wholly or substantially owned and controlled by the Govt. of Haryana.	125
4.	13.03.1992	No. 5/4/92-1B&C	Regarding POL expenditure on requisitioned vehicles.	130
5.	26.02.1985	No. 5/1/84-1B&C	Economy in expenditure Measures for controlling the consumption of fuel.	131
6.	23.01.1985	No. 5/1/354/B&C	Economy on expenditure – Measures for controlling the consumption of fuel.	132
7. Economy in repair of staff car/jeep				133-136
1.	20.05.2002	No. 5/6/92-1B&C	Economy Measures.	133
2.	11.08.1978	क्र. 5 / 55 / 78-1ब.वक.	सरकारी खर्च में मितव्ययता।	134
8. Ban on purchase of new cars.				137-138
1.	20.11.1991	No. 5/5/91-1B&C	Economy in Expenditure ban on purchase of new cars/jeeps etc.	137
9. Date-wise list of instructions of Subjects relating to this Volume.				—

(To be published in Haryana State Government Gazette-Extra)

NOTIFICATION

FINANCE DEPARTMENT

No.1285-FD(Resources Cell)-98

Dated, Chandigarh, the 14th December, 1998

The Governor of Haryana is pleased to constitute a Committee consisting of

1.	Chief Secretary, Haryana	Chairman
2.	Principal Secretary to Chief Minister	Member
3.	Financial Commissioner, Revenue	Member
4.	Financial Commissioner, Finance	Member
5.	Economic & Statistical Adviser	Member
6.	Special Secretary, Finance (Mrs. Sudha Sharma)	Member Secy.

2. The terms of Reference of the Committee are :-
- To suggest measures for affecting economy in Government expenditure particularly the Non-Plan expenditure.
 - Identification of areas/functions where duplication or overlapping is taking place and to suggest corrective measures.
3. The Committee may also examine the scope in expenditure of autonomous bodies Boards/Corporations, Cooperative Universities etc.
4. In the fulfillment of its Terms of Reference, the Committee may co-opt or invite any other members as may be required and will have an access to such departmental files and documents as it may consider necessary.
5. The Committee is required to submit its recommendations to the State Govt. within a period of one month from the date of Notification.

A.N. MATHUR
Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. No. 1285-FD(Res Cell)-98

Dated, Chandigarh, the 16th December, 1998

A copy is forwarded to the Controller Printing and Stationary, Haryana, Chandigarh with the request that this Notification may please be published in the extra ordinary issue of the Haryana Government Gazette.

Twenty spare copies of printing Notification may also be supplied to the Finance Department (in Resources Cell)

Sd/-
Senior Research Officer,
for Financial Commissioner & Secy. to Govt.,
Haryana, Finance Department.

Endst. No. 1285-FD(Res Cell)-98

Dated, Chandigarh, the 16th December, 1998

A copy is forwarded for information to :-

1. Chief Secretary, Haryana.
2. Principal Secretary Chief Minister
3. Financial Commissioner, Revenue
4. Financial Commissioner, Finance
5. Economic & Statistical Adviser
5. Special Secretary, Finance (Mrs. Sudha Sharma).

Sd/-

Senior Research Officer,
for Financial Commissioner & Secy. to Govt.,
Haryana, Finance Department.

Endst. No. 1285-FD(Res Cell)-98

Dated, Chandigarh, the 16th December, 1998

A copy is forwarded to Controller Printing & Stationery Haryana, Chandigarh with the request that this notification may please be published in the Extra Ordinary issue of the Haryana Government Gazette.

Twenty spare copies of printed Notification may also be supplied to the Finance Department (in Resources Cell).

Sd/-

Senior Research Officer,
for Financial Commissioner & Secy. to Govt.,
Haryana, Finance Department.

Endst. No. 1285-FD(Res Cell)-98

Dated, Chandigarh, the 16th December, 1998

A copy is forwarded for information to the Accountant General (A&E) and Accountant General (Audit), Haryana, Chandigarh.

Sd/-

Senior Research Officer,
for Financial Commissioner & Secy. to Govt.,
Haryana, Finance Department.

Endst. No. 1285-FD(Res Cell)-98

Dated, Chandigarh, the 16th December, 1998

A copy is forwarded for information and necessary action to :-

1. All Administrative Secretaries to Government Haryana.
2. Commissioner, Ambala/Gurgaon/Hisar/Rohtak Division.
3. All Heads of Departments in Haryana.
4. All Deputy Commissioners in Haryana.
5. Secretary to Governor, Haryana.
6. Director, Public Relations, Haryana.

No. 5/8/92-1B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments in the Haryana State.

Dated 9th July, 1992**Subject : Constitution of an Economy Committee regarding review of staff/vehicles etc.**

Sir,

I am directed to invite your attention on the subject noted above and to say that there is an urgent need of effecting economy in Govt. expenditure. In this regard the Govt. have decided to constitute an Economy Committee with immediate effect to achieve the objective. The composition of the Committee will be as under :-

1.	Financial Commissioner Finance	Chairman
2.	Concerned Administrative Secy.	Member
3.	Special Secy. Finance	Member
4.	Concerned Heads of Departments	Member
5.	Under Secy. Finance (Budget)	Member Secy.

2. The terms of references of the Committee will be as under :-

1. Review of Staff strength & requirement;
2. Review of number of vehicles and their requirement;
3. Review of Non Plan Scheme.

3. The Committee may complete the work within a period of six months and come out with reports concerning individual departments from time to time. The concerned department are required to furnish a brief note to the committee giving factual information or all the above terms of reference indicate their view point for the consideration of the committee.

Sd/-

Under Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners and Administrative Secretaries to Govt. Haryana for information and necessary action.

2. In order to implement the decision effectively the A.D. will have close look at Non-Plan Budget of their Department & give concrete suggestion wherever economies can be effected.

Sd/-

Under Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners and
Administrative Secretaries to Govt., Haryana.

U.O. No. 5/8/93-1B&C

Dated : 9.7.92.

IMMEDIATE**Subject : Constitution of a Committee to effect economy in Government expenditure.**

Will all the Administrative Secretaries to Government, Haryana, kindly refer to the subject cited above ?

2. There is need for utmost economy in unproductive expenditure to enable the State Government to Finance Developmental programmes. With this end in view, it is desired that the existing plan and non-plan schemes/projects are reviewed and examined so that maximum economy is effected to augment resources. For this purpose, it has been decided to constitute a Committee consisting of the following Members, which will scrutinise the department's proposals :-

1.	Chief Secretary	Chairman
2.	Financial Commissioner & Secretary to Govt., Haryana, Finance Department.	Member
3.	Principal Secretary to Chief Minister	Member
4.	Administrative Secretary of the Department concerned	Member
5.	Head of Department Concerned	Member
6.	Mrs. Meenaxi Anand Chaudhry, C.L.E.	Member Secretary

3. In order to implement the decision effectively the Administrative Secretaries will have a close look at the plan and non-plan budget of their departments and give concrete suggestions where cuts in expenditure can be applied or economies can be effected. The concerned department will be required to produce a paper to this effect for the consideration of the above Committee.

4. It is, therefore, requested that action in the matter may please be taken accordingly.

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/6/88-1B&C

Dated, Chandigarh, the 3rd June, 1988

A copy is forwarded to the Chief Secretary to Government, Haryana, for information and necessary action with reference to his note dated 30.5.1988.

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Chief Secretary to Government, Haryana.

U.O. No. 5/6/88-1B&C,

Dated, Chandigarh, the 3.6.88

Endst. No. 5/6/88-1B&C

Dated, Chandigarh, the 3.6.88

A copy is forwarded to all the Heads of Departments in Haryana, for information and necessary action.

Sd/-

Under Secretary Finance (B),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

MOST IMMEDIATE**No. 5/27/81-1B&C**

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in the state,
Commissioners, Ambala/Hisar Divisions and
The Registrar, Punjab and Haryana High Court, Chandigarh.**Dated, Chandigarh the 18th July, 1983****Subject : Scope for effecting economy in expenditure — Constitution of a High Powered Committee.**

Sir,

I am directed to invite your attention to the instructions issued on the subject with Haryana Government letter of even No. dated the 11th April, 1983 and 27th May, 1983, and to say that in partial modification of these instructions, it has been decided that in case of the material which according to the procedure envisaged under the relevant rules is required to be purchased through Controller of Printing and Stationery instead of Controller of Stores, the powers as stand vested under the above referred to instructions will be deemed to have been vested in the Controller of Printing and Stationery.

2. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

(VIVEK MEHROTRA)

Joint Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government, Haryana for information and necessary.

Sd/-

(VIVEK MEHROTRA)

Joint Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/27/81-1B&C,

Dated, Chandigarh, the 18th July, 1983

No. 5/27/81-1B&C

Dated, Chandigarh, the 18th July, 1983

A copy is forwarded to all Branch Officers/Superintendents/Deputy Superintendents in the Finance Department (Except FR-I and FR-II Branches) for information.

Sd/-

(VIVEK MEHROTRA)

Joint Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

Out-to-day
IMMEDIATE

No. 5/27/81-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in the State,
Commissioner, Ambala/Hisar Divisions,
The Registrar, Punjab and Haryana High Court.

Dated, Chandigarh, the 27th May, 1983

Subject : Scope for effecting economy in expenditure — Constitution of a High Powered Committee.

Sir,

In continuation of the instructions issued on the subject with Haryana Government letter of even number dated the 11th April, 1983, I am directed to say that some further clarifications appear to be necessary to make these instructions more effective and consistent with the directions already issued.

2. According to the procedure in existence immediately before the issue of these orders, while routine purchases are made by the departments (Indenting Officers) through the Controller of Stores, in accordance with the stores purchase rules, from time to time Govt. have established purchase committees of various departments and at various levels. The purchase committees have been functioning more or less independently of the Controller of Stores in inviting tenders, evaluating offers and final placement of purchase orders except that the Controller of Stores or his representative is associated with the purchase committees and attends its meetings. The intention now is that the authority presently vested in all purchase committees including High Powered Purchase Committee and also the High Powered Board (including the State Transport Board as well as the provisions of store purchase rules for purchases through the Controller of Stores would stand superseded automatically whenever any single purchase order in respect of any single item exceeds Rs. 5 lakhs.)

3. For further clarification it may be added that the purchase of similar materials with only marginal differences in specifications, where the aggregate value of all such purchases of similar materials exceeds Rs. 5 lakhs, even if the components are individually less than Rs. 5 lakhs, will be treated as one purchase order. Illustratively, purchases of pipes of different size in which for each diameter of pipe the purchase may be less than Rs. 5 lakhs, but together for a number of different pipes the purchase value is in excess of Rs. 5 lakhs will be treated as one order of more than Rs. 5 lakhs. Similarly, the purchase of insecticides in different types or sizes of packages would be considered together and even if in individual types of packaging the value is not more than Rs. 5 lakhs, but the aggregate value exceeds Rs. 5 lakhs it will be treated as being one order. These examples may be treated merely as being illustrative.

4. As regards rate contracts, these may be decided by Government on the file after the same has been shown to the Chief Minister. However, all purchase orders in excess of Rs. 5 lakhs, even when the commodity to be purchased is on rate contract, would require approval of newly constituted High Powered Committee.

5. Subject to these restrictions, and the consequent supersession of all previous instructions (including store purchase rules) to this extent, all other cases where purchase is less than Rs. 5 lakhs will continue to be covered by past procedure i.e. by already established purchase committees or by purchases through the Controller of Stores in accordance with the existing store purchase rules.

6. The composition of the High Powered Committee would now be as under :-

(i)	Chief Minister, Haryana.	Chairman
(ii)	Finance Minister.	Member
(iii)	Industries Minister (Minister In-charge of store purchase).	Member
(iv)	Minister In-charge of the Department concerned.	Member
(v)	Financial Commissioner & Secretary Industries (Administrative Secy. incharge of the store purchase organisation).	Member
(vi)	Administrative Secretary of the Department concerned.	Member
(vii)	Finance Secretary.	Member
(viii)	Head of the Department concerned.	Member
(ix)	Controller of Stores.	Member Secretary.

The Controller of Stores/Industries Department would be the nodal agency for these purchases and would be entrusted with the responsibility of preparing NITs, opening of tenders, evaluating the comparative merits of bids/tenders, analysing the impact of price difference and other matters. The Committee may co-opt technical experts where necessary. However, such technical experts would either be co-opted or invited as special invitees and would not be standing members of the Committee.

7. It is requested that these instructions may please be brought to the notice of all concerned for strict compliance. Receipt of this communication may also be acknowledged.

Yours faithfully,

Sd/-

(L.L. BHASKER)

Under Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Revised even
No. Dated 27.05.1983.***

No. 5/27/81-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in the State,
Commissioners, Ambala/Hisar Divisions.
The Registrar, Punjab and Haryana, High Court.

Dated, Chandigarh, the 11th April, 1983

Subject : Scope for effecting economy in expenditure — Constitution of a High Powered Committee.

Sir,

I am directed to invite your attention to letter No. 5/27/81-1B&C, dated 9th November, 1981 and to say that to ensure management of state finances in an optimum and efficient manner, there is an overwhelming need to determine and review the quantum of purchases in all the departments at an appropriately high level, so that while on the one hand unnecessarily large inventories do not accumulate, it is possible to properly assess the requirements of the departments on the other hand. With this end in view, it has been decided that henceforth the Administrative Department concerned will have the powers to make purchases to the extent of Rs. 5 lakhs only in respect of any item/material. Cases for approving purchase orders involving amounts exceeding Rs. 5 lakhs in value would be decided by a High Powered Committee, the composition of which will be as follows :-

1.	Chief Minister	Chairman
2.	Finance Minister	Member
3.	Minister Incharge of the Department concerned	Member
4.	Administrative Secretary of the Department concerned	Member
5.	Finance Secretary	Member
6.	Head of the Department concerned	Member-Secretary

2. It is requested that these instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

Joint Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Most Important**No. 5/6/2002-1B&C**

From

The Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Heads of Department in Haryana,
Registrar, Punjab & Haryana High Court,
All Deputy Commissioners in Haryana and
Commissioners Rohtak, Gurgaon, Hisar and Ambala Divisions,
Managing Directors of all Boards and Corporations in Haryana,
All Registrars of the Universities of Haryana State.

Dated, Chandigarh, the 3rd June, 2011.**Subject : Economy Measures.**

Sir,

I am directed to invite your attention to the Finance Department letter No. 5/6/2002-1B&C dated 07.12.2009 on the subject mentioned above and to state that the matter regarding effecting economy in expenditure was reviewed by the Finance Department. After careful consideration the Government has decided to continue with the following measures :-

- (i) Total ban on purchase of new cars except replacements.
- (ii) Total ban on up-gradation of new posts. Creation of new posts will be allowed only under exceptional circumstances by the Finance Department.
- (iii) No domestic air travel in business class for any category of officers.
- (iv) For the year 2011-12 every department shall effect a mandatory 5% cut in non-plan expenditure under the following object heads :-
 - (a) Domestic and Foreign Travel expenses.
 - (b) Publications.
 - (c) Professional services.
 - (d) Advertising and Publicity
 - (e) Office expenses.
 - (f) POL (except for security related requirement).
 - (g) Other administrative expenses.
- (v) Posts lying vacant for more than 2 years shall be filled up only after the approval of Finance Department.

2. The above measures will be reviewed after 31.03.2012.

Yours faithfully,

Sd/-

Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 5/6/2002-1B&C

Dated, Chandigarh, the 3rd June, 2011.

A copy is forwarded to the Accountant General, Haryana (Accounts & Audit) Chandigarh for information and necessary action.

Sd/-

Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Govt. of Haryana for information and necessary action.

Sd/-

Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/
Administrative Secretaries to Govt. of Haryana.

No. 5/6/2002-1B&C

Dated, Chandigarh, the 3rd June, 2011.

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Ministers/Ministers of State, Haryana.

Sd/-

Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries
to the Chief Minister/Ministers/Ministers of State, Haryana.

U.O. No. 5/6/2002-1B&C

Dated, Chandigarh, the 3rd June, 2011.

A copy is forwarded to all the Branch Officers/Superintendents in the Finance Department, Haryana for strict compliance.

Sd/-

Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Branch Officers/Superintendents
of Finance Department.

U.O. No. 5/6/2002-1B&C

Dated, Chandigarh, the 3rd June, 2011.

No. 7/8/2010-4FR

From

The Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Heads of Department in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
The Commissioner, Ambala, Gurgaon, Hisar and Rohtak Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana.

Dated, Chandigarh, the 8th December, 2010

Subject : Restriction on official/private foreign visits.

Sir/Madam,

I am directed to invite your attention on the subject noted above and to say that State Government has decided that no officer/official shall be allowed to undertake more than two official visits in a financial year, irrespective of which agency bears the cost.

2. Private visits financed from own sources shall also be restricted to one visit in a financial year.
3. You are, therefore, requested to consider and recommend proposals for foreign visits as per the above decision in future.

Sd/-
(K. S. Dahiya)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy is forwarded to :-

1. All the Financial Commissioners & Principal Secretaries Government Haryana.
2. All the Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-
(K. S. Dahiya)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries to
Govt., Haryana.
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 7/8/2010-4FR

Dated, Chandigarh, the 8th December, 2010

A copy is forwarded to :-

1. The Secretary to Speaker/Deputy Speaker, Haryana Vidhan Sabha for information of Hon'ble Speaker/Deputy Speaker, Haryana Vidhan Sabha.
2. The Principal Secretary/Additional Principal Secretary-I, II & III/Officer on Special Duty-I, II & III/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers/Chief Parliament Secys./Parliament Secretaries of the State for information of Chief Minister/Ministers/Ministers of State/Chief Parliament Secretaries/Parliament Secretaries/Deputy Chairman, Planning Board, Haryana.
3. Private Secretary to Chief Secretary to Government, Haryana.
4. Deputy Secretary to Government Haryana, Personnel Department for information and necessary action.

Sd/-
(K. S. Dahiya)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

1. The Secretary to Speaker/Deputy Speaker, Haryana Vidhan Sabha.
2. The Principal Secretary/Additional Principal Secretary-I, II & III/Officer on Special Duty-I, II & III/Media Advisor/Advisor/Sr. Secys./Secretaries/Private Secretaries to the Chief Minister/Ministers/Chief Parliament Secys./Parliament Secretaries of the State.
3. Private Secretary to Chief Secretary to Govt., Haryana.
4. Deputy Secretary to Govt. Haryana, Personnel Department.

U.O. No. 7/8/2010-4FR

Dated, Chandigarh, the 8th December, 2010.

No. 5/6/2002-1B&C

From

The Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Heads of Department in Haryana,
Registrar Punjab & Haryana High Court,
All the Divisional Commissioners in Haryana,
Managing Directors/Chief Administrator/
C.E.O. of all Boards, Corporations, etc. in Haryana,
All the Deputy Commissioners in Haryana,
Registrars of all aided Universities in Haryana.

Dated, Chandigarh, the 4th January, 2010

Subject : Economy Measure — Instructions regarding.

Ref. : This Department's letter No. even dated 7th December, 2009 and 11th December, 2009.

Sir,

I am directed to invite your attention to the subject captioned above and the letter under reference and to say that the said instructions provide for the following :

- (i) The Economy Measure Instructions apply on all the non-essential and non-wages and salary Object Heads, including the Objects Heads of 04: Travel Expenses; 05: Office Expenses; 07: Publications; 08: Advertising and Publicity; 13: Hospitality and Entertainment Expenses; 21: Motor Vehicle; 33: Professional and Special Services; 36: International Programmes; 38 Deputation/Travel Abroad of Scientists; 45: P.O.L.; 48: Foreign Travel Allowance; 52: Gifts; 54: Expenses on Conduct Tours; 60: T.A./D.A. of Non Official Members; 66: Proficiency & Special Services; 69: contractual Services; 75: Conveyance Allowance, 98: Furniture, while forming part of any Head of Account/Budget Estimates (both on the Non-plan as also on Plan side).
- (ii) In all such cases where resources forming part of Budget Estimates under Object Head 09; Grant in Aid; 10: contributions; 11: Subsidies (or heads in any other nomenclature is drawn and disbursed to entities/agencies/ organizations other than Government and the aided entities/agencies/ organization proposes to utilise such Aid/Assistance, either wholly or in part, in the nature of manners included within the meanings of Economy Measures an adhoc cut at the scales envisaged in the instructions shall be imposed on the total Aid/Assistance so drawn and disbursed.

In order to effectively implement and vigilantly monitor the decisions so, it has been decided that no D.D.O. in the State shall draw from any of the above Stated Object Head (forming part of Budget Allocation anywhere) amount exceeding 95% of the corresponding average monthly withdrawal actually obtained from 1st October to 31st December, 2009 over the calendar months of January, February and March, 2010.

2. In the event of dire urgency where exigencies warrant exceptions to be made, a self contained proposal may be sent to the Finance Department through the Administrative Secretary seeking specific relaxation. Such a proposal must, however, contain the alternative proposal as to how the excess expenditure (over and above the authorization as worked out after applying the Economy Measure Instructions) are proposed to be compensated by saving elsewhere (i.e. keeping non-essential expenditure on hold for the time being).
3. These instructions shall apply mutatis mutandis on all P.S.U./Organisations/ Agencies/Entities wholly or substantially owned or controlled, or, as the case may be, partially or substantially aided or supported by the Government of State of Haryana as also on the departments not falling within the purview of Treasury Compliances.
4. These instructions may kindly be brought to the notice of all concerned for strict compliances.

Yours faithfully,

Sd/-
Superintendent (Budget),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 5/6/2002-1B&C

Dated, Chandigarh, the 4th January, 2010

A copy is forwarded to the Director, Treasuries & Accounts, Haryana, Chandigarh (100 spare copies) for information and necessary action. He is requested to ensure requisite compliance at the end of Treasuries/Sub Treasuries. He may note that to implement this decision in letter and spirit, it is very essential that correctness of purpose of withdrawal and budget head on which it is appropriated is ensured by the Treasuries/Sub Treasuries and the authorized average withdrawal permissible is meticulously worked out.

Sd/-
Superintendent (Budget),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

These instructions have been further clarified vide even No., Dated 04.01.2010.

No. 5/6/2002-1B&C

From

The Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Heads of the Department in Haryana,
Registrar, Punjab & Haryana High Court,
All Divisional Commissioners in Haryana,
Managing Directors/Chief Administrative/
Chief Executive Officers of all Boards/Corporations in Haryana,
All the Deputy Commissioners in Haryana,
Registrar of all the aided Universities in Haryana.

Dated, Chandigarh, the 11th December, 2009

Subject : Economy Measures – instructions regarding.

Ref : This department's letter No. even dated 7th December, 2009.

Sir,

I am directed to invite your attention to the subject captioned above and the letter under reference and to say that in order to implement the Economy Measure instructions, it has become imperative to highlight following norms/clarifications/instructions :-

- (i) The Economy Measure instructions apply on all the non-essential and non-wages and salary Object Head; including the Objects Heads of 04: Travel Expenses; 05: Office Expenses; 07: Publications; 08: Advertising and Publicity; 13: Hospitality and Entertainment Expenses; 21: Motor Vehicle; 33: Professional and Special Services; 36: International Programmes; 38: Deputation/Travel Abroad of Scientist; 45: POL; 48: Foreign Travel Allowances; 52: Gifts; 54: Expensed on Conduct Tours; 60: T.A./D.A. of Non Official Members; 66: Proficiency & Special Services; 69: Contractual Services; 75: Conveyance Allowance; 98: Furniture, while forming part of any Head of Account/Budget Estimate (both on the Non-Plan as also on Plan Side).
- (ii) In all such cases where resources forming part of Budget Estimates under Object Heads 09; Grant in Aid; 10: Contributions; 11: Subsidies (or heads in any other nomenclature) is drawn and disbursed to entities/agencies/organizations other than Government and the aided entities/agencies/organizations proposes to utilise such Aid/Assistance, either wholly or in part, in the nature of manners included within the meanings of 'Economy Measures' an adhoc cut at the scales envisaged in the instruction shall be imposed on the total Aid/Assistance so drawn and disbursed.
- (iii) This being a cut (and not saving), the consequent surplus resources as reflected relatively in the Budget Estimate shall not be permitted to be utilized for any other purposes including the general phrase 'overall saving elsewhere' as authorized even by the F.D.

- (iv) Wherever the Head of Department/Office further reallocates the Budgetary Provisions to the sub-ordinate Offices/DDOs, a fresh reallocation order incorporating the intent of the Economy Measure Instructions must be made immediately and conveyed promptly to the concerned Treasuries. In the absence of such a revised order of reallocation, the Treasury Officers/ Assistant Treasuries Officers may not authorize further withdrawals.
- (v) For the Departments falling out of the purview of Treasury Compliances such as Forest and Wild Life, the allocations made under the Object Heads as generally included under (i) and (ii) above shall be taken as deemed to have been reduced by the scales (5% and 10%, etc.) as envisaged under the instructions of Economy Measures and any expenditure over and above such 'deemed allocation' arrived at in terms of this instruction shall amount to 'unauthorised' leading to actions against the DDO/authorising authorities.
- (vi) Immediately stocks must be taken of the expenditure already incurred and wherever the expenditure incurred so far exceeds the permissible value after the application of cut envisaged in the Economy Measures, all further withdrawal shall be frozen forthwith. In all such cases, the Head of Department shall prepare a scheme as to how such excess expenditure shall be recouped by resorting to proposed cuts elsewhere (not included in the Economy Measure Instructions). Such a proposal shall not include any savings out of Object Heads that cannot be included in the general phrase 'overall savings elsewhere'.
- (vii) In all other cases where the expenditures incurred are yet to reach the saturation point consequent to the applied cut in terms of Economy Measure Instructions, further expenditure must be planned meticulously so that the total expenditure remains within the prescribed limits. However, on reaching the said saturation point, further withdrawals must be frozen in all cases.
- (viii) The Administrative Secretaries concerned must review the fresh road Map prepared by the Departments to fall within the intent of the Economy Measure Instructions. A comprehensive report of the proposed, road map may also be sent to the F.D.
- (ix) The idea is to reduce the expenditure and not to postpone the payment. Therefore it needs to be understood clearly that no liability shall be created/committed that falls in excess to the redefined allocations after incorporating/applying the import of the Economy Measure Instructions. Any such attempt shall be colourable exercise of authority and shall be viewed as financial impropriety of highest order.

2. In the event of dire urgency where exigencies warrants exceptions to be made, a self contained proposal may be sent to the Finance Department through the Administrative Secretary seeking specific relaxation. Such a proposal must, however, contain the alternative proposal as to how the excess expenditure (over and above the authorization as worked out after applying the Economy Measure Instructions) are proposed to be compensated by saving elsewhere (i.e. keeping non-essential expenditures on hold for the time being).

3. As a general thumb rule guiding the authorisation of expenditure, it may be taken that whenever even an iota of doubt persists as to whether an expenditure violates the import of Economy Measure Instructions, the decision making authority must err in favour of the proposition that avoids such expenditure to be incurred.

4. These instructions shall apply mutatis mutandis on all the P.S.U.s./Organizations/Agencies/Entities wholly or substantially owned or controlled, or as the case may be, partially or substantially aided or supported, by the Government of State of Haryana.

5. These instructions may kindly be brought to the notice of all concerned for strict compliances.

Yours faithfully,

Sd/-

Superintendent (Budget),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

These instructions have been further clarified vide even No., Dated 11.12.2009.

MOST IMPORTANT

No. 5/6/2002-1B&C

From

The Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Heads of Department in Haryana,
Registrar, Punjab & Haryana High Court,
All Deputy Commissioners in Haryana and
Commissioners Rohtak, Gurgaon, Hisar & Ambala Divisions,
Managing Directors of all Boards and
Corporations in Haryana,
All Registrars of the Universities of Haryana State.

Dated, Chandigarh, the 7th December, 2009

Subject : Economy Measures.

Sir,

I am directed to invite your attention to the subject mentioned above and to state that the matter regarding effecting economy in expenditure has been engaging the attention of the Government for quite some time. After careful consideration the Government has decided to implement the following measures for immediate enforcement :-

- (i) Total ban on purchase of new office furniture.
- (ii) Total ban on purchase of new cars except replacements.
- (iii) Total ban on up-gradation of new posts. Creation of new posts will be allowed only under exceptional circumstances by the Finance Department.
- (iv) No domestic air travel in business class for any category of officers
- (v) For the year 2009-10 every department shall effect a mandatory 5% cut in non-plan expenditure under the following heads :-
 - (a) Domestic and Foreign Travel expenses
 - (b) Publications
 - (c) Professional services
 - (d) Advertising and Publicity
 - (e) Office expenses.
 - (f) POL (except for security related requirement)
 - (g) Other administrative expenses.
- (vi) For the year 2010-11, a further cut of 5% will be imposed.
- (vii) Posts lying vacant for more than 2 years shall be filled up only after the approval of Finance Department.

2. These instructions may be brought to the notice of all concerned for immediate compliance. The above measures will be reviewed after 31.3.2011.

Yours faithfully,

Sd/-

Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

IMPORTANT**No. 5/9/2009-1B&C**

From

The Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Heads of departments in Haryana State.

Dated, Chandigarh, the 9th November, 2009**Subject : Economy in expenditure — adoption of prescribed standard norms.**

Sir,

I am directed to address you on the subject noted above and to say that several departments are proposing civil works with specifications far in excess of standard norms prescribed by the PWD (B&R). At times the space requirements are also being projected much greater than the entitlement prescribed by the Government. Similarly, it has also come to the notice of Finance Department that norms and specifications for replacement of furniture are also being exceeded by the departments at their own level.

2. The Governor has now decided that in future wherever the requirements relating to specifications or space are projected in excess of the prescribed norms, the Administrative Department may obtain the prior approval of the Finance Department and a copy of the Finance Department's concurrence be attached with the administrative approval. Similarly, in cases of replacement of furniture where norms and specifications of furniture are exceeded, then prior concurrence of Finance Department should also be obtained henceforth.

3. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries/
Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries to
Govt., Haryana.
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/9/2009-1B&C

Dated, Chandigarh, the 9th Nov., 2009

URGENT

Subject : Expenditure Management — Economy measures and rationalization of expenditure.

Will all the Financial Commissioners & Administrative Secretaries to Govt. Haryana kindly refer to the extract from the Ministry of Finance, Department of Expenditure office Memorandum No. 7(1)ECOORD/2008 dated 5th June, 2008 (copy enclosed) on the subject noted above?

2. In the context of the continuing rise in crude oil and commodity prices, there is a tremendous pressure on Govt. resources. Hence, there is an urgent need for economy and rationalization of expenditure. With that objective, they are, therefore, requested that guidelines with regard to 'Fiscal transfer to States' be adopted pertaining to their departments and take the required measures to prevent any stoppage of fiscal transfers from Centre to State.

3. It is also requested that they may personally monitor the measures for ensuring that the fiscal transfer to the state is not affected.

Sd/-

Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioner &
Administrative Secretaries to Govt., Haryana.

U.O. No. 5/6/2002-1B&C

Dated : 7th July, 2008

Contd...

Encl.

**EXTRACTS FROM MINISTRY OF FINANCE, DEPARTMENT OF EXPENDITURE OFFICE
MEMORANDUM NO. 7(1) E. COORD/2008 DATED 5TH JUNE 2008**

3. Observance of discipline in fiscal transfers to States, Public Sector Undertakings and Autonomous Bodies at Central/State/Local level.

3.1 No amount shall be released to any entity (including State Governments), which has defaulted in furnishing utilization certificates for grants-in-aid released by the Central Government in the past without prior approval of the Ministry of Finance.

3.2 Ministries/Departments shall not transfer funds under any Plan schemes in relaxation of conditionalities attached to such transfers (such as matching funding). Where a scheme contemplates a prior determination of each State's entitlement to Central budgetary support, the actual disbursements shall be limited to these entitlements. Specifically, it will not be open to any Ministry/Department to release excess funds to any State by diverting "savings" in respect of another State, as the practice tends to aggravate imbalances.

3.3 The State Governments are required to furnish monthly returns of plan expenditure - Central, Centrally Sponsored or State Plan - to respective Ministries/Departments alongwith a report on amounts outstanding in their Public Account in respect of Central and Centrally Sponsored Schemes. This requirement may be scrupulously enforced.

3.4 The following Specific steps may be adopted :-

- (a) The unseen balances available with the States and implementing agencies must be taken into account before further releases are made.
- (b) No further transfers shall be made to a Reserve Fund until unspent balances in the Fund have been utilised.
- (c) The sanction for payment must clearly specify either that the payee has no utilisation certificates as 'due for rendition' under the Rules under the scheme in Question or that the payment has been authorized by Department of Expenditure.
- (d) For any deviation from the above, the case should be referred to the Department of Expenditure.
- (e) The Chief Controller of Accounts must ensure compliance with the above as part of pre-payment scrutiny.

IMMEDIATE**No. 5/10/2005-1B&C**

From

The Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Head of Departments in Haryana State,
The Registrar, Punjab & Haryana High Court,
The Commissioners, Hisar, Ambala, Rohtak & Gurgaon Divisions,
All Deputy Commissioners in the State,
All Chairmen/Managing Directors of Boards/Corporations,
Co-operative Societies & Govt. Undertakings in the State.

Dated, Chandigarh, the 22nd December, 2005**Subject : Economy in Expenditure.**

Sir,

I am directed to invite your attention to Finance Department communication No. 5/3/88-1B&C dated 11-4-1988 letter of even number dated 1.5.1990 on the subject noted above wherein complete ban was imposed on the purchase of all luxury items especially air-conditioners, carpets, costly furniture and crockery etc. and no luxury items for any Govt. office, Boards/Corporations, Cooperative Societies and other Autonomous bodies shall be purchased without the prior permission of the Chief Minister.

2. On reconsideration, the Govt. has decided that in future there is no need to refer the cases to Chief Minister for purchase of luxury items especially air-conditioner, carpets, costly furniture and crockery etc. Henceforth, the concerned department would forward the cases for the purchase of above said items to respective Administrative Secretary/Minister-in-charge and after getting their approval, the same be sent to Finance Department for relaxation of ban.

3. It is requested that the above decision may please be brought to the notice of all concerned under your administrative control.

4. The instructions of the Finance Department issued from time to time on other matters relating to economy in expenditure will, however, continue to be effective as before.

The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

***These instructions have been reiterated partly
vide No. 5/6/2009-1B&C, Dt. 08.07.2009.***

No. 5/6/2002-1B&C

From

The Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Heads of Department in Haryana,
Registrar, Punjab and Haryana High Court,
All Deputy Commissioners in Haryana and
Commissioners Rohtak, Gurgaon, Hisar and Ambala Divisions,
Managing Directors of all Boards and Corporations in Haryana.
Registrar, Maharishi Dayanand University, Rohtak/
Kurukshetra University Kurukshetra/Haryana Agriculture
University Hisar & Guru Jambheshwar University, Hisar.

Dated, Chandigarh, the 2nd January, 2003

Subject : Economy measures.

Sir,

I am directed to address you on the subject cited above and to say that in view of mounting increase in the non-plan expenditure, the State Govt. has been issuing instructions to adopt economic measures from time to time but it has been observed by the Govt. that these instructions are not being followed in letter and spirit. Therefore these instructions are hereby reiterated for strict compliance as under :-

1. There shall be a complete ban on the creation/upgradation of posts.
2. There shall be a complete ban on all new recruitments from class-I to class IV except appointment under ex-gratia scheme and categories of vacancies which has been allowed to be filled by F.D. in relaxation of ban.
3. The cases of filling up vacant technical posts can be considered for exemption after obtaining the concurrence of Finance Department
4. Vacant posts under 100% Centrally Sponsored Schemes and Externally Aided projects for which the expenditure is not borne by the State Govt. are also exempted from the ban with the condition that the appointment should be made on contract basis for a specific period till the scheme is funded by Govt. of India or External Agencies.
5. Certain categories of personnel like Computer Operators working on renewable contract basis and who have acquired relevant expertise in the concerned field may be considered for exemption with the approval of Finance Department
6. Appointment required to be made under court orders after exhausting all legal remedies by the concerned departments, can be considered by the departments for exemption, after obtaining orders of the Chief Minister.
7. The policy of filling up of the promotional vacancies to the extent of 90% of the cadre will continue.

8. The policy of filling up of the vacant posts of handicapped quota which have not been abolished on account of being vacant for more than two years will continue.
 9. All posts lying vacant for more than 2 years as on 31-12-2002 shall stand abolished.
 10. The ban on the purchases of new vehicles will continue.
 11. The expenditure on POL should be reduced by 10% of the last year's actual expenditure.
 12. There will be a cut of 10% on the office expenses and 5% on the traveling expenses.
 13. The expenditure on lavish office furnishing and other office items should be stopped.
 14. Before considering purchase of new store items by the departments including Engineering Departments, the inventory maintained by them should be carefully reviewed and purchases with regard to only those items be allowed which are essential and cannot be met from within the available inventory.
2. Instructions/Guidelines regarding control over electricity consumption and expenditure thereon issued vide circular letter No. 5/1/02-1 B&C dated 22-1-01 (copy enclosed) are also hereby reiterated.
3. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-
Special Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

IMPORTANT
ECONOMY
INSTRUCTIONS

No. 5/1/2001-1B&C

From

The Financial Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments In Haryana State,
All Commissioners of Divisions in Haryana State,
The Registrar, Pb. & Hr. High Court, Chandigarh,
All District & Sessions Judges In Haryana State
All Deputy Commissioners &
Sub Divisional Officers (Civil) in the State of Haryana.

Dated, Chandigarh, the 22nd January, 2001

Subject : Control over electricity consumption and expenditure thereon.

Sir,

I have been directed to invite your attention to the subject cited above and state that the Haryana State Electricity Regulatory Commission has announced its Distribution and Retail Supply Tariff order effective from 1st January, 2001 and the Distribution Companies have also issued the requisite notification. Revised electrical Power tariffs applicable to various Government consumer departments establishments are as contained in the table enclosed with this letter. The revised tariffs are going to result in a substantial increase in expenditure on this object. As such, special concerted efforts are required on the part of Government offices/establishments to contain expenditure on this account. Accordingly following guidelines instructions are issued for meticulous compliance in this respect :-

1. Electrical Power is an expensive and scarce resource. Every kwh (unit) of energy saved is energy generated. Optimal use of this resource, thus, cannot be over emphasized. The consumer departments and all the offices under their control are advised to treat expenditure on this item as if it is their personal expenditure and are expected to follow the most prudent norms of consumption.
2. The concerned officers/employees ensure against misuse/abuse of electrical energy. It would not only call for economical use but also require adopting 'demand side management' measures e.g. switching over to use of power-efficient devices for lighting (for example, use of CFL lamps and 36 watt tube-lights) and other electrical gazettes. Hence, the offices should switch over to power efficient devices in a phased manner.
3. Adequate attention has not been paid in the past to the issue of 'sanctioned connected load' in the past. This has acquired a special significance now in view of the sharp increase in MMC (monthly minimum charges). Hence, all the office establishments must get their sanctioned loads re-assessed and applications be made to the concerned offices of the Distribution Companies for accurate revision and correction thereof. The latest instructions on the subject (method of calculation of load) are contained in the erstwhile HSEB Sales Circular No. 11/95 issued vide Memo No. Ch-49/SS-229 dated 15/06/95.

They should approach the officers/officials of the Distribution Companies for any further guidelines clarifications in this respect.

4. It is also understood that the electrical meters in public offices are either not working properly or the bills are being raised on average consumption basis. In certain cases, the meters may even be running faster. A quick response on the part of the respective controlling officers is called for in all such cases to get their defective dead-stop meters replaced with accurate meters. It may be kept in mind that it is more in the interest of the Consumer department than the Utility to insist on correct metering equipment so that over-billing, if any, is controlled at all costs.
5. In case of electricity connections exceeding 70 kw connected load, the connections have been sanctioned on the basis of connected load. The concept of 'Contract demand' in respect of HT connections has to be followed in all such cases in order to ensure against levy of MMC on the basis of connected load. This may be done in consultation with the officers of the Distribution Companies.
6. The Departments are further advised to get their connections classified in the appropriate category viz. Domestic, Non domestic, Bulk Supply etc. so as to ensure that they are billed according to the most economical tariffs. The Departments, once having assessed their connected loads correctly, should switch over to HT connections (at least on 11 kv system in respect of loads exceeding 20 kw) in so far as practicable so that the appropriate concession in tariff applicable to the appropriate category is availed of.
7. The surcharge on delayed payments has been fixed at rates varying between 2% per month to 5%. Hence, the consumer departments offices must ensure that payments are made well within time. An entry to this effect will be recorded in the cash book/ledgers that every bill has been paid in time and that no surcharge has been paid. Any payment made towards surcharge for delayed payments will be recovered from the concerned controlling officer from his pocket. However, this would not be applicable in cases where the payment gets delayed on account of lack of budgetary allocations issue of LOCs.
8. Steps mentioned in paragraphs 3,4,5 and 6 must be completed by 31st March, 2001 under all circumstances. A compliance report shall be submitted by all concerned to the Finance Department through their respective Administrative Secretaries.
9. Since the Budget proposals for the F.Y. 2001-02 are under process/ submission by the Departments, it should be ensured that the demand estimates are realistic on this account keeping in view the economy to be exercised in this respect.

Yours faithfully,

Sd/-

(P. K. Das)

Joint Secretary Finance (Budget),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy each is forwarded to all the Financial Commissioners & Administrative Secretaries to the Government of Haryana. They are requested to hold meetings with their respective HODs to prepare an Action Plan and review implementation thereof within the prescribed time-frame at their level.

Sd/-
(P. K. Das)
Joint Secretary Finance (Budget),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Endst. No. 5/1/2001-1B&C

Dated : 22.1.2001

A copy each is forwarded to the Managing Directors of Uttar Haryana Bijli Vitran Nigam (UHBVN) and Dakshin Haryana, Bijli Vitran Nigam (DHBVN) respectively, They are requested to extend all necessary assistance to the Government consumer Departments in implementation of these instructions.

Sd/-
(P. K. Das)
Joint Secretary Finance (Budget),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

Contd...

Encl.

ENCLOSURE

Category	Types of Consumers	Tarrif	Min. Monthly Charge		Surcharge
Domestic	Hostels of Educational Institutions (including mess/canteen) Working women hostels run by Red Cross and Social Welfare Department, Anganwari Workers Training Centers Village Chaupals	260 paise kwh/40 Units, 360 paise/kwh/41-300 units, 425 paise kwh/ above 300 Units	Upto 1 kw Above 1kw	Rs. 60/- Rs. 40/- for every addl. kw or part thereof	5% in case of bi-monthly billing cycle.
Non-Domestic	Public Offices, Schools, Hospitals etc.	419 paise per kwh (unit)	Up to 1 kw Above 1 kw	Rs. 120/- Rs. 100/- for every addl. kw or part thereof	2% in case of monthly billing cycle, 5% in case of bi-monthly billing cycle.
Bulk Supply	Available for general or mixed load exceeding 10 kw for institutions, Hospitals, Colonies, Schools/Colleges/ Educational Institutions; Loads exceeding 70 kw on 11 Kv or higher voltage	LT Connection: 419 P/kwh HT Connections 11 kv : 409 paise/kwh 33kv; 397 paise/kwh	Uniform per kw	Rs. 200/- per kw	2% for every thirty days.
Pumping Supply	Direct Irrigation Tubewells Augmentation Canal T/Wells, Govt. owned T/Wells	400 paise/unit	Uniform per kw	Rs. 150/- per BHP	2% every thirty days.
Public Water Works Supply	Pumps (Other than Irrigation) including sewerage, Disposal/ Treatment plants etc. installed by Govt., Govt. Undertakings, Municipalities, Panchayats & Religious Institutions up to 70 kw.	400 paise kwh	Uniform per kw	Rs. 200/- per kw or part thereof	2% for every 30 days
Street Lighting	Road & Park lighting in Municipalities, Panchayat Institutions	415 paise kwh	Uniform per kw	Rs. 150/- per kw	2% for every 30 days

No. 5/21/84-PE(FD)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Managing Directors/Chief Executives/
Chief Administrators of Corporations/Companies/
Boards and Co-op. Institutions etc. in Haryana.

Dated, Chandigarh, the 19th May, 1999

Subject : Economy Measures.

Sir,

I am directed to address you on the subject cited above and to say that the question of enforcing Economy Measures in Public Sector Undertakings has been engaging the attention of State Government for some time past and an Economy Committee was, therefore, constituted by the State Government to go into the matter and to suggest remedial measures to curtail expenditure. The meeting of the Economy Committee was held under the Chairmanship of Chief Minister on 31-3-99 wherein the following decisions have been taken :-

- (i) There shall be a complete ban on the creation/upgradation of posts. All proposals which are under process are hereby stayed. However, the creation of posts in specific areas would have to be approved by the Chief Minister or High Powered Committee so authorized by the State Government.
- (ii) All the posts lying vacant for more than two years as on 31-3-98 should be deemed abolished. The position of remaining vacant posts be reviewed together with total staff strength. The Administrative Secretaries will initiate immediate action in this regard and send the report to the F.D. through the Member Secretary, Haryana Bureau of Public Enterprises.
- (iii) Lavish Office furnishing, purchase of furniture and other office items should be stopped, and only necessary furniture be purchased.
- (iv) 10% cut on office expenses, including telephones, POL, travelling expenses, repair and maintenance of vehicles etc. of last year's actual expenditure incurred. The measures of economy undertaken in this regard should be intimated to the Member Secretary/HBPE.
- (v) 10% reduction in fleet of vehicles, where the number of vehicles is more than five. The vehicles rendered surplus may be transferred to the Secretariat Car Pool/Officer's Car Pool.
- (vi) Staff norms for workload need to be reviewed and rationalisation of staff effected. Entitlement level for staff car and telephone be increased. Administrative Departments and Member Secretary/HBPE will initiate immediate action in this regard.

-
- (vii) A systematic policy for restructuring, winding up and privatisation of Public and Co-op. Sector Institutions need to be evolved by HBPE in consultation with the respective Department.

These instructions will come into force, for strict compliance, with immediate effect.

Yours faithfully,

Sd/-

Under Secretary Finance (PE)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No 5/6/92-1B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
All the Chairmen/Managing Directors of the Corporations/
Boards/Govt. Undertakings etc.
Commissioner of Divisions & Dy. Commissioners and
Sub Divisional Officers (Civil) in the State,
Registrar, Punjab & Haryana High Court,
Registrar, Kurukshetra University Kurukshetra/
Haryana Agriculture University, Hisar/
Maharishi Dayanand University, Rohtak.

Dated, Chandigarh, the 27th April, 1993**Subject : Economy in Expenditure — Ban on printing of letter pads in the personal name on Govt. Expenses.**

Sir,

I am directed to address you on the subject cited above and to say that it has been observed that some officers/officials get officer letter pads printed in their personal name at Govt. expenses. This stationery becomes un-useable on the transfer of the officer. In the context of need for economy in expenditure, it has been decided that no officer/official should get the office letter pads printed in his/her name at Govt. expenses. Any violation would be viewed seriously by the Govt. and the expenses may be recovered from the officer concerned.

Yours faithfully,

Sd/-

(V.S. KUNDU)

Deputy Secy. Finance (B),

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 5/6/92-1B&C

Dated : 27.4.93

A copy is forwarded to the Accountant General, Haryana for information.

Sd/-

(V.S. KUNDU)

Deputy Secy. Finance (B),

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Govt., Haryana for information & necessary action.

Sd/-

(V.S. KUNDU)

Deputy Secy. Finance (B),

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/6/92-1B&C

Dated : 27.4.93.

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

No. 5/4/90-1B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners,
Commissioners and Administrative Secretaries to Govt., Haryana,
All Heads of Departments in the State,
All Chairman/Managing Directors of the Corporations/
Board/Government Undertaking etc.
Commissioners of Divisions and Deputy Commissioners and
Sub Divisional Officers (Civil) in the State,
Registrar, Punjab & Haryana High Court,
Registrar, Kurukshetra University, Kurukshetra/
Haryana Agriculture University, Hisar/M.D.U., Rohtak.

Dated, Chandigarh, the 6th February, 1991

Subject : Economy in expenditure — Purchase of high price magazines.

Sir,

I am directed to address you on the subject cited above and say that it has been observed that departments as well as libraries in the state purchases magazines published by foreign publishing houses which are generally high priced. No doubt, these magazines provide varied information on all the subject. However, the benefit of information received is less compared to their price.

2. The matter of purchase of these magazines has been considered in the context of need for economy in expenditure and it has been decided that purchase of these magazines by individual department/Board/Corporation should be stopped forthwith and their subscription should also not be renewed.

3. Even for the libraries in the state. It is requested that the number of copies of such magazines should be restricted to the minimum.

Yours faithfully,

Sd/-

Joint Secretary Finance (Budget)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 5/4/90-1B&C

Dated, Chandigarh

A copy is forwarded to Accountant General Haryana for information.

Sd/-

Joint Secretary Finance (Budget)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 5/6/92-1B&C, Dt. 01.05.1992.***

No. 5/4/90-1B&C

From

The Financial Commissioner and Secy. to Govt.,
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,
All Commissioners of Divisions/Deputy Commissioners in Haryana,
The Registrar, Punjab & Haryana High Court,
All Distt. & Sessions Judges in Haryana,
Registrars, H.A.U., Hisar, K.U. Kurukshetra and M.D.U., Rohtak,
All Chairmen, Managing Directors of all Boards/
Corporations/Undertakings in Haryana.

Dated, Chandigarh, the 5th October, 1990

Subject : Economy in expenditure — regarding excess telephone calls.

Sir,

1. I am directed to invite your attention to para 1(i) of the F.D. circular letter of even No. dated 26-7-1990 on the above subject where in you have been requested to curtail expenditure on telephone charges by 25% over the actual of the last year and also year and also ensure against the misuse of the S.T.D. facility.
2. Certain Govt. officers have been allowed STD facility on their residential telephones and the limits of permissible number of calls have been prescribed by the Government vide circular No.72/82-3P&S, dated 13-10-1982 (Copy enclosed).
3. Such cases where calls in excess of the permissible limits are made and the bills are accordingly high are considered by the State Telephone Board. It has been noted with concern that the number of such cases involving excess payments is increasing. While the officers are expected to observe discipline in this matter, it is also requested that suitable instructions should be issued to the concerned Drawing & Disbursing Officers under your control against making any payments for excess number of calls made beyond the prescribed limits unless and until such payment is allowed by the competent authority (the next higher authority) after satisfying itself that such excess number of calls have been made purely in the public interest and were unavoidable.

Yours faithfully,

Sd/-

(Y.S.MALIK)

Deputy Secretary Finance (B)

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No.5/4/90-1B&C

Dated, Chandigarh, the 5th Oct., 1990

A copy is forwarded to the Accountant General, Haryana (Audit and Accounts), Chandigarh, for information and necessary action.

Sd/-
(Y.S.MALIK)
Deputy Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Govt., Haryana for information & necessary action.

Sd/-
(Y.S.MALIK)
Deputy Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/4/90-1B&C

Dated, Chandigarh, the 5th Oct., 1990

A copy is forwarded to all the Branch Officers/Superintendents/Dy. Supdts. in Finance Department, Haryana, for information and necessary action.

Sd/-
(Y.S.MALIK)
Deputy Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Branch Officers/Supdts./Dy. Supdts. in
Finance Department, Haryana.

U.O. No. 5/4/90-1B&C

Dated, Chandigarh, the 5th Oct., 1990.

Contd...
Encl.

These instructions have been revised by Printing & Stationery Deptt. vide dated 01.04.1997

ENCLOSURE

No. 72/82-3P&S

From

The Commissioner and Secretary to Government,
Haryana, Printing & Stationery Department.

To

All Heads of Departments,
Commissioners Hisar & Ambala Divisions,
Registrar, Punjab and Haryana High Court, Chandigarh,
District and Session Judges,
All Deputy Commissioners and
Sub Divisions Officers (Civil) in the State

Dated, Chandigarh, the 13th October, 1982

Subject : Residential telephones refixation — ceiling for local calls.

Sir,

I am directed to invite a reference to Haryana Government circular letter No. 12-167/78-P&S(3), dated the 1st January, 1979 on the subject noted above, wherein detailed instructions were issued regarding fixation of ceiling of local calls in respect of telephones installed at the residence of officers and to say that as a result of adoption of the bi-monthly billing system, instead of quarterly billing system, by the Telephone Department, w.e.f. 1.3.82 bills issued w.e.f. 1.4.82 the matter has been considered further by the Haryana State Telephone Board in its 56th meeting held on 7th September, 1982 and it has been decided to fix the monthly ceiling instead of the present quarterly ceiling on free calls w.e.f. 1.3.82, bills issued from 1-3.83, bills issued from 1.3.82, as follows :-

Sr. No.	Designation of Officers	Existing ceiling on Residential Telephones (per quarter)	Ceiling now on Bimonthly basis
		(Excluding free calls allowed by P&T Department)	(Excluding free calls allowed by P&T Department)
1.	Chief Secy. to Govt.	7000	4700
2.	Financial Commissioner to Govt. Haryana	6000	3000
3.	Principal Secy. To C.M.	8000	5000
4.	All Administrative Secy. (Except C.S., Financial Commissioner & P.S.C.M.	3000	2000

Sr. No.	Designation of Officers	Existing ceiling on Residential Telephones (per quarter)	Ceiling now on Bimonthly basis
5.	All Joint Secy.	3000	2000
6.	Deputy Secretary Political & Services.	3000	2000
7.	Heads of the Department & other officers at Annexure 'B' (enclosed).	3000	2000
8.	All Deputy Secy. To Govt. (except Deputy Secretary political & Services).	2000	1350
9.	Heads of Department and Offices listed at Annexure (enclosed).	2000	1350
10.	All other officers including Under Secys., Private Secy. to Ministers, Addl. Advocate General, Deputy Advocate General and other in the office of Heads Department and in their subordinate offices (except OSD CM/PSCM and Personal Assistants) (Office and residence to C.M.)	1500	1000

2. It has also been decided that where husband and wife share the same telephone, the number of free calls will be doubled i.e. the ceiling will be the total of the free call permitted to each of the two.

3. All other instructions issued in this behalf from time to time will, however, remain in force.

Sd/-
Under Secretary (P&S)
for Commissioner and Secretary to Government,
Haryana, Printing & Stationery Department.

MOST IMMEDIATE**No. 28/60/84-1B&C**

From

The Financial & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department
Commissioner, Ambala/Hisar Divisions and
All the Deputy Commissioner in the state.
The Registrar, Punjab and Haryana High Court.

Dated, Chandigarh, the 11th September, 1985**Subject : Control over expenditure—monitoring – reconciliation of expenditure/accounts.**

Sir,

I am directed to invite your attention to para 3 of the Finance Department circular letter of even No. dated 1.3.85 on the subject noted above wherein it was impressed upon you that in order to ensure accuracy of departmental accounts and departmental financial control effective, there should be proper accounting, reconciliation of figures and monitoring of expenditure. It has, however, been observed that the Heads of Department attach very little importance to proper maintenance of accounts in their own offices and their subordinate offices which consequently results in the late finalisation of the monthly accounts. This object can only be achieved if the Heads of Departments keep a constant watch on the flow of expenditure and receipt under various minor/major heads concerned with their departments. Notwithstanding standing instructions in para 12.22 of the Punjab Budget Manual which inter-alia requires the submission of statements of monthly expenditure in form BM 30 by the department to Finance Department but no proper attention is being paid to these instructions. In view of the paramount need of monitoring the expenditure and realization of receipts, it has been decided that in future the departments should collect the detailed figures of monthly expenditure and receipts by the 10th of the next month and after reconciliation with the Accountant General should send it to the Finance Department by 15th of that month. This would enable the Finance Department to have a close and comprehensive picture of the trend of expenditure and income of all the Departments. I am, therefore, to request you that the monthly statement of receipts and expenditure pertaining to your department under your control may please be supplied to the Finance Department regularly by the 15th of the next month as mentioned above and these instructions may please also be brought specifically to the notice of all concerned under your control for strict compliance. The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

(R.L. ANAND)

Superintendent Budget & Committee,
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No.28/60/84-1B&C

Dated, Chandigarh, the 11th September, 1985

A copy is forwarded to Accountant General, Haryana for information.

Sd/-
R. L. Anand
Superintendent Budget & Committee
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners and all the Administrative Secretaries to Govt., Haryana for information and necessary action.

2. They are requested to ensure that the monthly statement of the receipt and expenditure is sent regularly by the department under their administrative control by the stipulated date.

Sd/-
R. L. Anand
Superintendent Budget & Committee
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

- (i) All the Financial Commissioner to Govt., Haryana;
- (ii) All the Administrative Secretaries to Govt., Haryana.

U.O. No. 23/60/84-1B&C

Dated, Chandigarh, the 11th September, 1985

Subject : Economy in Expenditure.

Will the Commissioner & Secretary to Govt., Haryana.

- (i) Local Govt. Department.
- (ii) Education Department.
- (iii) Health Department.

Kindly refer to the subject noted above ?

2. Keeping in view overwhelming need for exercising utmost economy in expenditure and also minimise the non-development expenditure the Finance Department have been issuing instructions from time to time. Copies of the instructions thus issued are enclosed for ready reference.
3. The question regarding application of these instructions to the Local Bodies and autonomous agencies has arisen.
4. It has been felt that since the Local Bodies also are substantially dependent on Govt. funds, it will be imperative that such Bodies should follow the said instructions in letter as far as possible and certainly in spirit. By doing so, not only will the financial health of the local Bodies improve considerably, but will also permit more rapid improvement in future of the terms of their employees. Besides, as Govt. flows to such bodies are liable to be curtailed in view of the cut being imposed by Govt. on all expenditure, unless the said bodies follow suit in effecting appropriate cuts they will not be able to manage their own finances.
5. In view of these considerations, it has therefore, been decided that the economy measures as are applicable to Govt. Deptts. will also apply equally to the local bodies and autonomous agencies (including-autonomous corporations, statutory Boards and Universities) in the state.

It is, therefore, requested that necessary instructions may kindly be issued to all such agencies in the state to the effect that they should follow Govt. policy in respect of such economy measures as circulated by the Finance Department from time to time meticulously. Copies of such instructions, will be sent to all such bodies as a matter of course, in future.

Sd/-

(VIVEK MEHROTRA)
Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Commissioner & Secretary to Govt., Haryana
(i) Local Deptt. (ii) Education Deptt. (iii) Health Deptt.

U.O. No. 5/1/83-1B&C(14C)

Dated, 28th December, 1983

A Copy is forwarded to the Examiner, Local Fund Accounts, Haryana for information and necessary action.

Sd/-

(VIVEK MEHROTRA)
Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Examiner, Local Fund Accounts, Haryana.

U.O. No. 5/1/83-1B&C(14C)

Dated, 28th December, 1983

IMMEDIATE**No. 5/1/83-1B&C**

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in the State,
The Registrar, Punjab & Haryana High Court, Chandigarh,
Commissioner, Ambala and Hisar Division.

Dated, Chandigarh, the 20th July, 1983**Subject : Scope of economy in Government expenditure.**

I am directed to invite your attention to the subject noted above and to say that Government had been laying stress on the Departments to keep effective control on the purchases to be made by them, particularly by all the three wings of Public Works Departments and the imperative need of exercising effective and better control on the building up of inventory, avoidance of excess expenditure over the budgetary grants in a year and also to check the tendency to rush through purchases during the last two months of the financial year. Notwithstanding all this, it has been observed that the instructions issued from time to time are not being followed which have adversely effected the financial resources of the state. It has, therefore, been decided to reiterate the earlier instructions for effecting economy in Government expenditure and to lay down the following guidelines for strict observance by the departments :-

- (a) The Heads of the Departments should centralise as the purchase in the head office as far as possible.
- (b) In no case should the inventory be built up for more than 3 months requirements.
- (c) While drawing pointed attention towards the instructions contained in Finance Department letters No. 5/27/81-B&C dated 11th April, 1983 and No. 5/27/81-1B&C, 27th May, 1983 regarding purchases of stores valuing Rs. 5 lakhs or more than Rs. 5 lakhs, it is reemphasised that the said instructions should be meticulously observed and in no case should the order be split up so as to circumvent the instructions.
- (d) At present the expenditure in excess of budget grants are allowed by the departments considering that this will be regularised later on. In this connection it is clarified that in future no expenditure in excess of the budget grants will be regularised and it will be the personal responsibility of the Head of Department to ensure that the Expenditure is restricted to the budget allocations.
- (e) It should be ensured by the Heads of the Department that the flow of expenditure is regulated evenly throughout the year to avoid rush of purchases and consequently expenditure in the months of February and March.
- (f) The department should monitor expenditure made by the officers particularly in respect of purchases of stores etc. every month and keep the Finance Department informed and also make efforts to control the expenditure.

- (g) As regards purchases made through Director General Supplies and Disposals and adjustment memos, the departments should maintain proper accounts at their own level and forward a monthly report in this respect to the Finance Department (in ways and Means Branch) regularly by the 10th day of each month.
- (h) In order to keep effective control on expenditure the indenting powers in so far these relate to purchases to be made through D.G.S&D at present vested at various levels of the departmental officers should be withdrawn immediately and these powers should be exercised only by the Heads of Departments themselves.
- (i) In regard to instructions issued vide Finance Department letter No. 5/1/83-1B&C, dated the 26th May, 1983 regarding 10% cut on the posts, it is suggested that Heads of Departments should exercise their own judgment in reducing the strength of the existing staff in order to meet the directive of the Government on this subject and also to deploy the existing man power in such a manner that the overall performance of their departments do not suffer and that they should curb the tendency of asking more staff for each project.

The instructions outlined above may kindly be brought to the notice of all concerned working under you for strict compliance.

The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-
(VIVEK MEHROTRA)
Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government Haryana for information and necessary.

Sd/-
(VIVEK MEHROTRA)
Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/1/83-1B&C

Dated, Chandigarh, the 20th July, 1983

Subject : Economy in expenditure.

Will all the Administrative Secretaries to Govt., Haryana refer to the Finance Department U.O. No. 1628-1B&C-77, dated the 20th April, 1977 on the subject noted above?

2. The Finance Department have been issuing instructions to effect economy in expenditure from time to time. These measures generally relate to (i) ban on the creation of new posts and recruitment of staff, (ii) ban on the construction of new buildings, (iii) restriction on tours, (iv) restriction in contingent expenditure, (v) repair of vehicles from Government workshops, (vi) austerity in the use of staff cars and consequent in expenditure of POL, (vii) ban on the purchase of new vehicles, air-conditioners and air-coolers and (viii) economy in use of stationery etc. Copies of these instructions have also been sent to the Managing Directors of all State undertakings in Haryana from time to time. However, some corporations have sought clarifications whether the economy measures adopted and emphasized by State Government apply to the corporations as well.

3. The Finance Department have considered the matter and it has been decided that the economy measures introduced by the Finance Department from time to time for curtailing administrative expenditure are also applicable to the Corporations, Government undertakings, boards and companies. It is, therefore, requested that the Administrative Secretaries may kindly ensure that the corporations, Government undertakings, boards and companies under their control also follow Government policy in respect of such economy measures as circulated by the Finance Department from time to time. Copies of such instructions are being sent to all such bodies as a matter of course.

Sd/-

(Vivek Mehrotra)

Deputy Secretary Finance

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/7/81-1B&C,

Dated, Chandigarh, 24th December, 1981.

No. 5/27/81-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in the State,
Commissioners, Ambala/Hisar Divisions,
The Registrar Punjab and Haryana High Court.

Dated, Chandigarh, the 9th November, 1981

Subject : Scope for effecting economy in expenditure.

Sir,

I am directed to invite your attention to the subject noted above and to say that the Planning Commission in its meeting held recently has observed that there is considerable scope for effecting economy in the Govt. expenditure. In this direction one of the suggestions is that the purchase policy of the Govt. and its Public sector undertakings should be rationalised and the built up of inventories controlled. Some existing practices in the Govt. Departments which can be avoided are :-

- (a) The tendency to make large scale purchases of goods merely to ensure that funds sanctioned for various programme do not lapses.
- (b) The bunching of sanctioned resulting in unnecessary increase in the prices of goods.

The Departments should also fix or review ceilings for inventories for maintenance and development on realistic basis and arrange for their procurement in a phased manner.

2. You are requested to ensure that efforts are made to enforce effective control and financial discipline in the above mentioned areas. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

(Vivek Mehrotra)

Deputy Secretary Finance(B)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Govt., Haryana for information & necessary action.

Sd/-

(Vivek Mehrotra)

Deputy Secretary Finance(B)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana,

U.O. No. 5/27/81-1B&C

Dated : 9th Nov., 1981

(To be substituted vide same No. and date)

IMMEDIATE

No. 5/6/78-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Managing Directors of State Government,
Undertaking/Corporation in Haryana.

Dated, Chandigarh, the 6th February, 1978

Subject : Economy in expenditure.

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 2522-1B&C-77/21248 dated the 18th July, 1977 on the subject with which you were advised to consider the desirability of adopting general measure of economy as contained in the Finance Department Circular Letter No. 1628-1B&C-77/11400 dated the 20th April, 1977. In the context of the present economic condition of the State, around austerity and avoidance of all forms of ostentation need not be emphasized. Every effort need, therefore, be made to save avoidable expenditure to finance the schemes formulated for the economic growth of the State. You are, therefore, requested to kindly ensure that the instructions issued by the Finance Department from time to time introducing various economy measures for curtailing administrative expenditure etc. are adopted by your undertaking/corporation as strictly as possible. If in some special circumstances, a deviation has to be made from the instructions issued by the Finance Department, it may be done only after obtaining approval of the Board of Director and under intimation to the Finance Department.

Yours faithfully,

Sd/-

(SOM RAJ)

Under Secretary Finance (B)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

(SOM RAJ)

Under Secretary Finance (B)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/6/78-1B&C

Dated : 6th February, 1978

A copy is forwarded to all Officers/Branches of Finance Department, Haryana, for information and necessary action.

Sd/-
(SOM RAJ)
Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Officers/Branches (in Finance Department).

U.O. No. 5/6/78-1B&C

Dated : 6th February, 1978.

No. 4340-1B&C-77/30023

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Administrative Secretaries to Government, Haryana.

Dated, Chandigarh, the 30th September, 1977

Subject : Economy in Expenditure.

Sir,

I am directed to invite your attention to the correspondence resting with the Finance Department letter No. 3689-1B&C-77/26367 dated the 30th August, 1977 on the subject and to say that as a further measure of economy it has been decided to stop "Sumptuary allowance", since these measures are in contradiction of austerity outlook of Government. Sumptuary allowances provided in Budget Estimates for Governor/Chief Minister/Ministers will, however, not be covered by this decision.

2. The above decision may kindly be brought to the notice of all the Departments/Corporations/Public Undertakings under your administrative control for compliance.

Yours faithfully,

Sd/-

(SOM RAJ)

Under Secretary Finance (B)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been Revised vide
No. 28/60/84-1B&C, Dt. 01.03.1985.***

No. 2522-1B&C-77/21248

From

The Secretary to Government, Haryana,
Finance Department.

To

All Managing Directors of State Govt.
Undertakings in Haryana.

Dated, Chandigarh, the 18th July, 1977

Subject : Economy measures.

Sir,

I am directed to state that in the context of Government of India's emphasis on austerity and avoidance of all forms of ostentation, the State Government have introduced various economy measures for curtailing administrative expenditure vide Finance Department Circular letter No. 1628-1B&C-77/11400, dated 20th April, 1977, (Copy enclosed). Govt. are of the view that the general measures of economy contained in these instructions i.e. (a) use of telephone (b) limiting of touring (c) reduction in the number of meetings (d) reduction in the contingent expenditure, (e) use of staff cars and consequent savings in the expenditure of POL, (f) economy in use of electricity and (g) construction of buildings, need also be adopted forthwith by the state of Undertakings. So far as establishment expenditure is concerned, Govt., would like you to undertake comprehensive review of your staff requirements. The power of recruitment at different levels, if any, should be restricted and except in the case of totally new enterprises, all new recruitments of non-technical and non-operational staff should be made subject to the approval of the Board of Directors in every case. You are requested to consider adopting necessary measures urgently along the lines indicated above in respect of your administrative expenditure under advice to the Finance Department.

Yours faithfully,

Sd/-

Under Secretary Finance (Budget)
for Secretary to Government, Haryana,
Finance Department.

***These instructions have been Modified vide
No. 28/60/84-1B&C, Dt. 01.03.1985.***

No. 1628-1B&C-77/11400

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
The Registrar, Punjab and Haryana High Court,
Commissioners, Ambala and Hisar Divisions.

Dated, Chandigarh, the 20th April, 1977

Subject : Economy in expenditure.

Sir,

In supersession of all previous instructions on the above subject issued by the Finance Department from time to time as listed in the appendix to this letter, the following consolidated instruction are issued for your information and compliance.

1. Recruitment of Staff

One of the decision was that further recruitment of ministerial staff should be allowed only in essential cases involving operation and technical staff. In this connection, it was further elucidated that only in cases where requisition for filling up of a vacant post had already been sent to the HPSC/HSSB, as the case may be, it should be filled up on receipt of their recommendations and adhoc appointment, if made against the vacant post terminated immediately. The replacement of adhoc appointees with regular appointees must be done on one to one basis and the adhoc appointee thus retrenched, if not made regular, should not be adjusted against any other vacant post in the department.

Any vacancy which occurred after 13.08.73 on account of official living the department for a substantial period of time and if such vacancy can be filled up by promotion from within the resultant department, then such promotion should be allowed and the resultant vacancy in the lower rank may, if necessary, be filled up by direct recruitment. It must be ensured, however, that under no circumstances the number of persons in the department is allowed to increase. The posts, lying vacant and which fall within the reserve quota of scheduled castes/tribes may be filled up from suitable available candidates from these categories provided however, that where these ex-servicemen or scheduled castes/tribes can be adjusted against any adhoc appointment, then this may be done first and adhoc arrangement terminated immediately.

The adhoc appointee thus retrenched shall not be adjusted against any other post. The ban will, however, not apply to the following categories of posts/staff :-

- (i) Contingent paid or work charged staff or daily labour.
- (ii) Posts sanctioned for Centrally Sponsored Schemes. The department should, however, send their proposals in this behalf to F.D. as it would be necessary to effect economy and employ minimum number.
- (iii) Vacancies which are filled up by appointment of dependents of Haryana Government employees who die while in service. In this case also the adhoc

appointee working in the department will be replaced first by such an appointment.

- (iv) Posts sanctioned for the newly created district of Sirsa.
- (v) Posts of steno-typist/Stenographer.

As regards filling of vacant posts, it has been decided that vacant posts should not be filled up except in case of new schemes sanctioned for the first time after 1.4.1974. In these cases, the sanction for the scheme would also mean the sanction for the creation and filling up of posts shown under the scheme. Further, posts created with the specific approval of F.D after 13.8.73 for scheme which are still continuing and for continuance of which adequate justification exists, may be filled up provided that valid financial sanction exists and no condition to the contrary was imposed by the F.D. However, utmost care should be exercised to ensure that no unnecessary posts are sanctioned and, wherever possible, existing staff should be involved to do the additional duties.

It is, however, reiterated that the major objective of the ban is that there should no increase in the number of Government employees as to check the rise in the establishment expenditure and that this objective should be kept in view, while considering proposals for relaxation of ban.

2. Use of Telephones

S.T.D. and other immediate and urgent calls should be restricted to the barest minimum. As far as possible, such calls should be made during half rate times.

3. Touring

- (a) Tours should be arranged in a manner consistent with economy and all, unnecessary or non-essential touring should be eliminated.
- (b) Touring by Ministers should be limited to a maximum of 10 days in a month.
- (c) Touring by Secretaries and Heads of Departments should be limited to a maximum of 7 days in a month. In cases, where permission/relaxation by the Chief Minister has been obtained, these cases are not to be referred to Finance Department.
- (d) Touring out of the state should be also restricted to the minimum.
- (e) It may also be ensured that officers should employ the mode of the transportation to which they are entitled. Officers normally not entitled to air travel, should travel by the mode to which they are entitled.

4. Meetings

- (a) Number of meetings and seminars should be reduced to the barest minimum necessary. State level meetings should not be held more than once in 4 months. Officers/officials from out-station should be summoned only in exceptional circumstances.
- (b) Where some officer participating in a meeting are located in one place and other in other places, the venue of the meeting should be so selected as to require the minimum traveling. The fewest number of participants should be made to travel at all. The venue should be at a place where all or most of the participants are headquartered.

5. Contingent Expenditure

- (i) No new furniture, air conditioners, heaters etc. are to be purchased.
- (ii) No new staff cars or other Vehicles (except jeeps) are to be purchased. Even in respect of existing vehicles, consumption of petrol, Mobile Oil, repair bills, etc. should be strictly controlled. Equally, misuse/abuse of staff cars must not take place under any circumstances and rules, regulations and instructions for their use must strictly be complied with. On account of steep-rise in the price of petrol, Government have decided to implement the following economy measures effectively:

I. Use of Vehicles on Tour

(a) Use of vehicles on tour from Chandigarh to Delhi.

- (i) Officers traveling to Delhi only and back shall not be permitted to use staff cars if traveling singly. For performing this journey, the officers should avail of the means of public transport to which they are entitled, namely, air, train, bus, etc. A staff car may be permitted for such journey only if at least three officers are traveling together for the onward and return journeys. The word Officers for this purpose would not include the subordinate staff namely, Private Secretaries, Personal Assistants, Stenographers, Peons and other Ministerial staff.

In case, there are sufficiently large number of Government offices traveling between Delhi and Chandigarh daily, then a special deluxe bus may be introduced for transporting them back and forth.

- (ii) A pool of five or six vehicles should be withdrawn from the existing fleet of the various departments in Chandigarh and placed under the control of Liaison Officer, New Delhi. These vehicles may be requisitioned for and utilised locally by officers on tour in Delhi. However, for officers of the level of Heads of Department in the field and Deputy Secretaries and above in the Secretariat, such vehicles, if available, may also be used for tours in the environs of Delhi (e.g. Faridabad, Gurgaon, Ballabgarh, may also be used for touring etc.) where the approved tour programme indicates that the officer will return to Delhi the same day after such tour. In other works, Heads of Departments, Deputy Secretaries, Joint Secretaries and Secretaries may use vehicles from this pool for diurnal excursions from Delhi. These vehicles shall also be used for receiving officers at Airports, Railway stations, Bus stands and for taking them to these points in the return journey, care however, being taken to ensure if more than one officer is proposing to arrive/depart by the same train or flight up to three or four of them may be taken in the same vehicle.
- (iii) The instructions at (i) above shall not apply in the case of Chief Secretary and the Financial Commissioner Revenue. These will not also apply to Heads of Departments in the Field offices and Deputy Secretaries and other officers of

higher level in the Secretariat in cases where after due and serious consideration the controlling officer of the officer proposing to proceed on tour is of the considered opinion that there is bona-fide work to be done enroute to Delhi or on the return trip. In such cases, the controlling officer would satisfy himself that the officer would not be in a position to do this work if he traveled by means of a public conveyance.

- (b) Four tours within the state to places other than Delhi or environs of Delhi.

Where it is not proposed to pass through Delhi on both the forwarded and the return journey, officers of the level of Head of Department, Deputy Secretaries, Joint Secretaries and Secretaries may be permitted to use staff cars. Officers below this level shall use the public conveyance to which they are entitled.

- (c) Use of vehicles outside jurisdiction.

Field officers shall not be permitted, without the previous consent of the Secretary of the Department concerned, to take their vehicles outside the sphere of their territorial jurisdiction. The field officers shall of course continue to use their vehicle for touring within their territorial jurisdiction, but care shall be taken to so organise their tours that unnecessary mileage can be avoided wherever possible. However, the Commissioner of Divisions, Deputy Inspectors General of Police, Deputy Commissioners and Superintendents of Police will continue using their vehicles even outside their territorial jurisdiction wherever existing rules and instructions permit them to do so.

II. USE OF VEHICLES LOCALLY

Local use of vehicles in Chandigarh.

- (a) The Secretariat pool of staff cars may be strengthened by another two or three vehicles, which may be withdrawn from the existing fleet in the various departments. It may be, strengthened further by putting on it, vehicles belonging to the Financial Commissioner's Secretariat, Development Department etc. which are already based in the Secretariat. Any Secretariat Officer entitled to the use of staff car, if he requires it for a local journey, must invariably requisition a vehicle from the Secretariat pool and be given one from the pool, unless none is available. In no case, vehicle will be requisitioned by Secretariat officers from outlying offices i.e. those in Sector 17 and else-where, for local use during or outside working hours. This would avoid the empty haulage of vehicles from outlying offices to the Secretariat & back.
- (b) Like-wise, officers travelling from outlying offices to the Secretariat or other offices should also use their vehicles discriminatingly and so organise their journeys as to avoid unnecessary mileage or empty haulage. Further, wherever possible as many officers as are likely to come for the meeting may come together and not piece-meal.

- (c) While fixing meetings, wherever possible these should be so adjusted that one trip of Heads of Department to the Secretariat should permit all the meetings being attended and the officers would then return. This would avoid their frequent coming to the Secretariat.

Further, the timings of meetings should, wherever possible, be fixed in consultation with the officers and the time fixed should be normally inflexible. Sanctity should be attached to the times of meetings fixed and unless there are unavoidable circumstances, no meeting should be postponed or cancelled just in the nick of time so as to save the officers from making unnecessary journeys on this account.

Heads of Departments or officers from outlying offices should not be called for discussions if either the matter can be disposed of on the telephone or the matter is not so important as to require immediate disposal, in which case it could await a date and time when such a matter alongwith others can be discussed together so as to make the meeting meaningful

- (d) While most of the specific points listed in this section, relate mainly to Chandigarh, the same principles should be followed elsewhere in the State or in Delhi too. Apart from conserving petrol, it must be appreciated that these measures would also prevent waste of time and, therefore, would Head to greater efficiency.

III. MEASURES FOR CONTROLLING THE CONSUMPTION OF FUEL/REPAIR BILLS

- (a) A careful check should be kept on the full consumption of vehicles. This can be achieved by ensuring that if fuel consumption is high, proper investigation should be carried out to find out the reasons, therefore, if a vehicle needs repairs, these should be promptly carried out. If consumption is abnormally high on any other account, reasons therefore should be found out.
- (b) The refueling of vehicles should not bellofy to the drivers. A responsible official should invariably be deputed to get the vehicles refueled in his presence.
- (c) All local journeys whether in Chandigarh or outside should be specifically entered in the log book of the vehicle immediately on return giving details of places visited and the purpose of the visit. These should be immediately authenticated by the officers who uses the vehicles. All permissible non duty journeys should be specifically recorded and a serious view should be taken of any infringement in this regard. Non-duty journeys, not permitted should not be allowed on any account.
- (d) The controlling officer of a vehicle will be personally responsible for the compliance of the orders in this regard.

A coupon system has been introduced with effect from 1.4.1974 in order to keep a check over the expenditure on Petrol, Mobile Oil

etc. on Government vehicles. On the question of restricting the expenditure on Petrol, Lubricants etc. which is being met from the contingencies of the departments within reasonable limits, it has been decided that the annual expenditure on petrol, oil and lubricants (excluding repairs and service charges) of all departments including their field offices, should be assessed and coupons equal to the assessed amount should be supplied to them in different denominations. The Drawing Officers of the departments will attach to the Contingent bills, POL coupons of equivalent value alongwith the supporting sub-vouchers before presenting the same to the treasury. To make these contingent bills distinguishable from others, separate bills will be prepared for the drawal of POL charges and these will in each case, be for an amount over Rs. 100/- so that the sub vouchers are also furnished to the treasury as required under rule 8.13 of the Punjab Financial Rule Vol. I. No coupon will be necessary for a fraction of less than Rs. 5/- for instance a bill for Rs. 134/- will bear coupons of the value of Rs. 130/- and in case the bill is for Rs. 136/- the coupons of the value of Rs. 140/- will be attached to it.

While passing the bills for payments the officer-in-charge of the treasury will deface the coupons with his office stamps, so that the same cannot be used again. A contingent bill of POL, not bearing coupons will not be passed for payment repeat, will not be passed for payment with effect from 1.4.1974. The coupons are serially numbered and it will be incumbent on the part of the Drawing and Disbursing Officers to indicate, in the contingent bills the serial numbers of the coupons attached therewith.

In some departments/officers, the charges of POL, of staff cars/ jeeps and other Government Vehicles are drawn by cheques instead of the contingent bills. These instructions are also applicable in their case. Accordingly, in order to have an effective check on the expenditure on petrol in such departments the following procedure shall be adopted:

- (i) Payment of POL charges shall be made by drawing money through "self-cheques". These self-cheques shall be endorsed by the concerned Treasury Officer, who will keep an account of all the "self" cheques drawn by a particular officer during a month. After the close of the month. The Divisional Accountant or the Divisional Forest Officer, as the case may be, shall render an account of the amounts drawn through 'self' cheques in the previous month. To the extent that such amount has been spent on POL Charges, the Divisional Accountant or the Divisional Forest Officer shall attach coupons of an equivalent value
- (ii) These coupons, will be defaced by the Treasury Officers as in other cases. The statement of account shall be submitted by the Divisional Accountant, Divisional forest Officer in a separate form. This statement shall be submitted to Treasury Officers concerned by the 10th of each month following the month to which the expenditure relates.

The scheme of POL coupons will, for the present, not apply in case of trucks and other vehicles which are run on diesel and the machinery/equipment which may be run on petrol.

As a measure of economy it has been made obligatory for all Departments to get Government vehicles repaired only, at the state Transport Department Work shop at Chandigarh.

6. Stationery

Strict economy in the use of stationery should be observed. A cut of 25% has been imposed straightway on all departments in order to effect economy.

7. Hospitality

The expenditure on hospitality should be reduced to the minimum extent possible. At Government Meetings, only tea should generally be served. State hospitality is to be extended only on very selective basis.

8. Construction Works

- (a) No new construction is to be undertaken without approval of the planning Board, which should be restricted to absolutely unavoidable cases. Acquisition of land for the mini Secretariats of the three new Districts may continue on the basis of provision made already.
- (b) In the matter of construction, strictest economy is to be observed, and wherever possible, the specifications may be altered. A committee of Chief Engineer should be set up to examine possibilities of economy in construction work with particular regard to adoption of the cheapest possible specifications.
- (c) Concerning the buildings which are under construction the minimum essential requirements should be completed and the completion of the rest of the buildings should be deferred. Consideration of essential requirements should dictate the actual pace of the work.
- (d) Economy measures, as contained in the Govt. of India Ministry of Finance, Department of Expenditure, letter Nos. F.5(2)/PF-II-74 dated 29.4.74, No. F.5(1)PEII/74 dated 23.1.74, No. F.5(2)PF-II-74 dated 17.2.75 and D.O. No. 8(18)-75 dated, 24.7.75 (copies enclosed) in regard to the construction works were adopted mutatis-mutandis by the state Government.

9. No new scheme which is not already been put into implementation and which is not capable of producing immediate beneficial and productive results, should be started.

10. Use of Electricity

Maximum economy should be effected in the consumption of electricity in Government office both for normal use and for use on special occasions. Electric Lights/Heater/Air Conditioners/Air Coolers in the offices should be switched on only when these are absolutely necessary and switched off immediately the office closed or the inmates of a room vacate it. The use of lamps of high wattage should be avoided particularly in the yards, compounds and verandahs.

I am to request that these instructions may kindly be brought to the notice of all concerned for strict compliance.

12. Receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-
(PARTAP SINGH)
Deputy Secretary Finance (B),
for Commissioner and Secretary to Government,
Haryana, Finance Department.

No. 1628-1B&C-77/11401

Dated, Chandigarh, the 20th April, 1977

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information.

Sd/-
(PARTAP SINGH)
Deputy Secretary Finance (B),
for Commissioner and Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all Administrative Secretaries to Govt. Haryana for information and guidance.

Sd/-
(PARTAP SINGH)
Deputy Secretary Finance (B),
for Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 1628-1B&C-77/

Dated, Chandigarh, the 20th April, 1977

A copy is forwarded to all officers and branches of Finance Department, Haryana for information and Guidance.

Sd/-
(PARTAP SINGH)
Deputy Secretary Finance (B),
for Commissioner and Secretary to Government,
Haryana, Finance Department.

To

The All Officers and Branches of Finance Department, Haryana.

U.O. No. 1628-1B&C-77/

Dated, Chandigarh, the 20th April, 1977

Expenditure relating to celebrations on the occasion of opening/inauguration ceremonies, etc.— A reference is invited to paragraph 5.34(e) of the Resources and Retrenchment Committee Report, Volume I, in which it was recommended, inter alia, to the Government that:-

- (i) expenditure on opening and foundation stone-laying ceremonies should be stopped altogether, except in the case of important Projects like Bhakra Nangal.
- (ii) no expenditure on the T.A. of Government employees should be allowed to be incurred for attending such purely formal functions, i.e., opening/stone-laying ceremonies relating to an institution or work. Commissioner should not undertake tours for attending some purely formal public function attended by some leading public men either in his Division or outside.

2. In regard to the recommendation of the Committee at (i) above attention is invited to Punjab Government letter No. 2544-PI(S)-58/61432, dated the 20th July, 1958, and it is emphasised once again that the procedure laid down therein should be strictly adhered to. In so far as the recommendations of the Committee at (ii) above are concerned, in the interest of economy it has been decided that no expenditure on T.A. of Government employees should be allowed for attending purely formal functions, viz., opening/stone-laying ceremonies relating to an institution or work, or public functions attended by some public men.

(No. 9702-FR(I)-59/17832, dated the 24th December, 1959).

Expenditure relating to celebrations on the occasion of opening ceremonies.— A references is invited to Punjab Government letter No. 6242-FR-52/9565, dated the 9th October, 1952, wherein it was laid down that the expenditure on celebrations on the occasion of opening ceremonies should as far as possible, be avoidable and that in no case should any expenditure be incurred without obtaining the prior approval of the Finance Department. Instances have come to the notice of Government where expenditure has been incurred by certain Departments without getting the prior approval of the Finance Department and requests for ex post facto sanctions have been made, Government do not approve of this tendency on the part of certain Departments. It is accordingly requested that the above instructions may be brought to the notice of all Government employees in departments and in subordinate offices for strict compliance in future. It may, however, be pointed out that non-observance of these instructions will in future be viewed seriously and Finance Department will not be inclined such unauthorized expenditure wherever incurred.

(No. 6133-FR-56/4555, dated the 4th June, 1956)

MOST IMMEDIATE**No. 5/6/2009-1B&C**

From

The Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Heads of the Departments in Haryana,
Registrar, Punjab & Haryana High Court,
All the Deputy Commissioners in Haryana and
Commissioners Rohtak, Gurgaon, Hisar and Ambala Divisions,
Managing Directors of all Boards and Corporations in Haryana,
Registrar, Maharishi Dayanand University, Rohtak,
Kurukshetra University, Kurukshetra,
Haryana Agriculture University Hisar &
Guru Jambheshwar University, Hisar.

Dated, Chandigarh, the 8th July, 2009**Subject : Economy in expenditure — Ban on fresh recruitment.**

Sir,

I am directed to invite your attention to Finance Department letter No. 5/16/2000-1B&C dated 16.3.2000 and 5/6/2002-1B&C dated 2.1.2003 on the above subject wherein a complete ban was imposed on all new recruitments from class-I to class IV except categories of vacancies which have been allowed to be filled up by Finance Department in relaxation of ban.

2. Instances have come to the notice of the Govt. that at certain places departments are not meticulously adhering to the instructions issued from time to time by the Finance Department and recruitments are being made frequently on the basis of adhoc/daily wages, etc. This is a serious lapse on the part of erring departments, which is not a healthy practice and should be avoided at all costs in future. Accordingly, it is instructed that "There shall be complete ban on all new recruitments from class- I to class- IV except categories of vacancies which have been allowed to be filled up by Finance Department in relaxation of ban by any means whatsoever i.e. regular, adhoc, daily wages etc. The Government have also further decided that in all such cases where despite the instructions on ban on recruitment, if any department fails to follow the same, the earning Head of Department/Official concerned would be made fully accountable for the lapse and recovery amounting to payment of wage pertaining to such unauthorized engagement and any further liability occurring to govt. on this account shall be made from them."

3. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Subject : Economy in expenditure — Restructuring and rightsizing of Staff.

Will all the Financial Commissioners/Administrative Secretaries to Govt., Haryana kindly refer to the subject noted above?

2. It has been observed the Finance Department that a large number of Administrative Departments not following the restructuring and right sizing exercise conducted/finalized earlier with consultation of Finance Department. Some instance have come to the notice of Finance Department that some posts which were kept in diminishing cadre with a ban on future recruitment/promotions for such posts to be filled up, proposals are being sent to Finance Department of their revival. Such type of proposal are a departure from the agreed outcome of the said exercise of restructuring on the same pretext that was considered & denied at the time of restructuring.

3. The exercise of restructuring was a comprehensive exercise and the departments were fully involved and their views duly considered. Further, based on the merits and limitations prevailing at the time of restructuring the 'scheme' represents the most optimum pattern that was decided to be put in place. More often than not it was an exercise of give and take. The exercise of restructuring the staffing pattern was an exercise of complete re-engineering in the matters of pattern of staffing of the department. Though the existing pattern prevailing at the relevant point in time was taken as the basis to initiate the exercise, yet what emerged finally after the exercise so made was not subject to any further co-relations with such existing pattern or 'job requirement'. The earlier pattern was made to 'extinct' completely to be replaced with the scheme approved by the popularly known scheme of 'restructuring'. Therefore, as is more frequently misunderstood, the posts were not made to 'discontinue' or kept in abeyance, they were simply 'made to extinct' without any assumption of 'revival in Future' as is erroneously and frequently misunderstood. Such of the posts which were found not justified to 'continue', as one may like them to be termed for better appreciation, simply does not exist altogether, eliminating any possibility of their revivals, least of all to be inducted as fresh sanction.

4. The Departments be, under these circumstances, advised to conduct their business with the staff at their disposal flowing out of the 'scheme' put in place with the approved restructuring pattern. Further, in the event of facing a pressing need to have something more that what stands authorized by the scheme of restructuring or otherwise, a case of creation of new posts need to be sent with complete justifications that should be founded only on the merits of exigencies/facts/circumstances that has emerged after the exercise of restructuring.

5. These instructions may to be brought to the notice of all concerned for strict compliance.

Sd/-

Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners/Administrative
Secretaries to Government, Haryana.

U.O. No. 5/1/2009-1B&C

Dated : 21st January, 2009.

IMPORTANT**No. 5/6/2002-1B&C**

From

The Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Head of Departments in Haryana State,
The Registrar, Punjab & Haryana High Court, Chandigarh,
Commissioner, Hisar, Ambala, Rohtak and Gurgaon Divisions,
All the Deputy Commissioners in the State
All Chairperson/Managing Director of Boards/
Corporations/Cooperative Societies &
Government Undertakings in the State,
The Registrar of all the Universities in the State.

Dated, Chandigarh, the 2nd May, 2007**Subject : Economy measures – Regarding withdrawal of ban on promotional vacancies.**

Sir,

I am directed to invite your attention towards the instructions issued by the Finance Department vide letter No. 5/6/92-1B&C, dated 26th August, 1996 vide which a ban was imposed on filling up the promotional posts upto 90% of the Cadre strength.

2. On reconsideration, the Government has now decided to withdraw the existing ban on promotional vacancies and such vacancies may henceforth be filled-up according to the requirement upto the sanctioned strength after following due procedure as per the Government instructions communicated to the departments from time to time.
3. The instructions of the Finance Department issued from time to time on other matters relating to economy in expenditure will, however, continue to be effective as before.
4. These instructions may please be brought to the notice of all concerned for compliance.

Yours faithfully,

Sd/-

Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 5/3/2006-1B&C

From

The Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana,
The Registrar Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 12th May, 2006**Subject : Economy Measures.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 5/6/92-1B&C dated 6.11.2004 on the subject noted above vide which it was decided that where the restructuring exercise of staff has been completed, the cases for filling up of posts, in cases of vacancies, need not be referred to the Finance Department. It is clarified/re-iterated that only those posts can be filled up, in case of vacancies, without referring the matter to the Finance Department where restructuring exercise of the staff has been completed and that too only to the extent to which the Restructuring Committee has approved the posts, subject to adequate budget provision. If a budget provision is required to be made for this limited purpose, a reference to the Finance Department will be required to be made. These Instructions may please be brought to the notice of all concerned for compliance.

Yours faithfully,

Sd/-

Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 5/3/2006-1B&C

Dated : 12th May, 2006

A copy is forwarded to the :

Accountant General (A&E/Audit), Haryana, Chandigarh with 20 spare copies each.

Managing Directors of all Boards/Corporations in Haryana.

Registrar, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Haryana Agriculture University, Hisar and Guru Jambheshwar University, Hisar,

for information and action where necessary

Sd/-

Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

***These instructions have been reiterated vide
No. 5/3/2006-1B&C, Dt. 12.05.2006.***

MOST IMPORTANT**No. 5/6/92-1B&C**

From

Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Registrar, Punjab & Haryana High Court, Chandigarh,
Commissioners of Ambala, Hisar, Rohtak and Gurgaon Divisions,
All Deputy Commissioners in the Haryana in the State,
Managing Directors of Boards and Corporations in Haryana,
The Registrar, Maharishi Dayanand University, Rohtak,
Kurukshetra University, Kurukshetra, Haryana Agriculture
University, Hisar and Guru Jambheshwar University, Hisar.

Dated, Chandigarh, the 6th November, 2004**Subject : Economy Measures.**

Sir,

I am directed to invite your attention towards the instructions issued by the Finance Department vide letter No. 5/6/2002-1B&C dated 2.1.2003, on the above subject. The State Govt. has decided that in cases of departments where the restructuring exercise of staff has been completed, the cases for filling up of posts, in case of vacancies, need not be referred to the Finance Department.

Yours frightfully,

Sd/-

(S.R. Maurya)
Deputy Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 5/6/92-1B&C

Dated : 6th November, 2004

A copy b forwarded to the Accountant General, Haryana (A&E/Audit) Chandigarh for information.

Sd/-

Deputy Secretary Finance (B),
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

IMPORTANT

Subject : Economy in expenditure/restructuring/right-sizing of the various departments.

Will all the Officers/Superintendents of the expenditure control branches of the Finance Department kindly refer to the subject noted above?

2. As they are aware, the State Government has imposed a ban on the filling up of vacant posts, creation/upgradation of the posts and has ordered for the abolition of posts which remained vacant for more than two years on different dates. In this direction the Government has also constituted a committee of officers under the chairmanship of FCF and SSF(SKS) to examine the restructuring/right sizing of the various departments. Now restructuring/right sizing proposals have been finalized by the said committee pertaining to some Departments and the concurrence of the Finance Department is required on such recommendations of the committee. In this connection the Administrative Departments will move their proposals for the filling/creation of vacant/new posts through the Minister-in-charge to the Finance Department and Finance Department will immediately put up the case to the FCF/FM/CM for concurrence. No instructions with regard to the economy measures issued from time to time shall be applicable on the proposals based on restructuring/right sizing of the departments.

All the Officers/Superintendents of the Finance Department are requested to ascertain FD's concurrence in such cases without any delay.

Sd/-
Deputy Secy. Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Officers/Superintendents of the
Finance Department.

U.O. No. 5/16/2000-1B&C

Dated : 7th April, 2003.

***These instructions have been reiterated partly
vide No. 5/6/2009-1B&C, Dt. 08.07.2009.***

No. 5/6/2002-1B&C

From

The Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Heads of Department in Haryana,
Registrar, Punjab and Haryana High Court,
All Deputy Commissioners in Haryana and
Commissioners Rohtak, Gurgaon, Hisar and Ambala Divisions,
Managing Directors of all Boards and Corporations in Haryana.
Registrar, Maharishi Dayanand University, Rohtak/
Kurukshetra University Kurukshetra/Haryana Agriculture
University Hisar & Guru Jambheshwar University, Hisar.

Dated, Chandigarh, the 2nd January, 2003

Subject : Economy measures.

Sir,

I am directed to address you on the subject cited above and to say that in view of mounting increase in the non-plan expenditure, the State Govt. has been issuing instructions to adopt economic measures from time to time but it has been observed by the Govt. that these instructions are not being followed in letter and spirit. Therefore these instructions are hereby reiterated for strict compliance as under :-

1. There shall be a complete ban on the creation/upgradation of posts.
2. There shall be a complete ban on all new recruitments from class-I to class IV except appointment under ex-gratia scheme and categories of vacancies which has been allowed to be filled by F.D. in relaxation of ban.
3. The cases of filling up vacant technical posts can be considered for exemption after obtaining the concurrence of Finance Department
4. Vacant posts under 100% Centrally Sponsored Schemes and Externally Aided projects for which the expenditure is not borne by the State Govt. are also exempted from the ban with the condition that the appointment should be made on contract basis for a specific period till the scheme is funded by Govt. of India or External Agencies.
5. Certain categories of personnel like Computer Operators working on renewable contract basis and who have acquired relevant expertise in the concerned field may be considered for exemption with the approval of Finance Department
6. Appointment required to be made under court orders after exhausting all legal remedies by the concerned departments, can be considered by the departments for exemption, after obtaining orders of the Chief Minister.
7. The policy of filling up of the promotional vacancies to the extent of 90% of the cadre will continue.

8. The policy of filling up of the vacant posts of handicapped quota which have not been abolished on account of being vacant for more than two years will continue.
 9. All posts lying vacant for more than 2 years as on 31-12-2002 shall stand abolished.
 10. The ban on the purchases of new vehicles will continue.
 11. The expenditure on POL should be reduced by 10% of the last year's actual expenditure.
 12. There will be a cut of 10% on the office expenses and 5% on the traveling expenses.
 13. The expenditure on lavish office furnishing and other office items should be stopped.
 14. Before considering purchase of new store items by the departments including Engineering Departments, the inventory maintained by them should be carefully reviewed and purchases with regard to only those items be allowed which are essential and cannot be met from within the available inventory.
2. Instructions/Guidelines regarding control over electricity consumption and expenditure thereon issued vide circular letter No. 5/1/02-1 B&C dated 22-1-01 (copy enclosed) are also hereby reiterated.
3. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-
Special Secretary Finance (B)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

***These instructions have been reiterated vide
No. 5/6/2009-1B&C, Dt. 08.07.2009.***

MOST IMMEDIATE

No. 5/16/2000-1B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Department in Haryana,
Registrar, Punjab and Haryana High Court,
All Deputy Commissioners in Haryana and
Commissioners Rohtak, Gurgaon, Hisar and Ambala Divisions,
Managing Directors of all Boards and Corporations in Haryana.
Registrar, Maharishi Dayanand University, Rohtak,
Kurukshetra University, Kurukshetra,
Haryana Agriculture University, Hisar &
Guru Jambheshwar University, Hisar.

Dated, Chandigarh, the 16th March, 2000

Subject : Ban on fresh recruitment/Creation/Upgradation of posts.

Sir,

In supersession of the Finance Department letter No. 5/6/92-1B&C dated 7-1-2000 on the subject noted above I am directed to say that Government has now decided to impose a complete ban on all new recruitment from Class I to Class IV, with the following exemptions :-

1. (i) The ban will not be applicable to :-
 - (a) The appointments under the ex-gratia scheme.
 - (b) The categories of vacancies for which the interviews/tests have been held by HPSC/HSSC/Departments.
- (ii) The cases of filling up vacant technical posts can be considered for exemption after obtaining the concurrence of Finance Department.
- (iii) Vacant posts under 100% Centrally Sponsored Schemes and Externally Aided Projects for which the expenditure is not borne by the State Government are also exempted from the ban with the condition that the appointment should be made on contract basis for a specific period till the scheme is funded by G.O.I. or External Agencies.
- (iv) Certain categories of personnel like Computer operators working on renewable contract basis and who have acquired relevant expertise in the concerned fields, may be considered for exemption with the approval of Finance Department.

- (v) Appointment required to be made under court orders after exhausting all legal remedies by the concerned departments, can be considered by the departments for exemption after obtaining orders of the Chief Minister.
- (vi) The policy of filling up of the promotional vacancies to the extent of 90% will be continued.
- (vii) The policy of filling up of the vacant posts of handicapped quota which have not been abolished on account of being vacant for more than two years will be continued.
- (viii) The ban would not be applicable on the absorption of employees rendered surplus due to the abolition of Municipal Committees.

2. It is further re-iterated that the complete ban on the creation/Upgradation of the posts will continue.

3. It has also been decided that all posts lying vacant for more than two years as on 29-2-2000 shall stand abolished. All departments are instructed to intimate the number of such abolished posts separately on account of both the abolitions effected i.e. as on 31-3-98 and 29-2-2000. This information may be supplied to the Finance Department by 20th April, 2000 positively.

4. These instructions will come into force for strict compliance, with immediate effect.

Yours faithfully,

Sd/-

(Anurag Rastogi)

Joint Secretary Finance (B)

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been modified vide
No. 5/16/2000-1B&C, Dt. 16.03.2000.***

**Most Immediate
Date Bound
Through RA**

No. 5/6/92-1B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Registrar of Punjab and Haryana High Court,
All Deputy Commissioners in Haryana and
Commissioners Rohtak, Gurgaon Hisar and Ambala Divisions,
Managing Directors all Boards and Corporations in Haryana,
Registrar, Maharishi Dayanand University, Rohtak,
Kurukshetra University, Kurukshetra,
Haryana Agriculture University Hisar &
Guru Jambheshwar University, Hisar.

Dated, Chandigarh, the 7th January, 2000

Subject : Withdrawal of ban on recruitment.

Sir,

I am directed to invite your attention towards the instructions issued by the Finance Department vide letter No. 5/6/92-1B&C dated 2nd April, 1999, wherein a complete ban was imposed on all new recruitment of staff including class IV. On reconsideration the Govt. has now decided to withdraw the existing ban on filling up of the vacant posts to the extent of 90% of the sanctioned posts which may be filled up according to requirement after following due procedure as per the Govt. instructions issued from time to time.

Yours faithfully,

Sd/-

Under Secretary, Finance
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

क्रमांक 5/81/99-1बवक

प्रेषक

वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

हरियाणा राज्य के सभी विभागाध्यक्ष,
रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़,
आयुक्त, अम्बाला, गुडगांव, रोहतक एवं हिसार मण्डल।
हरियाणा राज्य के सभी उपायुक्त।
हरियाणा राज्य के सभी कापोरेशनज/बोर्ड के प्रबन्ध निदेशक।

दिनांक, चण्डीगढ़, 30-12-1999 (30th December, 1999)**विषय : विकलांग व्यक्तियों के लिए आरक्षित पदों को प्रतिबन्ध से छूट प्रदान करना।**

महोदय,

मुझे निर्देश हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर वित्त विभाग की हिदायतें क्रमांक 5/81/99-1बवक दिनांक 16.12.99 की ओर दिलाऊँ और सूचित करूँ कि इन हिदायतों के संदर्भ में कई विभागों द्वारा शंका जाहिर की गयी है कि क्या सरकार द्वारा विकलांग कोटे के पदों को छोड़कर अन्य सभी पदों को भरने के लिए प्रतिबन्ध में छूट प्रदान कर दी गई है।

2. इस सम्बन्ध में स्पष्ट किया जाता है कि सरकार द्वारा विकलांग कोटे के दिनांक 31.3.98 को 2 वर्ष से अधिक समय से रिक्त चले आ रहे होने के कारण समाप्त कर दिए गए/हो गए पदों को छोड़कर केवल विकलांग कोटे के शेष रिक्त पदों को भरने के लिए प्रतिबन्ध में छूट प्रदान की गई है।

भवदीय,

हस्ता:—

संयुक्त सचिव, वित्त (बजट),
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

No. 5/6/92-1B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
All Deputy Commissioners in Haryana and
Commissioners Rohtak, Gurgaon,
Hisar and Ambala Divisions,
Managing Directors of all Boards and
Corporations in Haryana,
The Registrar, Punjab and Haryana High Court,
Registrars, Maharishi Dayanand University, Rohtak,
Kurukshetra University, Kurukshetra,
M.D.U., Hisar & Guru Jambheshwar University, Hisar.

Dated, Chandigarh, the 9th May, 1999**Subject : Ban on Fresh Recruitment — Clarifications.**

Sir,

In continuation of Finance Department's letter No. 5/6/92-1B&C dated 3rd May, 1999, on the above cited subject, I am directed to say that after careful consideration the State Govt. has further decided that in order to ensure the implementation of economy measures adopted by the State Govt., in letter and spirit, all cases of appointments covered by the relaxation in ban allowed by Finance Department in which selection is made by the Departments themselves and not through Haryana Public Service Commission or State Staff Selection Commission must be got approved from the Chief Minister before the issue of appointment letters.

Yours faithfully,

Sd/-

(Amit Jha)

Joint Secretary Finance (B)

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

MOST IMMEDIATE**Date Bound****No. 5/6/92-1B&C**

From

The Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

To

The Spl. Secretary Govt. of Haryana,
Revenue Department, Chandigarh.
The Director, General, Health Services,
Haryana, Chandigarh.
The Director, Animal Husbandry,
Haryana, Chandigarh.
The Director, Higher Education,
Haryana, Chandigarh.
The Director, Secondary Education,
Haryana, Chandigarh.
The Director, Primary Education,
Haryana, Chandigarh.
The Director, Industrial Training &
Vocational Education, Haryana, Chandigarh.**Dated, Chandigarh, the 14th October, 1996****Subject : Economy measures — relaxation in the ban on recruitment.**

Sir,

I am directed to invite your attention to the instructions issued by the Finance Department vide letter No. 5/6/92-1B&C dated 5.7.1996 and 26.8.1996 vide which a ban was imposed on the creation/filling up of new posts.

2. On careful reconsideration, the Govt. has now decided to relax the ban on recruitment of Patwaries of the Revenue Department doctors and teachers. Teachers would include Lectures/Teachers of Vocational/Training Institutes but not University Teachers. Doctors would include Vety. Doctors but not Ayurveda doctors.

3. It is also requested that the concerned departments should intimate within 3 days the number of vacancies to be notified to the HPSC/SSS Board, Haryana.

Yours faithfully,

Sd/-

Joint Secretary Finance (Budget),
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been clarified vide
No. 5/6/92-1B&C, Dt. 03.05.1999 & modified vide
No. 5/6/2002-1B&C, Dt. 02.05.2007.***

MOST IMMEDIATE

Date Bound

No. 5/6/92-1B&C

From

The Financial Commissioner and Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments, Haryana,
All the Deputy Commissioner and
Commissioner, Rohtak, Gurgaon, Hisar and Ambala Divisions,
Managing Directors of Boards and Corporations Haryana,
Registrar, Punjab and Haryana High Court,
Registrar, Maharishi Dayanand University, Rohtak,
Kurukshetra University, Kurukshetra,
Haryana Agriculture University, Hisar and
Guru Jambheshwar University, Hisar.

Dated, Chandigarh, the 26th August, 1996

Subject : Economy measures — amended instructions.

Sir,

Reference letter No. 5/6/92-1B&C, dated 5th July, 1996, on the subject cited above by which the decision of the State Govt. regarding economy measures has been conveyed. In this regard, some departments have sought clarifications on various points regarding promotion, ex-gratia, fresh recruitment and creation of new posts etc.

2. After careful considerations the clause (i) to clause (iii) of Para-I regarding "Reduction in staff expenditure" have been amended as under :-

- (a) No new posts shall be created either on plan or non-plan side without prior approval of Finance Department. Before sending such proposals to Finance Department, the Head of Department shall ensure to redeploy/reorganise the existing staff already available within the department.
- (b) Except as provided in clause 'C' posts vacant as on 01.07.96 and falling vacant thereafter shall not be filled up without the prior approval of Finance Department.
- (c) In case of vacancies which are to be filled by way of promotion, the department can fill up such vacancies by way of promotions only to the extent of 90%.
- (d) In case some Departments, Boards and Corporations/Universities which have already sent requisition for direct recruitment to HPSC, S.S.S. Board or

Employment Exchange, the same should be withheld and a fresh case may be submitted to Finance Department with full justifications of such recruitment. No fresh requisition is to be issued without prior approval of Finance Department.

- (e) In case where recommendations of HPSC, S.S.S. Board have already been received for appointment, the department can fill up such posts to the extent of the vacancies advertised.
- (f) In case of ex-gratia appointments, the department can make such appointment at its own level without referring such cases to Finance Department.

Yours faithfully,

Sd/-

(RAM NIWAS)

Joint Secretary Finance (B),

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 5/21/84-PE(FD)

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Managing Directors/Chief/Executives/
Chief Administrators/Chairmen of all the Boards/
Corporations/Cooperative Institutions etc.

Dated, Chandigarh, the 26th March, 1996

Subject : Economy in Expenditure — Instructions Regarding ban on daily wages Appointment.

Sir,

I am directed to invite your attention towards this Department letter No. 5/6/92-1B&C, dt. 9-1-96 (copy enclosed for ready reference) vide which it has been laid down that no appointment on daily wages will be made in future and in emergent cases competent authority, with the prior permission of Finance Department, engage an employee on contract basis limited to a period of not more than three months with a clear stipulation that such contractual engagement shall not entitle the employee to claim regularisation of service or regular pay scale. You are requested to intimate the details of appointments made on daily wages basis and contract basis in your Organisation after 9-1-96 in the Performa enclosed herewith so as to reach this department not later than 5th April, 1996 positively.

DA: As above.

Yours faithfully,

Sd/-

Under Secretary Finance (PE)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

PROFORMA

1. No. and Name of employees (Category wise) engaged on daily wages basis after 9-1-96 with prior approval of FD giving letter No. and date.
2. No. and Name of employees engaged on contractual basis for a period of 90 days after 9-1-96 with the prior approval of FD giving letter No. and date.
3. No. and Name of employees (category wise) engaged on daily wages after 9.1.96 without prior approval of FD giving specific reasons.
4. No. and Name of employees (category wise) engaged on contract basis limited to a period of not more than three months after 9-1-96 without prior approval of FD giving specific reasons.

IMMEDIATE**No. 5/6/92-1B&C**

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments,
The Commissioners Ambala, Rohtak,
Gurgaon and Hisar Divisions,
All Deputy Commissioners and
Sub Divisional Officers, (Civil) in Haryana,
The Registrar, Punjab and Haryana High Court and
All District and Session Judges in Haryana,
All Managing Directors of Boards/Corporations/Cooperative
Societies and Government Undertakings in Haryana State.**Dated, Chandigarh, the 9th January, 1996****Subject : Instruction Regarding ban on Daily wages appointment.**

Sir,

I am directed to refer to the subject noted above and to say that in compliance with the orders of the Hon'ble Punjab and Haryana High Court in CWP No. 4522 of 1994-Kulbhushan Vs. State of Haryana, the Government of Haryana have decided that no appointments on daily wages will be made in future. In emergent cases, the competent authority may, with prior permission of Finance Department engage an employee on contract basis, limited to a period of not more than three months, with a clear stipulation that such contractual engagement shall not entitle the employee to claim regularization of service or regular pay scale.

2. I am to request you that these directions may please be brought to the notice of all concerned for strict compliance.
3. The receipt of this letter may please be acknowledged.

Yours faithfully,

*Sd/-*Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded for information and necessary action to all Financial Commissioner/Administrative Secretaries to Govt., Haryana.

*Sd/-*Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The Financial Commissioner/Administrative
Secretaries to Govt., Haryana.

U.O. No. 5/6/92-1B&C

Dated : 9.1.96.

No. 5/1/83-1B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Heads of Department, Haryana,
All the Dy. Commissioner in Haryana and
Commissioner Rohtak/Gurgaon/Hisar and Ambala Divisions,
Managing Director/Chairman of all Boards and
Corporations in Haryana.
Registrar, Punjab & Haryana High Court, Chandigarh.
Registrar, Maharishi Dayanand University, Rohtak/
Kurukshetra University, Kurukshetra &
Haryana Agriculture University, Hisar.

Dated : 27th November, 1992**Subject : Economy in expenditure (10% cut on the staff strength).**

Sir,

I am directed to invite your attention to the instructions issued by the F.D. vide letter No. 5/1/83-1B&C, dated 26.5.83, on the subject cited above. The 10% cut on the staff strength had been imposed to effect economy on establishment expenditure.

The Govt. has reconsidered the policy decision in this regard and has granted certain exemptions. Consequently the following exemptions on 10% cut on staff strength will apply henceforth :-

- (i) The posts of Doctors, Dispensers, Nurses, Radiographers veterinary Surgeon, School Teachers and Laboratory Attendants shall be excluded from the purview of 10% cut.
- (ii) Vacancies which are filled up by appointment of depended of the Haryana Govt. employees who died in service, i.e. on exgratia basis, shall be excluded from the purview of 10% cut, subject to the condition that the adhoc appointees working in various department will be first replaces by such appointees.
- (iii) In selective cases of ministerial cadre, where 10% cut might be obstructing promotional avenues and thus causing stagnation cases may be referred to the Finance Department for relaxation. However, only such cases where the relaxation is justified by the job requirements need be sent for such relaxation.

Instructions issued originally vide number referred to above are to be strictly complied with as amended hereby.

Yours faithfully,

Sd/-

(V.S. KUNDU)

Deputy Secy. Finance (B),
for Financial Commissioner & Secy. to Govt.,
Haryana, Finance Department.

No. 5/41/84-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Commissioner, Ambala and Hisar Division,
The Registrar, Punjab and Haryana High Court, Haryana.

Dated, Chandigarh, the 25th May, 1984

Subject : Economy in expenditure work load norms for Additional staff.

Sir,

In paragraph 4 of the composite Punjab Govt. letter No. 2295-B&C-63/2831, dated 22nd March, 1963, the work load norms for grant of additional staff were revised upward by 50% in respect of receipts per day to be dealt with by each assistant/dealing hand subject to the condition that receipts requiring less than 5 minutes to deal with were not to be counted. The matter has further been examined in the Finance Department. On the recommendations of the Administrative Reforms organisation, Haryana Civil Secretariat, it has now been decided that each assistant/dealing hand in future will be expected to carry a work load for 1900 man-hours per annum. I am therefore, directed to say that for calculating additional staff in future the revised work load norms will be kept in view and the existing staff will also be required to give the output referred to above. These instructions may kindly be brought to the notice of all concerned.

Yours faithfully,

Sd/-

(JAGDISH CHANDER)

Under Secretary Finance(B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/83-1B&C(27C)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department in Haryana,
Commissioner of Haryana Ambala and Hisar Divisions,
All the D.Cs. in the State.
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 12th April, 1984**Subject : Economy in expenditure.**

Sir,

I am directed to invite your attention to the instructions contained in Finance Department letter No. 5/1/83-1B&C, dated 26-5-83 with which 10% reduction in staff on the cadres of 10 or more employees was applied and ban on all kinds of recruitment was imposed. The matter has been further examined and it has been decided that the instructions referred to above will also apply in the case of work charged employees.

2. This may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-

(JAGDISH CHANDER)

Under Secretary Finance (B),

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/83-1B&C(55-A)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments, Haryana,
Commissioner, Ambala and Hisar Divisions,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 27th March, 1984**Subject : Economy in expenditure.**

Sir,

In continuation of Finance Department Letter No. 5/1/83-1B&C(55A) Dated 5/10/83 on the subject indicated above, I am directed to say that in the context of the instructions, issued vide Finance Department letter No. 5/1/83-1B&C dated 26-5-83 clarification on the following two points have been sought by certain quarters :-

- (i) Whether any reversions as a result of 10% cut will be allowed if it is not possible to adjust all the surplus employees against existing vacancies; and
- (ii) Whether promotion or recruitment against existing vacancies by the departments may be made if suitable surplus employees are not available for absorption against existing vacancies.

In regard to both the afore mentioned points it is clarified that the intention of the instructions dated 26-5-83 was that no reversions as a result of the 10% cut would be imposed if it is not possible to adjust all the surplus employees against the existing vacancies and that the normal promotions on the basis of 10% reduced cadre strength of the higher cadre would be allowed.

The position as has been clarified above may kindly be brought to the notice of all concerned under your administrative control for information and strict compliance.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/83-1B&C(12C)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Commissioner, Ambala and Hisar Divisions,
All the Deputy Commissioners in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
All the Managing Directors of Govt. Undertakings/
Corporations/Boards & Local Bodies etc.

Dated, Chandigarh, the 28th February, 1984**Subject : Economy in Expenditure.**

Sir,

I am directed to refer to the instructions contained in para (iv) of the Finance Department circular letter No. 5/1/83-1B&C dated 26-5-83 on the subject cited above wherein it was stipulated that the lien of permanent officers/officials rendered surplus on account of 10% cut on the staff, will be maintained in the parent department till their absorption on permanent basis elsewhere. In this regard some departments have sought clarification on the following points :-

- (a) What pay should be allowed to the surplus staff when being absorbed in Govt. Undertakings/Corporations/Boards etc.
- (b) Whether any deputation allowance is to be allowed to such surplus when being absorbed in the Corporations/Boards etc.

The matter has been examined in the Finance Department and it is clarified that such surplus staff after having been absorbed in the Govt. Undertakings/Corporations/Boards etc. will be entitled to draw the same pay as was being drawn by it in its parent department and further such employees will not be eligible to draw any deputation allowance too. It is further clarified that in case the aforesaid type of employees are absorbed in other Govt. offices they will be eligible to draw the same pay and increment as they would have drawn in their parent office.

2. The above clarification may kindly be brought to the notice of all concerned under your administrative control for compliance.

Yours faithfully,

Sd/-

Superintendent Budget & Committee
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been clarified vide
No. 5/6/92-1B&C, Dt. 14.10.1996.***

No. 5/1/83-1B&C(8C)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Commissioner Ambala and Hisar Divisions and
All the Deputy Commissioners in the State,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 15th December, 1983

Subject : Economy in Expenditure.

Sir,

I am directed to refer to the instructions issued by the Finance Department vide letter No. 5/1/83-1B&C dated 26-5-83 on the subject cited above and to say that in accordance with the provisions given under para-2 of the said instructions, it was interalia envisaged that certain categories of posts belonging mostly to the Education and Health Departments will be excluded from the purview of imposition of 10% cut. A doubt has been expressed in certain quarters whether the posts existing in the Industrial Training/ Technical Education Institutions, the incumbents of which primarily are required to impart teaching or training to the trainees, irrespective of the nomenclature of their posts, should also be deemed to be exempted from the purview of the instructions referred to above. With a view to dispel the prevailing doubts, it is clarified that the aforesaid type of posts are also exempted from the operation of 10% cut. It is, however, made clear that the 10% cut will continue to be applicable in case of the clerical staff working in the Industrial Training/ Technical Education Institutions.

2. It is requested that these instructions may please be brought to the notice of all concerned for information and compliance.

Yours faithfully,

Sd/-

Joint Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

***These instructions have been modified partly vide
No. 5/1/83-1B&C, Dt. 27.11.1992.***

No. 5/1/83-1B&C(55A)

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Commissioner Ambala and Hisar Divisions and
all the Deputy Commissioners in the State,
The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 5th October, 1983

Subject : Economy in expenditure.

Sir,

I am directed to refer to the instructions contained in para(i) and para (viii) of the F.D. Circular letter No. 5/1/83-1B&C dated 26-5-1983 on the subject cited above wherein 10% reduction in staff on the cadres of 10 or more employees and immediate ban on all kinds of recruitments was imposed.

2. In this regard, some departments have sought clarifications on the following points :-
 - (i) Are these instructions applicable in case of the vacancies falling under category of posts to be reserved for SC/ST Ex-servicemen etc.?
 - (ii) Are these instructions applicable in case of the posts sanctioned for various centrally sponsored schemes for which the entire assistance is received from Govt. of India?
 - (iii) Are these instructions applicable in case of recruitment of technical personnel?
 - (iv) Whether exemption from imposition of 10% cut on staff is to be allowed in the case of technical or commercial departments ?
 - (v) Whether the vacancies left after the imposition of 10% cut on cadre strength, if not filled up, can be filled up or not ?
 - (vi) Whether proposals can be forwarded to FD direct by the departments without sending those through the concerned Administrative Department?
 - (vii) Whether 10% cut on staff or ban on recruitment will be applicable in case of schemes as are being implemented under Prime Minister's 20-Point Economic Programme ?

3. The clarifications on the points mentioned above are given as under :-
 - (i) The posts belonging to reserved categories i.e., SC/ST Ex-servicemen etc. are to be reckoned after 10% cut on the staff has been imposed in the particular cadre and the reserved category posts as are left to be filled after the cut may be filled on priority.
 - (ii) In case of such staff there will be no general exemption from 10% cut. However, while imposing 10% cut on all posts available with the department endeavour should be made to impose a little more than 10% cut on the State Plan and Non-Plan posts and the staff thus rendered surplus may be adjusted against the central sector/centrally assisted schemes. It is felt that imposition of 10% cut accordingly on all posts of the department may make it possible that without imposing the cut on the central sector & centrally

assisted schemes the desired result could be achieved. If in the case of any particular department, it is felt that even by adhering to the recourse given above the difficulty persists, then in such cases, the matter may be referred to FD who will examine it on merits.

- (iii) The instructions under reference are applicable to all the posts except where exemption to some categories of posts have specifically been granted. Every other case relating to grant of exemption from the purview of the instructions will be examined on merit.
- (iv) There would be no general exemption from 10% cut in respect of the staff belonging to technical or commercial department of the Government. Every such case would be examined on merit.
- (v) The vacancies left after the imposition of 10% cut in the cadre will have to be filled from the surplus pool in accordance with the procedure as has been envisaged in the instructions issued by the Chief Secretary vide Letter No. 23/3/81-2GS-III dated the 7th Sept. 1983.
- (vi) The cases for clarifications exemptions may be sent by the departments to the Finance Department through the concerned Administrative Department.
- (vii) There will be no general exemption from 10% cut in case of the staff working under schemes as are being implemented under Prime Minister's 20 Point Economic programme. However, if it is felt by any department that the instructions referred to above are impeding the implementation of such schemes, then the proposals for relaxation could be sent to F.D.

4. The above clarifications may kindly be brought to the notice of all concerned under your administrative control for strict compliance.

5. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/83-1B&C

Dated, Chandigarh, the 5th Oct., 1983

A copy is forwarded to the Accountant General, Haryana for information and necessary action.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government Haryana for information and necessary.

Sd/-

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/1/83-1B&C

Dated, Chandigarh, the 5th Oct., 1983.

***These instructions have been Revised/Modified vide
No. 5/1/83-1B&C, Dt. 27.11.1992, No. 5/6/92-1B&C,
Dt. 05.07.1996 & 26.08.1996.***

No. 5/1/83-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
The Commissioner of Hisar and Ambala Division and
All the Deputy Commissioners in the State.

Dated, Chandigarh, the 26th May, 1983

Subject : Economy in Expenditure.

Sir,

There is an overwhelming need that utmost economy in expenditure should be exercised to enable the State Government to finance increasingly higher development programmes. It is therefore felt that further efforts should be made to minimise the non-development expenditure, particularly expenditure on establishment, which is often unproductive, and steady increase in such expenditure results in the depletion of funds which are needed for the execution of development programmes. In view of these compulsions it has been decided that 10% cut should be applied on the existing strength of the staff belonging to each category in all the departments of the State Government. In order to implement this decision effectively and leaving no scope for any doubts in this behalf the following guidelines are given to achieve the object :-

- (i) The Proposed 10% reduction in staff would be applicable on the cadres of 10 or more employees. Even if the designation of officers/official of a particular cadre are different for the purposes of reduction in the staff they would be deemed to be part of one cadre.
- (ii) The departments should work cut within a period of one month the number of posts which are rendered surplus and inform the Chief Secretary (in General Services Branch) and the Finance Department (in the B&C Branch) accordingly. The coordination work in this matter would be done by the Surplus Staff Cell to be created in the General services Branch of the Chief Secretary's Organisation which will keep and monitor the relevant information.
- (iii) The department, should clearly spell out the names qualifications, experience, designation, pay scales and present pay of the staff to be rendered surplus so that the data could be used for their deployment elsewhere. This information should also be furnished to the "Surplus Staff Cell" to be created in the General Services Branch of the Chief Secretary's Organisation.
- (iv) The lien of permanent officers/officials rendered surplus will be maintained in the parent department till their absorption on permanent basis elsewhere.

- (v) The deployment of ad-hoc staff should be reduced to the minimum.
- (vi) The department will endeavour that 10% reduction in the total expenditure on establishment is achieved. It is however, felt that larger reduction may be possible in the Irrigation and Building & Roads Branches of Public Works Department.
- (vii) All Departments should review their norms of work-load each Department should, therefore, set up a Committee for reviewing of the work-load. The Committee will be assisted by an officer from the Finance Department and an officer from the Administrative Reforms Branch.
- (viii) There would be immediate ban on all kinds of recruitments.
- (ix) The posts sanctioned but not filled up so far will not be allowed to be filled up by the Departments and these sanctions will become inoperative. These posts will, however, be filled up from the surplus pool.
- (x) All the departments of the State Government and Public Undertakings/Boards functioning under the agencies of the state Government who wish to fill up any posts with either general or technical qualifications will first have to obtain the requisite clearance from the "Surplus Staff Cell" to the effect that no persons are available to be appointed against such posts. If such personnel are available then the Department/Public Undertakings/Boards will have to fill the posts from amongst such persons.
- (xi) The requirements of the various departments should also be reported to the "Surplus Staff Cell" so that it is feasible to make the postings.

2. With a view to obviate the chances of any deterioration in Public services, it has been decided that the posts of doctors, dispensers, nurses, radiographers, veterinary surgeons, school teachers and laboratory assistants shall be excluded from the purview of these instructions. Besides the vacancies which are filled up by appointment of dependents of the Haryana Government employees who die in service will also be out of the purview of, the instructions subject to the condition that the adhoc appointees working in various departments will be first replaced by such persons.

3. The Heads of Department are requested to ensure that these instructions are implemented in letter and spirit. The receipt of this Communication may please be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/1/83-1B&C

Dated Chandigarh, the 26th May, 1983

A copy is forwarded to the Accountant General, Haryana for information and necessary action.

Sd/-

(L.L. BHASKER)
Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A Copy is forwarded to :-

- (i) The Chief Secretary to Government, Haryana for information and necessary action.

It is requested that steps may be initiated to create a "Surplus Staff Cell" as is envisaged in the instructions so as to coordinate the implementation of these instructions.

- (ii) All the Administrative Secretaries to Govt. Haryana.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

- (i) The Chief Secretary to Govt. Haryana.
(ii) All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/1/83-1B&C

Dated, Chandigarh, the 26th May, 1983

No. 5/1/83-1B&C

Dated, Chandigarh, the 26th May, 1983

A copy is forwarded to all the Branch Officers/Superintendents/Deputy Superintendents in the Finance Department for information and necessary action.

They will ensure that the 10% reduction in the total expenditure on establishment of the Departments which are dealt with by them is enforced strictly.

Sd/-

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

IMMEDIATE**No. 5421-1B&C-75/36684**

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,
The Commissioners Ambala and Hisar Division,
All Deputy Commissioners and
District and Session Judges in Haryana.**Dated, Chandigarh, the 15th October, 1976****Subject : Economy in expenditure on staff.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 4862-1B&C-75/36618, dated the 17th October, 1975 on the subject cited above and to say that it has been decided that the ban imposed on the recruitment of ministerial staff will not be applicable now to the posts of steno typists/stenographers.

2. The above decision may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-

(K.N.SURI)

Deputy Superintendent (B)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

Economy in expenditure - reduction in Ministerial staff etc.— Since the declaration of the National Emergency, the question of effecting the maximum possible economy in expenditure has been under the consideration of the State Government and they have come to the conclusion that in spite of the measures taken in this connection so far, various departments are carrying an excess of ministerial staff which can be reduced in the interest of economy as well as more efficient conduct of work. Government also consider that the Emergency requires that the Government employees should make special efforts and exert themselves more to increase the total Out-turn over and above the work-load norms prescribed hitherto fore. They are further of the view that an essential steps towards streamlining of the present procedure would be the general adoption of the single file system between the Head of Department and the Administrative Secretary. It has, accordingly been decided that action should be taken on the following lines :-

I. Existing Staff

2. The Ministerial staff in the Secretariat and the offices of the Heads of Departments (including the offices of Divisional Commissioners and Chief Engineers) both on the plan and non-plan side, should be reduced by 15 per cent on an *ad hoc* basis subject to the exception indicated below :-

- (i) This reduction should be worked out on the basis of the sanction strength as it stood on the 1st of November, 1962, as well as of posts sanctioned after the 1st November, 1962, whether for work connected with the Emergency or otherwise and will include the reduction made since the 1st November, 1962 in pursuance of the campaign for economy. 15 per cent reduction, it has to be added, has been laid down as the minimum and in case greater reduction is possible in any Department, this should be effected accordingly by the Department concerned.
- (ii) No reduction will, however, be made in the case of members of the Scheduled Castes, Scheduled Tribes and Backward Classes and they will not be retrenched or reverted to lower position, in pursuance of the present economy measures. The extent of overall reduction (15 per cent) would as a result, be less by the number of the posts held by the members of the Scheduled castes; Scheduled Tribes and Backward. Moreover, if any members of these Castes, etc., have already been retrenched or reverted because of the economy measures adopted since the 1st of November, 1962 they should be resorted to their original posts.
- (iii) The reduction of 15 per cent need not, unless it is feasible, be applied to supporting staff like Steno-typists, Stenographers, Personal Assistants, etc., as their strength is determined on the basis of the number of officers and branches.
- (iv) There will be no reduction in the strength of Assistant Section Officers in the Secretariat.
- (v) In respect of Superintendents, Deputy Superintendent, etc., the norm regarding the number of officials to be supervised by them will remain unchanged, as per example a Superintendent in the Secretariat will continue to supervise 5 to 6 Assistants as before. Consequential adjustments to that extent may be carried out immediately.
- (vi) The aforesaid reduction of 15 per cent should be given effect to from 1st April, 1963, the precise extent being finally approved by the Finance Department.

- (vii) The Heads of the Departments should also examine immediately the possibility of reduction in the strength of their subordinate offices and send their reports to the Chief Secretary, in the Emergency Branch, with one month of the receipt of this letter.

II. Retrenchment and Re-absorption

3. (i) The reversions or retrenchments which may be necessary as a result of the reduction in the strength of the staff should be carried out strictly on the basis of seniority, namely, the junior most person in any particular organisation should be reverted or considered surplus, as the case may be, subject to the provision of para 2(ii) above.
- (ii) The services of temporary officials rendered surplus as a result of the proposed reduction should be dispensed with straight away after giving them the usual notice and an intimation about their retrenchment should be sent to the Public Service Commission/ Subordinate Service Selection Board as well as the Chief Secretary within a fortnight.
- (iii) In case of permanent staff, the pay and grade admissible to them in their substantive capacity will on reabsorption, have to be protected. The permanent staff which becomes surplus (even after adjustments on substantive posts against which they hold a lien) should be allowed to continue and an intimation regarding them should be sent to the Public Service Commission/Subordinate Services Selection Board as well as the Chief Secretary within a fortnight.
- (iv) It is intended that retrenched staff should be given preference in absorption in new posts. For filling all new vacancies, whether through the Public Service Commission or the Subordinate Services Selection Board, the first priority will, therefore, be given to the permanent officials who are rendered surplus but who continue to be attached to the various offices pending absorption. The second priority will be given to retrenched temporary officials. The Chief Secretary's office will co-ordinate this work and when any vacancy has to be filled, directly or through the Public Service Commission/ Subordinate Services Selection Board, that office should be informed.

III. Work Load Norms for Additional Staff

4. (i) For future additional staff, the norm obtaining in the different departments in respect of receipts, per day, to be dealt with by each Assistant/dealing hand should be deemed to have been increased by 50 per cent subject to the condition that receipts requiring less than five minutes to deal with should not be counted. This means that for calculating additional staff, an Assistant in the Secretariat who was previously expected to dispose of 8 fresh receipts per day would now be required to dispose of 12 fresh receipts, the receipts requiring less than five minutes to deal with not being included in these 12 receipts.
- (ii) The existing staff will also have to give the increased out-turn referred to above before additional staff can be sanctioned.
- (iii) The Assistant Section Officers in the Secretariat will be required to deal with 18 receipts per day excluding receipts which can be disposed of in less than five minutes.

IV. Single File System

5. (i) Government have decided that, as a basic Principle, the single file system should be fully adopted between the Head of the Department and the Administrative Secretary. Any exception, which is considered to be absolutely essential, should be determined by the Administrative Secretary concerned in consultation with the Chief Secretary. For this purpose a list of essential exceptions should be drawn up immediately by the Administrative Secretary and referred to the Chief Secretary within a fortnight.
- (ii) The switch over to single file system, is also to be given effect to from 1st April, 1963 in respect of departments whose heads are located at Chandigarh. As regards the Heads of Departments whose offices are located outside Chandigarh, arrangements should be made to shift their offices to Chandigarh as far as possible.
- (iii) Any reduction in staff in the Secretariat, which is feasible on account of adoption of single file system, should be effected over and above the ad hoc reduction of 15 per cent, specified in para(2) above.
- (iv) The retrenchment of staff and its consequential re-absorption should be effected in accordance with the procedure laid down in para 3 above. The reduction so effected should be intimated to the Chief Secretary within one month of the receipt of this letter.
- (v) Lastly it has also been decided that the entire position should be reviewed after six months in order to consider whether any changes or modifications are necessary in regard to any of the item specified in this letter.

(F.D. Letter. No. 2295-B&C-63/2831, dated the 22nd March, 1963).

Subject : Regarding sanction of touring from 10 days to 15 days in a month in the case of Ministers/Ministers of State/Chief Parliamentary Secretaries/Parliamentary Secretaries.

Will the Chief Secretary to Govt. Haryana, kindly refer to Political & Parliamentary Affairs Department letter No. 21/2/2007-3Pol., dated 10.9.2010 on the subject noted above?

2. Finance Department had issued instructions vide letter No. 5/7/1981-3B&C, dated 25.5.1981 wherein restrictions beyond 10 days touring in a month had also been imposed in the case of Ministers. On reconsideration, it has now been decided by the Government that in future the ceiling of 10 days touring in a month has been increased from 10 days to 15 days in a month in the case of Ministers/Ministers of State/Chief Parliamentary Secretaries/Parliamentary Secretaries. However, this ceiling will not be applicable to the Hon'ble Chief Minister.

3. These instructions will be effective with immediate effect, i.e., September, 2010. It is requested that these instructions may be brought to the notice of all concerned for compliance.

Sd/-

Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Chief Secretary to Govt., Haryana.

U.O. No. 5/1/2010-1B&C

Dated : 22nd September, 2010

IMPORTANT

Subject : Regarding sanction of touring beyond 10 days in a month by the Administrative Departments.

Will the Chief Secretary and all the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Govt. Haryana kindly refer to Finance Department U.O. No. 5/7/2005-1B&C dated 9-5-2005 on the subject of sanction of expenditure by the Administrative Department ?

2. Finance Department has already delegated powers vide even number dated 9.5.2005 (in para 4) referred to above that all those cases where approval of Finance Department is required beyond 10 days in a month the same should be disposed off at the level of the concerned Minister.

3. In order to improve efficiency and speedy disposal of cases of touring beyond 10 days in a month, it has now been decided by the Finance Department that the touring cases upto 15 days in a month may be disposed off at the level of concerned Administrative Secretary and beyond 15 days by the Minister Incharge provided the tour is administratively justified.

4. It is requested that these instructions may be brought to the notice of all concerned for compliance.

Sd/-

Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Chief Secretary to Govt., Haryana.
All the Financial Commissioner & Principal Secretaries/
Administrative Secretaries to Govt., Haryana.

U.O. No. 5/7/2005-1B&C

Dated : 30th October, 2007

No. 5/7/2005-1B&C

Dated : 30th October, 2007

A copy is forwarded to All Head of Departments for information and necessary action.

Sd/-

Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 5/7/81-1B&C

From

The Financial Commissioner and Secy. to Govt.,
Haryana, Finance Department.

To

All Heads of Departments, All Commissioners and
Dy. Commissioners in Haryana,
The Registrar, Punjab & Haryana High Court and
All the Distt. & Session Judges in Haryana,
All the Chairmen/Managing Directors of Corpns./
Boards/Undertakings in the State.

Dated : 18th July, 1995**Subject : Economy in expenditure on Tours.**

Sir,

I am directed to refer to the Finance Department letter of even number dated 25.5.81 wherein the field touring of officers/officials had been restricted to 10 days in a month and it has again been decided that the following statutory duties are excluded from the 10 days limitations of tours in a month.

(i)	Election Duty:	Within State as well as outside the Haryana State.
(ii)	Compulsory Training:	The training which is considered compulsory for the officials/ officers by due orders of the Head of Department/ Government.
(iii)	Attending of Courts:	To attend courts in connection with Government cases.

2. These instructions may kindly be brought to the notice of all concerned.

Yours faithfully,

Sd/-

Joint Secretary Finance (B)
for Financial Commissioner & Secy. to Govt.,
Haryana, Finance Department.

तत्काल**क्रमांक 5/7/81-1ब:वक: (54बी)**

प्रेषक

आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

हरियाणा राज्य के सभी विभागाध्यक्ष।
आयुक्त अम्बाला तथा हिसार मण्डल और
हरियाणा राज्य के सभी उपायुक्त।
रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट, चण्डीगढ़।**दिनांक 10 जनवरी, 1983 (10th January, 1983)****विषय : Economy in expenditure – Economy in the use of staff car.**

महोदय,

मुझे निदर्श हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर वित्त विभाग के पत्र क्रमांक 5/7/81-1ब:वक:, दिनांक 25-5-81 के पैरा 2 की ओर दिलाऊ जिसके अन्तर्गत अधिकारियों/कर्मचारियों द्वारा एक मास में 10 दिन से अधिक यात्रा न करने बारे प्रतिबन्ध लगाया गया था तथा यह भी स्पष्ट किया गया था कि अगर कोई भी अधिकारी/कर्मचारी उपरोक्त दर्शाई गई सीमा से अधिक दिनों की यात्रा करता है तो उस दशा में वह यात्रा भत्ता प्राप्त करने का हकदार नहीं होगा।

2. वित्त विभाग के ध्यान में यह आया है कि कई एक विभागों द्वारा उपरोक्त हिदायतों की उपेक्षा की जा रही है तथा 10 दिन से की गई अधिक यात्राओं के सिलसिले में कम्पीटैन्ट अथोरिटी (जो कि इस प्रकार के मामलों बारे वित्त विभाग है) से अपेक्षित स्वीकृति प्राप्त किये बिना अधिकारियों/कर्मचारियों के टी.ए. बिलज का भुगतान किया जा रहा है। वित्त विभाग ऐसी कुप्रथा को गम्भीर समझती है तथा यह महसूस किया जाता है कि उक्त प्रवृत्ति को रोकने हेतु कारगर एवं प्रभावी कदम उठाये जाने नितांत आवश्यक है। अतः यह निर्णय लिया गया है कि सी.एस.आर. खण्ड 3 के नियम 2.109(ए) के अन्तर्गत निर्धारित सर्टिफिकेटस के अतिरिक्त सभी कन्ट्रोलिंग आफिसरज तथा आदान व प्रदान अधिकारिया के लिए यह अनिवार्य होगा कि वह सभी अधिकारियों/कर्मचारियों द्वारा ज्ञा किये जाने वाले बिलों पर इस आशय का सत्यापन करें कि बिल में निहित कर्मचारी/अधिकारी द्वारा महीने में 10 दिन से अधिक का यात्रा भत्ता क्लेम नहीं किया गया। जिन श्रेणियों के सरकारी कर्मचारियों/अधिकारियों के बारे में विशिष्ट रूप से अधिक यात्रा करने की छूट प्रदान की हुई है उस अवधि का वर्णन उपरोक्त प्रमाण पत्र में दिया जाना आवश्यक होगा जिसमें वित्त विभाग द्वारा दी गई छूट की स्वीकृति के पत्र का नम्बर एवं तिथि भी दी जाए।

3. उक्त प्रक्रिया के अन्तर्गत यह भी तय किया गया है कि गत वर्ष के दौरान प्राप्त किये गये प्रत्येक यात्रा भत्ता बिल हेतु काउन्टर साईनिंग अधिकारी द्वारा इस आशय का सत्यापन भी किया जाना जरूरी होगा कि 10 दिन से अधिक यात्रा का कोई बिल ज्ञा/Countersign उन द्वारा नहीं किया गया है जहां 10 दिन से अधिक यात्रा करने के लिए वित्त विभाग की विशिष्ट स्वीकृति उपलब्ध है उसका नम्बर एवं तिथि सत्यापन करते समय दे दी जाए। यह स्पष्ट किया जाता है कि उक्त प्रकृति को सत्यापन के अभाव

में कोषाधिकारियों द्वारा उन कार्यालयों के मास फरवरी, 1983 से संबंधित टी.ए. बिलज अदायगी हेतु पास नहीं किए जाएंगे।

इस पत्र की पावती भेजने का कष्ट करें।

भवदीय,

हस्ता: /—

अ.स.वि. (ब.)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

क्रमांक 5/7/81-ब:वक:(54)

दिनांक : 10 जनवरी, 1983

एक प्रति राज्य के सभी कोषाधिकारियों/सहायक कोषाधिकारियों को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

2. उनसे अनुरोध है कि वह सुनिश्चित करें कि भविष्य में प्राप्त होने वाले सभी टी:ए: बिलज पर काउंटर साईनिंग अधिकारी/आदान व प्रदान अधिकारी द्वारा उपरोक्त संदर्भाधीन सत्यापन दिए जाएं। इन सत्यापनों की अनुपस्थिति में कोई भी टी.ए. बिलज पास न किया जाए तथा हिदायतों के पैरा 3 में दी गई व्यवस्थानुसार अपेक्षित कार्यवाही सुनिश्चित करें।

हस्ता: /—

अ.स.वि. (ब.)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

क्रमांक 5/7/81-व:वक:(54)

दिनांक : 10 जनवरी, 1983

एक प्रति राज्य के सभी वित्तायुक्त तथा हरियाणा सरकार के सभी प्रशासकीय सचिवों को सूचनार्थ भेजी जाती है।

हस्ता: /—

अ.स.वि. (ब.)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

सभी वित्तायुक्त तथा हरियाणा सरकार के सभी प्रशासकीय सचिव।

क्रमांक 5/7/81-व:वक:(54)

दिनांक : 10 जनवरी, 1983.

No. 5/7/81-1B&C

From

The Commissioner & Secretary to Government,
Haryana , Finance Department.

To

The Engineer-in-Chief, PWD (B&R), Department, Haryana.
The Engineer-in-Chief, PWD Irrigation Department, Haryana.
The Engineer-in-Chief, PWD Public Health Branch, Haryana.

Dated, Chandigarh, the 17th November, 1982**Subject : Economy in Expenditure — Economy in use of staff cars.**

Sir,

I am directed to refer to the instructions contained in para 2 of the F.D. Letter of even No. dated 25/5/1981 on the subject cited above, under which the field touring of officers/officials has been restricted to 10 days in a month and officers/officials undertaking tours beyond 10 days in a month shall not be entitled to draw any TA or daily allowance.

2. The matter has been examined further and it has now been decided that in case of Junior Engineers (Sectional Officers) working in the Irrigation, PWD(B&R) and PWD (Public Health Departments.) the limit for field touring will now be 20 days in a month instead of 10 days in a month as prescribed earlier.

3. These orders will take effects from the date of issue of this communications (i.e. tours undertaken during the month of November, 1982 and on wards) which may please be brought to the notice of all concerned for necessary action.

Yours faithfully,

Sd/-

(C.L. BHASKAR)

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/7/81-1B&C

Dated, Chandigarh, the 17th Nov., 1982

A copy is forwarded to the Accountant General, Haryana Chandigarh for information.

Sd/-

(C.L. BHASKAR)

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/7/81-1B&C

Dated, Chandigarh, the 17th Nov., 1982

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers in the State for information and necessary action.

Sd/-

(C.L. BHASKAR)

Under Secretary Finance (B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded for information and necessary action to :-

- (i) Commissioner and Secretary to Govt., Haryana, PWD, B&R Department.
- (ii) Commissioner and Secretary to Govt., Haryana, PWD Public Health Department.
 2. His office file with U.O. No. 24/22/82-PH2, dated 14-10-82 is returned herewith.
- (iii) Commissioner and Secretary to Govt., Haryana PWD, Irrigation Department.
 2. His office files received with U.O. No. 38/2/82-IE, dated 11.8.82 and U.O. No. 38/15/2E dated 16.9.82 are returned herewith.

Sd/-

Superintendent Budget & Committee
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

- (i) Commissioner and Secretary to Govt., Haryana, PWD, B&R Department.
- (ii) Commissioner and Secretary to Govt., Haryana, PWD Public Health Department.
- (iii) Commissioner and Secretary to Govt., Haryana PWD, Irrigation Department.

U.O. No. 5/7/81-1B&C

Dated, the 17th November, 1982.

No. 5/7/81-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
The Commissioners Ambala & Hisar Divisions and
All the Deputy Commissioner in Haryana,
The Registrar Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 21st September, 1982**Subject : Economy in expenditure in the case of staff cars.**

Sir,

In continuation of the Finance Department letter of even number dated 6th May, 1982, I am directed to say that the relaxation allowed in the case of personal staff attached with the Ministers will only be applicable when they actually remain on tour alongwith the Ministers and not otherwise.

This may please be brought to the notice of all concerned for necessary action.

Yours faithfully,

Sd/-

Superintendent Budget and Committee,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/7/81-1B&C

Dated, Chandigarh, the 21st Sept., 1982

A copy is forwarded to :-

1. Accountant General Haryana, Chandigarh.
2. All the T.O./A.T.O. in the State for information and necessary action.

Sd/-

Superintendent Budget and Committee,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

These instructions have been clarified vide even No. & Dated 21.09.1982.

No. 5/7/81-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Department in Haryana,
The Commissioner, Ambala and Hisar Divisions and
All the Deputy Commissioners in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 6th May, 1982

Subject : Economy in expenditure — economy in the use of staff cars.

Sir,

In continuation of Finance Department circular letter of even number dated the 27th July, 1981, it has further been decided that the limit of restricting TA/DA to 10 days in a month will also not be applicable in the case of personal staff attached with the Ministers/Officers, if they actually remain on tour for more than 10 days alongwith the Ministers/Officers.

2. These orders will become effective from the date of issue of this letter.

Yours faithfully,

Sd/-

Under Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/7/81-1B&C ,

Dated, Chandigarh, the 6th May, 1982

A copy is forwarded to :-

- (i) Accountant General Haryana, Chandigarh.
- (ii) All the Treasury Officers/Assistant Treasury Officers in the state for information & necessary action.

Sd/-

Under Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to the Chief Secretary to Govt., Haryana, for information and necessary action with reference to Finance Department U.O. of even No. dated 27-7-81.

Sd/-

Under Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Chief Secretary to Government Haryana.

U.O. No. 5/7/81-1B&C,

Dated, Chandigarh, the 6th May, 1982.

No. 5/7/81-1B&C

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments,
Commissioners, Ambala & Hisar Divisions,
All Deputy Commissioners in Haryana.
The Registrar, Punjab & Haryana High Court and
All Distt. and Sessions Judges in Haryana.

Dated, Chandigarh, the 3rd March, 1982**Subject : Economy in expenditure — economy in the use of staff cars.**

Sir,

I am directed to invite your attention to the instructions contained in para 2 of the Finance Department circular letter of even number, dated 25.5.1981 and clarifications on the points embodied in circular letter of even number dated 9th November, 1981 on the subject noted above and to further clarify that the journeys performed by staff cars/Govt. vehicles, duration of which do not exceed six hours shall not include in the 10 days limit imposed on tours of officers/officials. However, this would be subject to the percent reductions on the kilometrage done by the staff cars imposed in order to conserve the use of petrol, oil and lubricants which would continue to be followed as heretofore.

2. The above decision may kindly be brought to the notice of all concerned under your administrative control for strict compliance.
3. The receipt of this communications may kindly be acknowledged.

Yours faithfully,

Sd/-

(L.L.BHASKER)

Under Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/-

(L.L.BHASKER)

Under Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/7/81-1B&C

Dated, Chandigarh, the 3.3.1982

No. 5/7/81/1-B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Heads of Department in Haryana,
Commissioners, Ambala & Hisar Divisions and
All Deputy Commissioners in the State,
The Registrar, Punjab & Haryana High Court Chandigarh.

Dated, Chandigarh, the 9th November, 1981**Subject : Economy in expenditure — Economy in the use of staff cars.**

Sir,

I am directed to refer to the instructions contained in para 2 of the Finance Department circular letter No. 5/7/81-1B&C, dated 25-5-1981, on the subject cited above, under which the field touring of officers/officials has been restricted to 10 days in a month and officers/officials undertakings tours beyond 10 days in a month are not entitled to any TA/DA for the journeys performed beyond the stipulated period.

2. In this regard, some departments have sought clarification on the following points :-
 - (i) Are these instructions only applicable to the officers on field duties who use staff cars for undertaking journeys and also if they tour by their own conveyance?
 - (ii) Are these instructions also applicable in the case of officers/officials when they undertake tour in the interest of inter-state meetings, discussions, World Bank Projects and for hearing appeals in the districts beyond ten days in a month?
 - (iii) Are these instructions applicable in the case of drivers of staff car who spend more than ten days outside their Headquarter for duty with various officers who may be using the same staff car.
 - (iv) Do these instructions also apply to the officers getting fixed T.A.?
3. The clarifications on the points mentioned above are as under :-
 - (i) These instructions apply to all officers/officials working in the irrespective of the fact whether they have been provided with staff car/jeep etc. or not. These instructions also apply to officers who performed journeys by their own car or by any other conveyance.
 - (ii) These instructions also apply to the officers/officials who undertake journeys in connection with inter-state meetings & discussions, World Bank Project, for hearing appeals in the districts and when they undertake journeys beyond ten days, in a month whatever be the reasons necessitating the tour. No T.A./D.A. will be paid in excess of ten days limit unless the Administrative Department has obtained relaxation of the policy from the Finance Department.

- (iii) These instructions do not apply in the case of drivers working in the State.
- (iv) The officers who are paid fixed T.A. and have been provided with a staff car/jeep etc., the restrictions of ten days touring in a month will also apply to them if they use staff car/jeep for tour. In case touring is to be done beyond ten days, it may be done by a conveyance other than staff car, jeep etc.
4. The above decision may kindly be brought to the notice of all concerned under your administrative control for strict compliance.
5. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

(Vivek Mehrotra)
Deputy Secretary Finance(B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/7/81-1B&C

Dated : 9th Nov., 1981

A copy is forwarded to Accountant General, Haryana Chandigarh for information.

Sd/-

(Vivek Mehrotra)
Deputy Secretary Finance(B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/7/81-1B&C

Dated : 9th Nov., 1981

A copy is forwarded to all TO/ATO in Haryana & T.O. Haryana, Delhi for information and necessary action.

2. He may please ensure that T.A Bills of such officers who are not authorised under the Government instructions are passed only when accompanied by a sanction of the competent authority. Any lapse in this regard will be viewed seriously.

Sd/-

(Vivek Mehrotra)
Deputy Secretary Finance(B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secretary to Govt. Haryana for information and necessary action.

Sd/-

(Vivek Mehrotra)
Deputy Secretary Finance(B),
for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

No. 5/7/81-1B&C

Dated : 9th Nov., 1981.

Copy of letter **No. 5/7/81-1B&C, dated 4th August, 1981** from the Commissioner and Secretary to Govt. Haryana, Finance Department to all Heads of Deputy Commissioners in Haryana. The Registrar, Punjab and Haryana High Court, and All the District and Session Judges in Haryana, and All Administrative Secretaries to Govt. Haryana, etc

Subject : Economy in Expenditure — Economy in the use of Staff Cars.

I am directed to refer to the instructions contained in para 2 of the Finance Department circular letter of even number dated 25-5-1981 on the subject noted above, under which the field touring of officers/officials has been restricted to 10 days in a month and officers/official undertaking tours beyond 10 days in a month are not entitled to any T.A. or daily allowance for the journeys performed beyond the stipulated period.

2. In this regard a point has been raised as to from which month the above restriction will be applicable. It is clarified that the restriction will be applicable on journeys performed in the month of June, 1981 or thereafter. This clarification may please be brought to the notice of all concerned.

No. 5/7/81-1B&C

From

The Commissioner and Secretary to Government,
Haryana, Finance Department.

To

The Inspector General of Police, Haryana,
The State Transport Controller, Haryana Chandigarh,
Superintending Engineer, Ministers' Car Section
Haryana, Chandigarh.

Dated, Chandigarh, the 27th July, 1981**Subject : Economy in expenditure – economy in use of staff cars.**

Sir,

I am directed to refer to the instructions contained in para 2 of the Finance Department circular letter of even number dated 25th May, 1981 on the subject noted above, under which the field touring of officers/officials has been restricted to 10 days in a month and officers/officials undertaking tours beyond 10 days in a month are not entitled to any T.A. or daily allowance for the journeys performed beyond the stipulated period.

2. The matter has been examined further and it has now been decided that the limit of restricting T.A./D.A. to 10 days in a month will not be applicable in the case of Drivers and Gunmen attached to the Ministers/State Ministers/Dy. Ministers/Chief Parliamentary Secretary & Parliamentary Secretary if they actually remain on tour for more than 10 days alongwith the above mentioned members of the Council of Ministers. This decision may please be brought to the notice of all concerned for necessary action.

Yours faithfully,

Sd/-

(VIVEK MEHROTRA)

Deputy Secretary Finance

*for Commissioner & Secretary to Government,
Haryana, Finance Department.*

A copy is forwarded to the Chief Secretary to Government Haryana (Cabinet Section) for information with reference to his U.O. No. 5/241/Cabinet-81 dated 2.7.81.

Sd/-

(VIVEK MEHROTRA)

Deputy Secretary Finance

*for Commissioner & Secretary to Government,
Haryana, Finance Department.*

To

The Chief Secretary to Government, Haryana
(Cabinet Section).

U.O. No. 5/7/81-1B&C

Dated, Chandigarh, the 27-7-81

***These instructions have been Modified/Revised vide
No. 5/7/81-1B&C, Dt. 27.07.1981 & 23.06.1983.***

No. 5/7/81-1B&C

From

The Secretary to Government, Haryana,
Finance Department.

To

All Heads of Departments,
Commissioners, Ambala & Hisar Divisions and
All Deputy Commissioners in Haryana,
The Registrar, Punjab and Haryana High Court and
All District and Session Judges in Haryana,
All Chairmen/Managing Directors of the Corporations,
Undertakings/Boards in the state.

Dated : 25th May, 1981

Subject : Economy in Expenditure — Economy in the use of staff cars.

Sir,

In continuation of Finance Department letter No. 1628-1B&C-77/11400 dated 20.4.1977 and instructions issued from time to time on the subject, I am directed to say that in view of dire need for economy, it has been decided that the touring should be rationalised.

2. In order, to achieve this objective, it has further been decided that there should be a 10% reduction in the kilometreage done by staff cars (including Ministers cars) during the current year over the kilometreage done during the last Year. No officer should do field touring of more than 10 days in a month. If anyone still tours beyond 10 days, he will not be entitled to any T.A. or daily allowance. It has further been decided that the ceiling of ten days will also apply in the case of Ministers. These instructions will apply to the staff posted at Chandigarh as well as in the field and connected with any of the Government department.

3. Consistent with this decision the POL Coupons System, in force for Government Departments, will be strictly enforced both as regards the total value of coupons released during the year as well as its phasing during the year. No claims for exceeding the limits or advancement of the phasing will be entertained.

4. This decision may kindly be brought to the notice of all concerned under your administrative control for strict compliance.

5. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

(N. K. Garg)

Joint Secretary Finance (B)
for Secretary to Government, Haryana,
Finance Department.

A copy is forwarded to all the Administrative Secretaries to Government Haryana for information & necessary action in continuation of Finance Department's U.O.No.1628-1 B&C-77 dated 20.4.77.

Sd/-
(N. K. Garg)
Joint Secretary Finance (B)
for Secretary to Government, Haryana,
Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 5/7/81-1B&C

Dated, Chandigarh, the 25th May, 1981

A copy is forwarded to the principal Secretary to the Chief Minister, Deputy Principal Secretary to Chief Minister, Secretaries to Ministers, Private Secretaries to Ministers and Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretary for the information of Chief Minister, All Ministers, Ministers of State, Deputy Ministers, Chief Parliamentary Secretary and Parliamentary.

Sd/-
(N. K. Garg)
Joint Secretary Finance (B)
for Secretary to Government, Haryana,
Finance Department.

To

The Principal Secretary to Chief Minister,
Deputy Principal Secretary to Chief Minister,
Ministers and Ministers of State and Deputy Ministers,
Chief Parliamentary Secretary and Parliamentary Secy.

U.O. No. 5/7/81-1B&C

Dated, Chandigarh, the 25th May, 1981.

No. 3689-1B&C-77/26367

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Administrative Secretaries.

Dated, Chandigarh, the 30th August, 1977

Subject : Economy in expenditure.

Sir,

I am directed to invite your attention to letter the Finance Department's Communications noted on the margin relating to economy in Government's expenditure and to say that as a further measure of economy it has been decided that :-

A limit may be placed on the number of officers required to participate in the meetings at Delhi and Stations outside the State; and

Frequency in holding of departmental meetings in Haryana Bhawan, New Delhi should be reduced to the minimum.

This decision may kindly be brought to the notice of all Heads of Departments and Government Corporation/Undertakings under your administrative control for strict compliance.

Margin :

1. No. 1628-1B&C-77/1400, dt. 30.4.77
2. No. 527-FD(Resources Cell)77/12061, dt. 21.4.77.
3. D.O. No. 1928-1B&C-77/12608, dt 22.4.77.
4. D.O. No. 1928-1B&C-77/13673, dt 6.5.77.

Yours faithfully,

Sd/-

(SOM RAJ)

Under Secretary Finance (B)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/7/91-1B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners &
Administrative Secys. to Govt., Haryana.
All Heads of Departments,
All the Divisional Commissioners &
The Deputy Commissioners in Haryana,
The Registrar, Punjab & Haryana High Court &
All the Distt. & Session Judges in the State of Haryana,
All the Chairman/Managing Directors of the Corporations,
Undertakings/Boards in the State.

Dated, Chandigarh, the 16th January, 1992**Subject : Use of Government staff Cars for private journey.**

Sir,

I am directed to invite your attention to para (iv) of the Chief Secretary to Government, Haryana, instructions No. 133/1/91-RVA, dated 17.9.1991 wherein staff cars have been allowed to be used for non-official journey between Residence and office upto a total distance of 400 K.Ms. on payment of Rs. 200/- per month to Ministers, Administrative Secretaries, Managing Directors of Boards/Corporations, Heads of Departments, Addl. PSCM & OSD to C.M. Haryana.

2. It has been observed that there are a large number of officers both at the Headquarter and in the field offices who do not fall in the above defined categories even though these officers may be enjoying the facility of an attached vehicle with them.

3. The matter has now been considered and it has been decided to extend this facility as envisaged in para (iv) of the instructions referred to above to all such officers in the field and at headquarter where the officer has the facility of earmarked vehicle w.e.f. 16.1.1992. This facility would not be available in case of staff vehicles. However, Divisional Commissioners, D.I.Gs (Range only) Deputy Commissioners and Sr. Superintendent of Police (Distt. only) are exempted from the purview of these instructions in view of the nature of duties performed by them.

4. Other conditions prescribed in the letter bearing No. 133/1/91-RVA, dated 17.9.1991 would be applicable in these cases also.

5. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(Y.S.MALIK)

Joint Secretary Finance (B)
for Financial Commissioner & Secy. to Govt.,
Haryana, Finance Department.

No. 5/15/89-1B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners, Commissioners and
Administrative Secretaries to Govt., Haryana,
All Heads of Department in the State,
All the Chairman/Managing Directors of the
Corporations/Boards/Government Undertaking etc,
Commissioners of Divisions and Deputy Commissioners &
Sub Divisional Officers (Civil) in the State,
Registrar, Punjab & Haryana High Court,
Registrars of all Universities in the State.

Dated, Chandigarh, the 11th February, 1991**Subject : Economy in expenditure — staff cars/jeeps and other vehicle-policy regarding.**

Sir,

In continuation of Finance Department letter No. 5/15/89-1B&C dated 19.1.1991 on the subject noted above and in supersession of instructions issued by the Chief Secretary vide letter No. 163/1/90-RVA dated 13.11.1990, 49/1/84-RVA dated 3.1.1989 and 49/1/84-RVA dated 28.5.1984, I am directed to further convey as follows:

- (i) In case of Administrative Secretaries, Head of Departments, Managing Directors of Boards and Corporations, Additional Principal Secretary to Chief Minister and officer on special Duty to Chief Minister who have been provided with the facility of attached car, they may park these cars at their places of residence and may take a lift in the car while it is being brought to office in the morning or being back to residence for parking. Facility of lift will not be available if car is parked in office or in garage, if taken on rent, should be de-hired and officer should make adequate arrangements for safe parking of the car at his residence. Mileage of movement from office to residence & back must be specifically recorded on point to point basis in the log book for each day's journeys. Car should not be allowed to be taken anywhere else except on official duty.
- (ii) In special case of extreme urgency Chief Secretary Haryana may allow travel to Delhi, Gurgaon and Faridabad by staff car. Prior permission of Chief Secretary must be obtained for this.

Yours faithfully,

Sd/-

(Y.S.MALIK)

Joint Secretary Finance (B),

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

***These instructions have been revised partly vide
No. 5/15/89-1B&C, Dt. 11.02.1991.***

**GOVERNMENT OF HARYANA
FINANCE DEPARTMENT**

No. 5/15/89-1B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners, Commissioners and
Administrative Secretaries to Govt., Haryana,
All Heads of Departments in the State,
All the Chairman/Managing Directors of the
Corporations/Boards/Government Undertaking etc,
Commissioners of Division and Deputy Commissioners and
Sub Divisional Officers (Civil) in the State,
Registrar, Punjab & Haryana High Court,
Registrars of all Universities in the State.

Dated, Chandigarh, the 19th January, 1991

Subject : Economy in expenditure — staff cars/jeeps and other vehicles-policy regarding.

Sir,

In view of acute difficulty of foreign exchange, need to conserve petrol and to economize on the expenditure, Government have decided the following w.e.f. 1.2.1991 in regard to the purchase and use of staff vehicles (cars and Jeeps) in State :-

- (i) Purchase of new cars and jeeps is totally banned. Finance Department will not entertain any proposals in this regard. Fresh justifiable demand for replacement should be met from within the existing strength of the vehicles of the Departments concerned by allotment to high priority areas from low priority areas within the Department.
- (ii) The Government instructions issued vide letter No. 49/1/84-RVA, dated 3.1.1989, allowing Ministers, Administrative Secretaries, Managing Directors of Corporations/Boards and Heads of Departments etc. a journey upto 200 kms. on payment of Rs. 125/- per month are hereby withdrawn. This facility will not be available w.e.f. 1st February, 1991 and deduction of amounts for this purpose from the salary of officers should stop w.e.f. 1.2.1991.
- (iii) Use of staff cars/jeeps for journey from Head quarters to Delhi, Gurgaon and Faridabad or vice versa is prohibited. Use of private cars may be allowed in deserving cases of urgency by the Controlling Officer to Class-I Officers only. The Controlling Officers for this purpose shall exercise due control in terms of rule 2.109 of C.S.R. Vol. III. Henceforth, the T.A. Bills of Government servants shall be countersigned for purposes of admissibility of the claims by the Controlling Officers as was done earlier. For the use of private cars, the rate per km. will be reimbursable @ Rs. 2.00 per km. from 1.2.1991 instead of Rs. 1.25 per km. as at present. Similarly, charges for use of official car for private purposes is raised to Rs. 2.00 per km.

-
- (iv) Ordinarily, the journey from Headquarters should be performed by public transport.
 - (v) Government servants going to Delhi, Faridabad and Gurgaon or vice-versa by surface public transport viz. Railway or Road Transport will be given actual local journey expenses on point to point basis as per entitled mode of transport. Actual receipts should not be insisted upon to admit the claims regarding the local journey if the Controlling officer is satisfied of the reasonableness of the claims. For journey from House to Railway Station/Bus Stand, Chandigarh by private car, admissible amount will be double the distance @ Rs. 2.00 per km. in case staff car is not called in early morning or late evening. Officers going to Delhi by surface public Transport will be entitled to an additional daily allowance of Rs. 75/- per day in case of Class-I officers and Rs. 50/- per day in case of Class-II Officers.
 - (vi) Using staff cars/jeeps from Headquarters to the Districts or vice-versa should be allowed only in rare cases by the Controlling Officers. Wherever considered necessary in suitable cases of Class-I Officers, journey may be allowed by private cars.
 - (vii) Those allowed to travel by private cars can take the driver of the official car attached to them to drive the vehicle and the driver will be entitled to normal daily allowances.
 - (viii) The staff cars/jeeps should be used essentially for official local journey at the Headquarters or within jurisdiction in the Division/Districts. The record of journey must be properly entered in the log book on point to point basis for journeys performed with the purpose of the journey. Omnibus entry of "Local journeys" is prohibited. Journey not explained on point to point basis alongwith purpose shall be treated as private journey apart from making the Government servant concerned liable under conduct rules. The Controlling Officers should keep proper watch over the journeys by way of report on tours undertaken periodical check on log-books etc. Government servants undertaking journeys by staff cars/private cars should make suitable entries in Rest House registers, in the records of offices visited in terms of instructions issued etc. as proof of their journey.
 - (ix) Steps are being taken to provide a pool of taxies in Delhi by the Haryana Tourism Corporation for purposes of local journey on payment basis by officers entitled to the same. The Corporation will issue necessary details about it separately.
 - (x) The availability of the staff cars/jeeps in the Department should be thoroughly reviewed with a view to bring down the strength to effect economy in real sense of the term. Finance Department will separately conduct detailed exercise department/corporation wise for this purpose including the question of entitlement. Except in very exceptional cases, one staff car should do for a department at the local station. The departments/Corporations should immediately review the total vehicles position of all types of vehicles including two-wheelers and heavy vehicles to locate the surplus. This exercise should be completed within three weeks.
 - (xi) Heads of Department and the officers in the pay scale of Rs. 5900-6700 and above only shall be entitled to journey by Air w.e.f. 1.2.1991.

It is hoped that every effort will be made in the true spirit of economy to save on petrol and expenses on travels in the context of the present situation.

Yours faithfully,

Sd/-
(Y.S.MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 5/15/89-1B&C

Dated, Chandigarh, the 19th January, 1991

A copy is forwarded to Accountant General, Haryana, for information.

Sd/-
(Y.S.MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Administrative Secys. to Government, Haryana, for information and necessary action.

Sd/-
(Y.S.MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/15/89-1B&C

Dated, Chandigarh, 19th January, 1991

A copy is forwarded to the principal Secy. to C.M. Additional Principal Secretary to C.M. Secretary to Ministers, Private Secretaries to Ministers for information to Chief Minister, All Ministers, Ministers of State.

Sd/-
(Y.S.MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

The principal Secretary to C.M., Additional Principal Secy. to C.M. Secretaries to Ministers, Private Secys to Ministers and Ministers of States.

U.O. No. 5/15/89-1B&C

Dated, Chandigarh, 19th January, 1991.

No 5/2/78-1B&C

From

Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Commissioners Ambala and Hisar Divisions and
all the Deputy Commissioners in the State,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 24th June, 1986**Subject : Economy in expenditure use of Govt. vehicle on tour.**

Sir,

I am directed to invite your attention to Para 5(1)(C) of Finance Department circular letter No. 1628-1B&C-77/11400, dated 20.4.1977 on the subject noted above and to say that according to the instructions issued with letter under reference field officers can take Govt. vehicles outside the sphere of their territorial jurisdiction with the prior approval of the Secretary to the Department. It has, however, been noticed that the cases where such approval has not been obtained are being referred to the Finance Department for regularization. In this context, I am to impress upon you that in future all such cases where the officer concerned has taken the vehicle outside the sphere of his territorial jurisdiction without first getting the approval of the Administrative Department may also be disposed of at the level of the A.D. who will, however, ensure that the use of vehicle was really essential and unavoidable in the Public interest.

Yours faithfully,

Sd/-

Under Secretary Finance Budget,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/2/78-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Commissioner, Ambala and Hisar Divisions,
All the Deputy Commissioners in the State,
The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 26th April, 1983

Subject : Economy in expenditure — Use of Government vehicles on tour.

Sir,

I am directed to invite a reference to Finance Department's circular letter No. 1628-1B&C-77/11400, dated the 20th April, 1977 on the subject noted above and to say that according to these instructions, it was envisaged inter-alia that only such officers as specified therein shall be authorized to use Government vehicles while on tours and all other officers will travel by public conveyance in accordance with their entitlement. These instructions were reiterated vide Finance Department letter No. 5/23/80-1B&C dated the 15th June, 1981. Notwithstanding this, it has been observed that in some of the Departments the tendency to allow officers to use Government Vehicles for touring, though not authorized to do so, without obtaining prior permission of the competent authority, is on the increase. This clearly establishes that the instructions referred to above are not being strictly followed. In view of the paramount need for conservation of petrol the Government view this violation of the instructions seriously. Therefore, it has been decided to impress upon you once again that all necessary steps should be taken to ensure that, in future, the instructions are enforced strictly in the interest of economy and financial discipline. In this context, it is also made clear that in case of violation of the instructions, subsequent to the issue of this letter, the Finance Department will be reluctant to grant ex-post-facto sanction for regularizing the use of Government vehicle for touring by those officers who are not normally authorized to do so.

Yours faithfully,

Sd/-

Joint Secretary Finance (Budget)
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5305-1B&C-17/901

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
Registrar, Punjab and Haryana High Court,
Commissioners Ambala and Hisar Divisions.

Dated, Chandigarh, the 17th January, 1978**Subject : Economy in the use of staff cars and other Government Vehicles.**

Sir,

I am directed to say that in terms of instructions contained in the Finance Department Circular letter No. 1628-1B&C-77/11400, dated the 20th April, 1977 a pool of vehicles has been placed under the control of the Liaison Officer, New Delhi for local use in Delhi by officers on tour to Delhi. However, Secretaries, Joint Secretaries, Heads of Departments and Deputy Secretaries to Govt. Haryana can use the vehicles from this pool for diurnal excursions from Delhi. It has been brought to the notice of the Finance Department that these vehicles have at times been taken into the interior of the state thereby making it difficult to meet the demands of the vehicles for local use. I am, therefore, directed to reiterate that the vehicles are solely meant for uses in or around Delhi and not for tours in the interior of the State. This may kindly be brought to the notice of all concerned for strict compliance and it may further be ensured that all demands for the pool vehicles are made only by officers authorised to do so.

Yours faithfully,

Sd/-

(M.K.MIGLANI)

Deputy Secretary Finance (B)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5305-1B&C-77/902

Dated, Chandigarh, the 17th January, 1978

A copy is forwarded to the Accountant General Haryana, Chandigarh for information.

Sd/-

(M.K.MIGLANI)

Deputy Secretary Finance (B)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

A copy is forwarded to all Administrative Secretaries to Government, Haryana for information.

Sd/-

(M.K.MIGLANI)

Deputy Secretary Finance (B)

for Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 5305-1B&C-77

Dated, Chandigarh, the 17th January, 1978

क्रमांक 2893—1ब.व.क.—77 / 23791

प्रेषक

आयुक्त एंव सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

हरियाणा सरकार के सभी खजाना अधिकारी/
उप खजाना अधिकारी।

दिनांक 9 अगस्त, 1977 (9th August, 1977)

विषय : स्टाफ कार अन्य सरकारी गाड़ियों के प्रयोग में मितव्यता।

महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय पर मैं आपका ध्यान वित्त विभाग के हिदायतें क्र० 342—1ब.व.क.—74 / 2563 दिनांक 22.1.1974 की और दिलाऊं जिसमें सरकारी गाड़ी प्रयोग करने के बारे में विस्तृत प्रणाली बताई गई है।

2. उक्त विस्तृत प्रणाली के बावजूद भी वित्त विभाग के ध्यान में बहुत से ऐसे केस आए हैं जहां कि विभागों के अधिकारियों ने इन हिदायतों को ध्यान में न रखते हुए यात्रा के लिए सरकारी गाड़ी का प्रयोग किया है और इस अनियमितता को नियमित करने के लिए प्रस्ताव वित्त विभाग को घटनोपरान्त मंजूरी के लिए बाद में भेज गए हैं, जबकि ऐसे केसों में पूर्व अनुमति प्राप्त करना अनिवार्य है। वित्त विभाग ने इस मामले पर विचार किया है और विभागों को इस *tendency* को रोकने के लिए यह निर्णय लिया गया है कि अगर कोई विभागीय अधिकारी जो सरकारी गाड़ी प्रयोग करने का सक्षम नहीं है यदि वह यात्रा के लिए सरकारी गाड़ी का प्रयोग करता है तो उस अधिकारी का यात्रा भत्ता बिल तब तक पास न किया जाए जब तक कि उसके साथ सक्षम अधिकारी की सरकारी गाड़ी प्रयोग करने हेतु मंजूरी सलंगन न हो।

3. कृपया इस पत्रा की पावती भेजी जाये।

भवदीय,

हस्ता: /—

अवर सचिव वित्त (बजट)

कृत: आयुक्त एंव सचिव, हरियाणा सरकार,
वित्त विभाग।

क्रमांक 2893—1ब.व.क.—77 / 23792

दिनांक 9 अगस्त, 1977

एक प्रति उप सचिव, हरियाणा सरकार, वित्त विभाग (खजाना तथा लेखा संगठन) को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ता: /—

अवर सचिव वित्त (बजट)

कृत: आयुक्त एंव सचिव, हरियाणा सरकार,
वित्त विभाग।

एक प्रति वित्तायुक्त राजस्व हरियाणा तथा हरियाणा के सभी प्रशासकीय सचिवों को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ताः/—
अवर सचिव वित्त (बजट)
कृते: आयुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

वित्तायुक्त राजस्व तथा हरियाणा के सभी प्रशासकीय सचिव।

अशा: क्रमांक 2893-1ब:व:क:-77

दिनांक 9 अगस्त, 1977.

MOST IMMEDIATE**No. 16/102/2010-4B&C**

From,

The Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,
All the Commissioners of Divisions,
All Deputy Commissioners and
All Sub Divisional Officers (Civil) in Haryana,
Registrar, Punjab & Haryana High Court, Chandigarh.**Dated, Chandigarh, the 9th November, 2010****Subject : Regarding abolition of POL Coupons Policy.**

Sir,

I am directed to invite your attention to Finance Department letter No. 570-1B&C-74/8007 dated 1.3.1974. wherein a system of restricting expenditure on petrol oil and lubricants through POL Coupons had been evolved and it had been decided that the annual expenditure on petrol oil and lubricants of all departments including their field offices should be addressed and coupons equal to the assessed amount should be supplied to them on quarterly basis.

2. As you are aware that the present treasury system is computerized a digital budget up to Major Head, Sub Major Head, Minor Head, Detail Head and Object Head of each and every department which is available with the treasuries. Hence, the basic need for which the instructions issued vide letter No. referred to above has no relevance. On reconsideration, the Government has decided to abolish the above said POL policy with immediate effect. The departments will settle their POL bills against the POL Object Head available in their budget henceforth.

3. These instruction may be brought to the notice of all concerned for strict compliance.

*Sd/-*Under Secretary Budget
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Endst. No. 16/102/2010-4B&C

Dated : 9.11.2010

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers in Haryana for information and necessary action.

*Sd/-*Under Secretary Budget
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy is forwarded to all Financial Commissioners and Principal Secretaries/ Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-
Under Secretary Budget
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Financial Commissioners and principal Secretaries/
Administrative Secretaries to Government Haryana.

U.O. No. 16/102/2010-4B&C

Dated : 9.11.2010

Endst. No. 16/102/2010-4B&C

Dated : 9.11.2010

A copy is forwarded to all the Officers/Superintendents of Expenditure Control Branches of Finance Department for necessary action. It may be ensured that at the time of sanctioning of budget for the next year, the demand of departments will be scrutinized objectively as per guidelines of ERAMU (F.D.) and will approve the budget limit under object head P.O.L. accordingly.

Sd/-
Under Secretary Budget
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the officers/Superintendents of Expenditure
Control Branches of Finance Department.

***These instructions have been revised partly vide
No. 16/102/2010-4B&C, Dt. 09.11.2010.***

MOST IMMEDIATE

No. 16/1/2003-4B&C

From

The Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Head of Departments, Haryana.

Dated, Chandigarh, the 22nd March, 2010

Subject : Economy in expenditure – curtailment of consumption of Petrol lubricants and diesel etc. by Govt. Vehicles.

Sir,

I am directed to refer to this Department Circular letter No. 16/1/2003-4B&C dated 23rd March, 2009 on the above subject and to say that to enable Finance Department to assess the total requirement of POL/Diesel Coupons of your department for the year 2010-2011 following information may please be furnished by the 31st March, 2010 at the latest in the following proforma :-

1. No. of Vehicles with the department during the year 2008-09, 2009-10 and 2010-11.

Sr. No.	Year	Petrol Driven Car/ Jeep/Motorcycle/ other Total	Diesel Driven Car/ Jeep/Motorcycle/ other Total	Grand Total	Designation of the entitled officer
1.	2008-09	(1) Car (2) Jeep (3) Motorcycle (4) Other	(1) Car (2) Jeep (3) Motorcycle (4) Other		
2.	2009-10	(1) Car (2) Jeep (3) Motorcycle (4) Other	(1) Car (2) Jeep (3) Motorcycle (4) Other		
3.	2010-11	(1) Car (2) Jeep (3) Motorcycle (4) Other	(1) Car (2) Jeep (3) Motorcycle (4) Other		

2. Total budget provision made by the department for POL/Diesel during the year 2010-11

3. POL/Diesel Actual expenditure incurred by the department during the year 2008-09 and 2009-10.

Sr. No.	Year	Petrol Driven Car/ Jeep/Other Rs.	Diesel Driven Car/ Jeep /Other Rs.	Grand Total Rs.
1.	2008-09			
2.	2009-10			

4. Value of Coupons issued by Finance Department to the Department during the year 2009-10.

Sr. No.	Year	Value of Coupons issued	Denomination of (i) Rs. 100	(ii) Rs. 500	(iii) Rs. 1000	Total Sr. No. (i), (ii) & (iii)
1.	2009-10					

5. No. of Coupons of each denomination balance with the Department alongwith their total value.

6. Demand of the Department for the year 2010-11 with special reasons for increases if any over 2009-10.

7. It is also made clear that no POL/Diesel Coupons will be issued for the payment of pending bills of the previous year and without the requisite information as required above, POL/Diesel Coupons issued for the year 2009-10 to the departments will not be treated as valid after 31.3.2010 and new coupons with a different colour will be issued to them from 1.4.2010 onwards. It is therefore, requested that the stock of unused coupons lying with you as on 1.4.2010 may please be returned with the following certificate :-

“Certified that POL/Diesel Coupons of the value of Rs. of the following denomination are returned to the FD”

Denomination

Value

It is also made clear that no coupons will be issued on adhoc basis in the absence of the information asked for in this year 2010-11.

8. It may also be ensured that no bill pertaining to POL/Diesel expenditure be got passed from the Treasury without attaching the coupons.

Yours faithfully,

Sd/-

Superintendent Budget & Committee
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

URGENT – TIME BOUND COMPLIANCES REQUIRED

Subject : Undertaking in house exercise to analyse the expenditure on POL — vehicles owned by the Government Departments/Agencies wholly or substantially owned and controlled by the Government of Haryana.

Will all the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Government of Haryana kindly refer to the subject captioned above?

2. As they are aware, since past few years, the Government encouraged acquisition of high end, high value and more fuel efficient automobile vehicles as replacement to cheaper, but otherwise relatively fuel inefficient, models under the hope that the additional financial commitment at the time of acquisition would be adequately offset by subsequent low recurring running and maintenance cost as invariably claimed by the manufacturers and experienced by the private users. They are also aware that since the month of January, 2009, there has been a steep fall in the prices of POL products (by 20% to 25%). However, they would be surprised to share the experience at the macro levels where in financial terms there hardly has been any reduction in demand/expenditure on account of expenses on POL, whereas it was expected that the fall on account of POL expenditure should have been by 50% to 62.5% and 20% to 25% for Petrol and Diesel driven vehicles respectively. [The composite implication of factors like the manufacturer claimed average mileage being about twice (14 to 16 km a liter) in case of high value cars as against the obtained mileage (7 to 8 km a liter) for traditional Ambassador models and a steep fall by 25 and 20 percents in the prices of Petrol and Diesel respectively.]

2. This highly anomalous outcome gives a serious cause of concern to the Government and accordingly it has been decided to cause a comprehensive analysis to be conducted on the performance of individual vehicles urgently as per the pro forma appended to this U.O. The durational frame of analysis would be on the 'past one year or since the acquisition of the vehicle, whichever is less,' basis and up to the period ending on 31.3.2009.

3. Such an analysis is requested to be conducted at the level of the Administrative Secretaries as it would give them an immediate assessment of variations taking place within their respective domain as well. The PSUs wholly and substantially owned and controlled by the Government of Haryana through the respective Administrative Departments should also be made subject to such a comprehensive analysis at the level of the Administrative Secretaries. It need to be taken into consideration that it is the responsibility of the individual officers to whom the vehicle is assigned or, as the case may be, of the Pool Controlling Officer at whose disposal the vehicle assigned in the Pool is placed to ensure that the mileage obtained in the Log Books of the vehicles are checked periodically and inconsistencies, if any, are promptly enquired into and addressed suitably.

4. Whereas such of the obvious inconsistencies that are noticed as a consequence of said comprehensive analysis at the level of Administrative Secretaries must be addressed at their level urgently, a comprehensive report alongwith the information sought in the pro forma appended to this U.O. must be sent to the F.D. in such a way so as to reach the Budget and Committee Branch in the F.D. on or before the 15th June positively. To understand the seriousness of concern in Government on this matter, it need to be borne in mind clearly that in the absence of such a report of comprehensive analysis reaching the F.D. before the deadline, the POL authorisation for the Second Quarter (1st July to 30th September) may not be issued by the F.D. for the defaulting departments. Needless to clarify that for the said consequence the responsibility shall rest with the defaulting department alone. The Administrative Secretaries may also device and send suitable direction from the Government to the concerned PSUs on similar pattern for failing to adhere to the requirements/deadlines.

5. In this background, the Financial Commissioners & Principal Secretaries/ Administrative Secretaries to Government of Haryana are requested to immediately undertake all the required appropriate measures to ensure that the requirements and objectives of these instructions are understood clearly by all concerned and are followed in letter and spirit while meeting the deadlines.

Sd/-
Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/
Administrative Secretaries to Government of Haryana.

U.O. No. 5/4/2009-1B&C

Dated : 19th May, 2009

Endst. No. 5/4/2009-1 B&C

Dated : 19.5.2009

A copy is forwarded to the following for information and necessary action at their end :-

Accountant General (A&E/ Audit), Haryana.
Registrar (General), the High Court of Punjab & Haryana.
All the Divisional Commissioners in Haryana.
All the Heads of Department, Haryana.
All the Deputy Commissioners in the State.

Sd/-
Under Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

INTERNAL CIRCULATIONS

- (i) All the Officers/Deputy Secretaries/Under Secretaries/
Superintendents of F.D.
- (ii) In charge, Computer Cell (F.D.)

Contd...
Encl.

PROFORMA 'A'

1. Name of Department/PSU :
2. Number of Vehicles as on 31.3.2009 :
of which

- (i) **Number of Petrol Run Vehicles** :

SUMMARY OF PERTOL DRIVEN VEHICLES

Sr. No.	Manufacturer Model	No. of Vehicles	Avg. Mileage claimed by manufacturer	Cumulative Mileage 'logged In' (in terms of para 2 of instruction)	Cumulative Liters of Petrol pumped in during the period under analysis	Obtained Avg. Mileage Per liter
1	2	3	4	5	6	7
1.						
2.						
3.						
4.						

- (ii) **Number of Diesel Run Vehicles**

SUMMARY OF DIESEL DRIVEN VEHICLES

Sr. No.	Manufacturer Model	No. of Vehicles	Avg. Mileage claimed by manufacturer	Cumulative Mileage 'logged In' (in terms of para 2 of instruction)	Cumulative Liters of Diesel Pumped in during the period under analysis	Obtained Avg. Mileage Per liter
1	2	3	4	5	6	7
1.						
2.						
3.						
4.						

PROFORMA 'B'

1. Name of Department/PSU :
 2. Number of Petrol Driven Vehicles :

DETAILED ANALYSIS OF PETROL DRIVEN VEHICLES

(While filling in the details, list according to the sequence of Manufacturer Model exhausting all the vehicles in any model first before switching to the next model)

Sr. No.	Registration Number of Vehicle	Manufacturer Model	The designation of Officer to whom attached/Pool Vehicle	Cumulative Mileage 'logged In' (in terms of para 2 of instruction)	Cumulative Liters of Petrol Pumped in during the period under analysis	Obtained Avg. Mileage Per liter
1	2	3	4	5	6	7
1.						
2.						
3.						
4.						

3. **Number of Diesel Driven Vehicles :**

DETAILED ANALYSIS OF DIESEL DRIVEN VEHICLES

(While filling in the details, list according to the sequence of Manufacturer Model exhaust the vehicles in any model first before switching to the next model)

Sr. No.	Registration Number of Vehicle	Manufacturer Model	The designation of Officer to whom attached/Pool Vehicle	Cumulative Mileage 'logged in' (in terms of para 2 of instruction)	Cumulative Liters of Diesel Pumped in during the period under analysis	Obtained Avg. Mileage Per liter
1	2	3	4	5	6	7
1.						
2.						
3.						
4.						

Note :- Before finalising the reports, consistency between Proforma 'A' and 'B' must be cross checked carefully.

PROFORMA 'C'**Name of Department/PSU :****COMPARATIVE ANALYSIS OF PETROL DRIVEN VEHICLES FOR
FOURTH QUARTER 2008-2009**

(While filling in the details, list according to the sequence of Manufacturer Model exhausting all the vehicles in any model first before switching to the next model)

Sr. No.	Registration Number of Vehicle	Manufacturer Model	The designation of Officer to whom attached/ Pool Vehicle	Cumulative Mileage 'logged in' (in terms of para 2 of instruction)	Monthly Average with reference to col. 5.	Cumulative Mileage 'logged in' (between 1.1.2009 to 31.3.2009)	Monthly Average with reference to col. 7.
1	2	3	4	5	6	7	8
1.							
2.							
3.							
4.							

**COMPARATIVE ANALYSIS OF DIESEL DRIVEN VEHICLES FOR
FOURTH QUARTER 2008-2009**

(While filling in the details, list according to the sequence of Manufacturer Model exhausting all the vehicles in any model first before switching to the next model)

Sr. No.	Registration Number of Vehicle	Manufacturer Model	The designation of Officer to whom attached/ Pool Vehicle	Cumulative Mileage 'logged in' (in terms of para 2 of instruction)	Monthly Average with reference to col. 5.	Cumulative Mileage 'logged in' (between 1.1.2009 to 31.3.2009)	Monthly Average with reference to col. 7.
1	2	3	4	5	6	7	8
1.							
2.							
3.							
4.							

No. 5/4/92-1B&C

From

Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Administrative Secretaries in Haryana,
Commissioner, Ambala, Hisar, Rohtak & Gurgaon Divisions,
All Heads of Department of Haryana,
All Deputy Commissioners in Haryana.

Dated, Chandigarh, the 13th March, 1992

Subject : Regarding POL Expenditure on requisitioned vehicles.

Sir,

I am directed to invite your attention to the subject mentioned above. There are occasions when vehicles of certain department are temporarily requisitioned for meeting emergent requirement of other departments.

2. The vehicle are requisitioned in the field offices with the order of the District Magistrate on indents placed by the department requiring the same. It has been decided that the POL and R&M expenditure on such requisitioned vehicle would be borne by the department/offices for whom these are requisitioned from out of their own budget and not of the department to which vehicle belongs. The above decision would be enforced for all such cases unless the Govt. has ordered otherwise in specific cases. This has Chief Minister approval.

Yours faithfully,

Sd/-

Joint Secretary Finance(B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

No. 5/1/84-1B&C

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

All Heads of Departments in Haryana,
The Registrar, Punjab & Haryana High Court, Chandigarh,
Commissioner Ambala/Hisar Division and
All the Deputy Commissioner in the state.

Dated, Chandigarh, the 26th February, 1985

Subject : Economy in Expenditure — Measures for controlling the consumption of fuel.

Sir,

In continuation of Finance Department letter of even No. dated 15.2.85 on the subject cited above. I am directed to inform you that scheme of P.O.L. coupons (diesel) will also not apply in the case of Trucks, Road Rollers, generating sets etc. which are run on diesel.

This clarification may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-

(R.L. ANAND)

Superintendent Budget & Committee,
for Commissioner & Secretary to Government,
Haryana, Finance Department.

From

The Commissioner & Secretary to Government,
Haryana, Finance Department.

To

The Transport Commissioner, Haryana,
Chandigarh.

No. 5/1/354/B&C

Dated : 23rd January, 1985

Subject : Economy in Expenditure — Measures for controlling the consumption of fuel.

Reference your Memo No. Spl./ACC/Tech, dated 10.1.1985 on the subject cited above.

Finance Department observe that Roadways buses are for general use and not run like other staff car, vehicles for which P.O.L. coupons are required. As such, Roadways buses are automatically exempted from P.O.L. coupons scheme.

Sd/-
Superintendent, Budget & Committee
for Commissioner & Secretary to Government,
Haryana, Finance Department.

Endst. No. 5/1/85-1/B&C

Dated 24th January, 1985

A copy is forwarded to all the Treasury Officers/Asstt. Treasury officers in Haryana for information and necessary action with reference to Finance Department Endst. of even number dated 23.11.1984.

Sd/-
Superintendent, Budget & Committee
for Commissioner & Secretary to Government,
Haryana, Finance Department.

No. 5/6/92-1B&C

From

The Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,
The Registrar, Punjab and Haryana High Court, Chandigarh,
Commissioners, Rohtak, Hisar, Gurgaon and Ambala Divisions,
All the Deputy Commissioners in Haryana,
All the Managing Director of Boards/Corporation in Haryana,
The Registrar, M.D. University, Rohtak,
Kurukshetra University, Kurukshetra,
H.A.U., Hisar & Guru Jambheshwar University, Hisar.

Dated, Chandigarh, the 20th May, 2002**Subject : Economy measures.**

Sir,

I am directed to invite your kind attention towards F.D. letter of even number dated 5.7.96 on the subject cited above and to say that in Para 3(iii) of these instruction it was prescribed that repair of vehicles at Private workshop be got done only up to an expenditure limit of Rs. 1500/- at a lime. After careful consideration by the Government, it has now been decided to revise the repairing limit from Rs. 1500/- to Rs. 2000/- with immediate effect. So far as replacement of tyres and tubes of Govt. vehicles is concerned, it must be done from Central Workshop. The repair above Rs. 2000/- may be done from authorized workshop and the rate of such repairs may be got finalized before the repairs are carried out.

Yours faithfully,

Sd/-

Deputy Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

No. 5/6/92-1B&C

Dated : 20.5.2002

A copy is forwarded to the Accountant General (Audit & A&E) Haryana for information and necessary action.

Sd/-

Deputy Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretary/
Commissioner & Secretary to Govt. of Haryana for information and necessary action.

Sd/-

Deputy Secretary Finance (Budget)
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secy./
Commissioner & Secretary to Govt. of Haryana.

U.O. No. 5/6/92-1B&C

Dated : 20.5.2002

क्रमांक 5/55/78-1 ब.व.क.

प्रेषक

आयुक्त एव सचिव, हरियाणा सरकार,
वित्त विभाग।

सेवा में

हरियाणा के सभी विभागाध्यक्ष,
रजिस्ट्रार पंजाब व हरियाणा हाई कोर्ट,
आयुक्त, अम्बाला तथा हिसार डिविज़न।

दिनांक, चण्डीगढ़, 11 अगस्त, 1978 (11th August, 1978)

विषय : सरकारी खर्च में मितव्ययता।

महोदय,

मुझे निदर्श हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर वित्त विभाग को हिदायतें क्र. 5/7/76-1ब.व.क, दिनांक 8.5.1976 की और दिलाऊं और आगे सूचित करूं कि इन हिदायतों के संदर्भ में कई विभागों द्वारा निम्नलिखित बिन्दु उठाये गये हैं :-

बिन्दू	स्पष्टीकरण
(क) क्या किसी जिले विशेष की गाड़ियों की उस जिले के लिए मुरम्मत आदि हेतु निर्धारित सब डिपो के बजाय दूसरे किसी निकट स्थित सब डिपो से मुरम्मत करवाई जा सकती है या नहीं ? उदाहरण एन.ए.एस. ब्लाक राजौद (जींद) के लिए रोहतक सब डिपो करनाल अधिक economical हागा।	(क) सरकारी गाड़ियों को मुरम्मत राज परिवहन के डीपोज़ से करवाने के नियम को लागू करने का मूल उद्देश्य यह है इस संबध में हो रहे अनावश्यक खर्च को रोका जा सके और जो भी खर्च हो रहा है वह सरकार के पास ही रहे। अतः सब डिपो वाईज जिलों को बांट कर यथासंभव पालना किया जाए। यदि किसी केस में निर्धारित सब-डिपो की अपेक्षा अन्य सब-डिपो निकट पड़ता हो तो मितव्ययता को ध्यान में रखते हुए उस सब-डिपो से मुरम्मत आदि करवाई जा सकती है।
(ख) खंड विकास तथा पंचायत अधिकारी को गाड़ियों को मुरम्मत हेतु खंड से बाहर ले जाने के लिए क्या उपायुक्त की स्वीकृति लेनी होगी या नहीं।	(ख) विकास खंड से गाड़ी मुरम्मत हेतु बाहर ले जाने के लिए उसी अधिकारी को अनुमति लेनी के लेनी उचित होगी जो खंड के बाहर किसी खंड अधिकारी दौरे की अनुमति देने के लिए सक्षम है।
(ग) क्या सरकारी गाड़ियों को समय समय पर की जाने वाली servicing मुरम्मत की परिधि में आती है।	(ग) गाड़ी को मुरम्मत करवाने का अर्थ उस में उत्पन्न किसी खराबी को ठीक करवाना और समय समय पर की जाने servicing तो एक preventive measure है servicing के चार्जिस भी सभी जगह लगभग एक सार होते। अतः यथासंभव servicing सरकारी डिपो से करवाई जाए और यदि वह Economical न हो तो locally करवाई जा सकती है।

बिन्दू	स्पष्टीकरण
(घ) क्या सरकारी गाड़ियों को पचास रुपये तक minor repair सब-डिपो से ही करवानी होगी या locally करवाई जा सकती है।	(घ) इस बारे मामला वित्त विभाग के विचाराधीन है। फैसला होने पर सूचित कर दिया जायेगा।

भवदीय,

हस्ता: /—

उप सचिव वित्त (बजट)

कृते: आयुक्त एव सचिव हरियाणा सरकार,
वित्त विभाग।

पृष्ठांकन क्रमांक 5/55/75-1ब.व.क.

दिनांक : 11 अगस्त, 1978

एक प्रति महालेखाकार हरियाणा को सूचनार्थ भेजी जाती है।

हस्ता: /—

उप सचिव वित्त (बजट)

कृते: आयुक्त एव सचिव हरियाणा सरकार,
वित्त विभाग।

एक प्रति हरियाणा के सभी प्रशासकीय सचिवों को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ता: /—

उप सचिव वित्त (बजट)

कृते: आयुक्त एव सचिव हरियाणा सरकार,
वित्त विभाग।

सेवा में

हरियाणा के सभी प्रशासकीय सचिव ।

अशा: क्रं. 5/55/78-1ब.व.क.

दिनांक : 11 अगस्त, 1978.

***These instructions have been Revised vide
No. 5/6/92-1B&C, Dated 04.12.1995.***

No. 5/5/91-1B&C

From

The Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All Heads of Departments, All Commissioners and
Dy. Commissioners in Haryana,
The Registrar, Punjab & Haryana High Court and
All Distt. & Session Judges in Haryana,
All Chairmen/Managing Directors of the Corporations,
Undertakings/Boards in the State.

Dated : 20th November, 1991

Subject : Economy in expenditure ban on purchase of new cars/jeeps etc.

Sir,

I am directed to invite your attention to the F.D. instructions No. 5/18/89-1B&C dated 21.12.89 and para-I of the F.D. instructions No. 5/15/89-1B&C dated 19.1.91 on the subject cited above wherein complete ban on the purchase of new cars/jeeps and replacement of vehicles was imposed. A doubt has been expressed by some quarters whether, with the issuance of Chief Secy.'s letter No. 133/1/91-RVA dated 17.5.1991, the imposition on ban is still operative or not. In order to clarify the issue in this regard, it is reiterated that para (i) of the FD instructions dated 19.1.91 will remain operative till further orders to the contrary.

2. It is requested that the above position may please be noted for compliance by all concerned under your control.
3. The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

(Y.S.MALIK)

Joint Secretary Finance (B)

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners & Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-

(Y.S.MALIK)

Joint Secretary Finance (B)

for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Financial Commissioners & Administrative Secretaries to Govt. Haryana.

U.O. No. 5/5/91-1B&C

Dated : 20-11-91

No. 5/5/91-1B&C

Dated : 20-11-91

A copy is forwarded to the Accountant General (Audit and A.E) Haryana for information and necessary action.

Sd/-
(Y.S.MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

A copy is forwarded to all the Branch Officers/Supdts. in the Finance Department Haryana for information and necessary action.

Sd/-
(Y.S.MALIK)
Joint Secretary Finance (B)
for Financial Commissioner & Secretary to Govt.,
Haryana, Finance Department.

To

All the Branch Officers/Supdts. in FD.

U.O. No. 5/5/91-1B&C

Dated : 20-11-91.

**DATEWISE LIST OF INSTRUCTIONS
RELATING TO SUBJECTS OF VOLUME - XI**

(Economy in Expenditure, Ban on fresh recruitment/promotion, Economy in use of staff car, curtailment of consumption of petrol, lubricants and diesel, repair of staff car etc.)

Sr. No.	Date	Number	Subject	Remarks	Page No.
1.	03.06.2011	No. 5/6/2002-1B&C	Economy Measures.		9
2.	08.12.2010	No. 7/8/2010-4FR	Restriction on official/private foreign visits.		11
3.	09.11.2010	No. 16/102/2010-4B&C	Regarding abolition of POL Coupons Policy.		121
4.	22.09.2010	No. 5/1/2010-1B&C	Regarding sanction of touring from 10 days to 15 days in a month in the case of Ministers/Ministers of State/Chief Parliamentary Secys./Parliamentary Secretaries.		93
5.	22.03.2010	No. 16/1/2003-4B&C	Economy in expenditure - curtailment of consumption of Petrol lubricants and diesel etc. by Govt. Vehicles.	Revised vide dt. 09.11.10.	123
6.	04.01.2010	No. 5/6/2002-1B&C	Economy Measure – Rationalization of creation of new posts.		13
7.	11.12.2009	No. 5/6/2002-1B&C	Economy Measures – instructions regarding.	Further clarified vide dt. 04.01.10.	15
8.	07.12.2009	No. 5/6/2002-1B&C	Economy Measures.	Clarified vide dt. 11.12.09.	18
9.	09.11.2009	No. 5/9/2009-1B&C	Economy in expenditure – adoption of prescribed standard norms.		19
10.	08.07.2009	No. 5/6/2009-1B&C	Economy in expenditure – Ban on fresh recruitment		59
11.	22.06.2009	No. 16/1/2003-4B&C	Economy in expenditure – Information regarding consumption of Petrol lubricants and diesel etc. by Govt. Vehicles for the 1st quarter of financial year 2009-10.	Obsolete	Not Printed
12.	19.05.2009	No. 5/4/20091B&C	Undertaking in house exercise to analyse the expenditure on POL – vehicles owned by the Government Departments/Agencies wholly or substantially owned and controlled by the Government of Haryana.		125
13.	21.01.2009	No. 5/1/2009-1B&C	Economy in expenditure – Restructuring and rightsizing of staff		60
14.	07.07.2008	No. 5/6/2002-1B&C	Expenditure Management – Economy measures and rationalization of expenditure.		20

Sr. No.	Date	Number	Subject	Remarks	Page No.
15.	08.05.2008	No. 16/1/2003-4B&C	Economy in expenditure – curtailment of consumption of Petrol lubricants and diesel etc. by Govt. Vehicles.	Obsolete	Not Printed
16.	30.10.2007	No. 5/7/2005-1B&C	Regarding sanction of touring beyond 10 days in a month by the Administrative Departments.		94
17.	02.05.2007	No. 5/6/2002-1B&C	Economy measures – Regarding withdrawal of ban on promotional vacancies.		61
18.	12.05.2006	No. 5/3/2006-1B&C	Economy Measures.		62
19.	22.12.2005	No. 5/10/2005-1B&C	Economy in Expenditure.		23
20.	06.11.2004	No. 5/6/92-1B&C	Economy Measures.	Reiterated vide dt. 12.05.2006.	63
21.	07.04.2003	No. 5/16/2000-1B&C	Economy in expenditure/restructuring/right-sizing of the various departments		64
22.	02.01.2003	No. 5/6/2002-1B&C	Economy measures.	Reiterated partly vide dt. 08.07.09.	24
23.	02.01.2003	No. 5/6/2002-1B&C	Economy measures.	Reiterated partly vide dt. 08.07.09.	65
24.	13.11.2002	No. 5/7/92-5B&C	Supply of information regarding surplus vehicles.	Obsolete.	Not Printed
25.	20.05.2002	No. 5/6/92-1B&C	Economy Measures.		133
26.	21/25.03.02	No. 16/1/2002-4B&C	Economy in expenditure – curtailment of consumption of petrol, lubricants and diesel etc. by Govt. Vehicles.	Obsolete	Not Printed
27.	22.01.2001	No. 5/1/2001-1B&C	Control over electricity consumption and expenditure thereon.		26
28.	17.08.2000	No. 5/16/2000-1B&C	Economy in Expenditure.	Obsolete	Not Printed
29.	12.07.2000	No. 5/16/2000-1B&C	Economy in Expenditure.	Obsolete	Not Printed
30.	16.03.2000	No. 5/16/2000-1B&C	Ban on fresh recruitment/Creation/Upgradation of posts.	Reiterated vide dt. 08.07.2009.	67
31.	07.01.2000	No. 5/6/92-1B&C	Withdrawal of ban on recruitment.	Revised vide dt. 16.03.2k.	69
32.	30.12.1999	क्र. 5/81/99-1 बवक	विकलांग व्यक्तियों के लिए आरक्षित पदों को प्रतिबन्ध से छूट प्रदान करना ।		70
33.	16.12.1999	क्र. 5/81/99-1बवक	नई भर्ती पर प्रतिबन्ध ।	Modified vide dt. 07.01.2k.	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
34.	29.06.1999	No. 5/6/92-1B&C	Economy measures – Abolition of posts.	Obsolete	Not Printed
35.	19.05.1999	No. 5/21/84-PE(FD)	Economy measures.		30
36.	09.05.1999	No. 5/6/92-1B&C	Ban on Fresh Recruitment – Clarifications.		71
37.	03.05.1999	No. 5/6/92-1B&C	Ban on Fresh Recruitment – Clarifications	Revised vide dt. 16.03.2k.	Not Printed
38.	19.04.1999	No. 5/6/92-1B&C	Economy measures.	Obsolete.	Not Printed
39.	02.04.1999	No. 5/6/92-1B&C	Economy Measures - Ban on fresh recruitment	Modified vide dt. 03.05.1999 & 07.01.2k.	Not Printed
40.	14.12.1998	No. 1285-FD(Resources Cell)-98	Constituting of Committee to suggest measures for effecting economy in Government expenditure.		1
41.	16.07.1998	No. 5/5/98-1B&C	Economy in expenditure in the use of POL Coupons.	Obsolete	Not Printed
42.	10.12.1997	No. 5/6/92-1B&C	Withdrawal of ban on recruitment.	Modified vide dt. 03.05.1999 & 07.01.2k.	Not Printed
43.	16.10.1996	No. 5/6/92-1B&C	Economy measures – follow up action report (5% cut).	Obsolete	Not Printed
44.	14.10.1996	No. 5/6/92-1B&C	Economy Measures. – relaxation in the ban on recruitment.		72
45.	18.09.1996	No. 5/6/92-1B&C	Economy measures – Follow up action report (5% cut)	Obsolete	Not Printed
46.	04.09.1996	No. 5/6/92-1B&C	Economy measures – follow up action report.	Obsolete	Not Printed
47.	02.09.1996	No. 5/21/84-PE(FD)	Rationalising the use of Govt. Vehicles – Economy in Expenditure.	Obsolete	Not Printed
48.	26.08.1996	No. 5/6/92-1B&C	Economy measures – amended instructions		73
49.	21.08.1996	No. 5/6/92-1B&C	Economy measures – Follow up action report	Obsolete	Not Printed
50.	02.08.1996	No. 5/6/92-1B&C	Economy measures – matter to be placed before the Chief Minister.	Obsolete	Not Printed
51.	25.07.1996	No. 5/6/92-1B&C	Economy measures.	Obsolete	Not Printed
52.	05.07.1996	No. 5/6/92-1B&C	Economy measures.	Obsolete.	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
53.	05.07.1996	No. 5/6/92-1B&C	Economy measures.	Obsolete.	Not Printed
54.	26.03.1996	No. 5/21/84-PE(FD)	Economy in Expenditure – Instructions regarding ban on daily wages appointment.		75
55.	08.02.1996	No. 5/6/92-1B&C	Economy in expenditure.	Obsolete	Not Printed
56.	09.01.1996	No. 5/6/92-1B&C	Instruction regarding ban on daily wages appointment.		76
57.	04.12.1995	No. 5/6/92-1B&C	Economy in expenditure.	Obsolete	Not Printed
58.	18.07.1995	No. 5/7/81-1B&C	Economy in expenditure on Tours.		95
59.	28.06.1994	No. 5/6/92-1B&C	Economy in expenditure on T.A., Telephone, Petrol/Diesel etc.	Obsolete	Not Printed
60.	24.03.1994	No. 5//6/92-1B&C	Regarding supply of Consolidated Instructions on Economy in Expenditure.	Obsolete	Not Printed
61.	25.06.1993	No. 5/6/92-1B&C	Economy measures.	Obsolete	Not Printed
62.	27.04.1993	No. 5/6/92-1B&C	Economy on expenditure – Ban on printing of letter pads in the personal name on Govt. Expenses.		32
63.	27.11.1992	No. 5/1/83-1B&C	Economy on expenditure (10% cut on the staff strength).		77
64.	09.07.1992	No. 5/8/92-1B&C	Constitution of an Economy Committee regarding review of staff/vehicles etc.	Obsolete.	3
65.	09.07.1992	No. 5/1/83-1B&C	Economy in expenditure (10% cut on the staff strength).	Obsolete	Not Printed
66.	24.06.1992	No. 5/6/92-1B&C	Economy measures.	Obsolete	Not Printed
67.	24.06.1992	No. 5/1/83-1B&C	Economy in expenditure – (10% cut on the staff strength)	Obsolete	Not Printed
68.	01.05.1992	No. 5/6/92-1B&C	Economy Measures.	Obsolete.	Not Printed
69.	13.03.1992	No. 5/4/92-1B&C	Regarding POL expenditure on requisitioned vehicles.		130
70.	16.01.1992	No. 5/7/91-1B&C	Use of Government Staff Cars for private journey.		111
71.	20.11.1991	No. 5/5/91-1B&C	Economy in Expenditure ban on purchase of new cars/jeeps etc	Revised vide dt. 04.12.95.	137
72.	06.11.1991	No. 5/4/91-1B&C	Economy on expenditure in the purchase of material and equipments.	Obsolete	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
73.	24.10.1991	No. 5/15/89-1B&C	Economy in consumption of Petrol/diesel in Govt. vehicles including staff cars.	Obsolete	Not Printed
74.	11.07.1991	No. 5/3/91-1B&C	Control over expenditure.	Obsolete	Not Printed
75.	04.06.1991	No. 5/6/88-1B&C	Economy in expenditure – Touring	Superseded vide dt. 30.10.07.	Not Printed
76.	11.02.1991	No. 5/15/89-1B&C	Economy on expenditure – staff cars/jeeps and other vehicle – policy regarding.		112
77.	06.02.1991	No. 5/4/90-1B&C	Economy in expenditure – Purchase of high Price Magazines.		33
78.	04.02.1991	No. 5/15/89-1B&C	Regarding timings of meeting in New Delhi.	Obsolete.	Not Printed
79.	19.01.1991	No. 5/15/89-1B&C	Economy in expenditure – staff cars/jeeps and other vehicles – policy regarding.	Revised partly vide dt. 11.02.91.	113
80.	06.12.1990	No. 12/7/PE(FD)-90	Economy in Expenditure.	Obsolete	Not Printed
81.	05.10.1990	No. 5/4/90-1B&C	Economy on expenditure – regarding excess telephone calls.		34
82.	26.07.1990	No. 5/4/90-1B&C	Economy on expenditure.	Obsolete	Not Printed
83.	16.05.1990	No. 5/7/81-1B&C(10B-II)	Economy on expenditure – Economy in the use of staff cars.	Superseded vide dt. 30.10.2007.	Not Printed
84.	10.05.1990	No. 5/15/89-1B&C	Economy on expenditure - Purchase of vehicles by various Departments..	Obsolete.	Not Printed
85.	01.05.1990	No. 5/3/88-1B&C	Economy on expenditure.	Revised and modified vide dt. 25.06.1993 & 22.12.05.	Not Printed
86.	06.02.1990	No. 5/6/88-1B&C	Economy on expenditure – Economy in the use of Staff Cars.	Superseded vide dt. 30.10.2007.	Not Printed
87.	02.01.1990	No. 5/1/83-1B&C(12-C)	Economy on expenditure – 10% cut on the staff strength.	Obsolete	Not Printed
88.	21.12.1989	No. 5/18/89-1B&C	Economy in expenditure ban on purchase of new Cars/Jeeps etc.	Reiterated vide dt. 20.11.1991.	Not Printed
89.	14.12.1989	No. 5/1/83-1B&C(12C)	Economy on expenditure – 10% cut on the staff strength.	Obsolete	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
90.	30.08.1989	No. 5/15/89-1B&C	Economy on expenditure information regarding surplus vehicles.	Obsolete.	Not Printed
91.	08.08.1989	No. 5/15/89-1B&C	Purchase of vehicle by various Govt. Deptt.	Obsolete.	Not Printed
92.	26.08.1988	No. 5/6/88-1B&C	Economy on expenditure – Economy in touring	Obsolete.	Not Printed
93.	11.08.1988	No. 5/6/88-1B&C (Substituted)	Economy in expenditure – Economy in touring.	Revised vide dt. 30.10.07	Not Printed
94.	11.08.1988	No. 5/6/88-1 B&C	Economy in expenditure – Economy in touring	Substituted vide same number and date.	Not Printed
95.	16.06.1988	क्र. 16 / 1 / 88-4बचक	सरकारी गाड़ियों के पी ओ एल/डीज़ल के खर्चे में बचत ।	Revised vide dt. 09.11.10.	Not Printed
96.	03.06.1988	No. 5/6/88-1B&C	Constitution of a Committee to effect economy in Government expenditure.		4
97.	11.04.1988	No. 5/3/88-1B&C	Economy on expenditure.	Reiterated vide dt. 01.05.1990	Not Printed
98.	14.01.1988	No. 16/1/87-4B&C	Economy in expenditure – Measures for controlling the consumption of fuel.	Revised vide dt. 09.11.10.	Not Printed
99.	07.12.1987	No. 5/13/87-1B&C	Reduction of expenditure in the consumption of Petrol/Diesel by Govt. Departments, Public Undertakings and Local Bodies/Govt. aided Agencies.	Obsolete	Not Printed
100.	11.05.1987	No. 28/60/84-1B&C	Control over expenditure – Instructions for the year 1987-88.	Obsolete	Not Printed
101.	20.11.1986	No. 28/60/84-1B&C	Control over expenditure.	Obsolete	Not Printed
102.	24.06.1986	No. 5/6/85-1B&C	Economy in expenditure.	Obsolete	Not Printed
103.	24.06.1986	No. 5/2/78-1B&C	Economy on expenditure - Use of Govt. Vehicles on Tour		116
104.	23.05.1986	No. 5/6/85-1B&C	Economy on expenditure.	Obsolete	Not Printed
105.	21/22.05.1986	No. 5/6/85-1B&C	Economy on expenditure.	Obsolete	Not Printed
106.	19.03.1986	No. 5/1/83-1B&C(55A)	Economy on expenditure.	Obsolete.	Not Printed
107.	07.03.1986	No. 11/24-5FD-III-86	Economy in Expenditure – instructions regarding.	Obsolete	Not Printed
108.	03.03.1986	No. 5/6/85-1B&C	Economy in Expenditure.	Obsolete	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
109.	09.01.1986	No. 5/6/85-1B&C	Economy on expenditure.	Obsolete	Not Printed
110.	06.01.1986	No. 5/1/83-1B&C(27-C)	Economy on expenditure.	Obsolete	Not Printed
111.	01/02.01.86	No. 5/6/85-1B&C	Economy on expenditure.	Revised & Clarified vide dt. 05.07.96 & 26.08.96.	Not Printed
112.	11.09.1985	No. 28/60/84-1B&C	Control over Expenditure - monitoring – reconciliation of expenditure/accounts.		38
113.	01.03.1985	No. 5/2/85-1B&C	Economy on expenditure.	Obsolete.	Not Printed
114.	01.03.1985	No. 28/60/84-1B&C	Control over Expenditure.	Obsolete.	Not Printed
115.	26.02.1985	No. 5/1/84-1B&C	Economy in expenditure Measures for controlling the consumption of fuel.		131
116.	23.01.1985	No. 5/1/354/B&C	Economy on expenditure – Measures for controlling the consumption of fuel.		132
117.	23.11.1984	No. 5/1/84-1B&C-84	Economy in expenditure Measures for controlling the consumption of fuel.	Revised vide dt. 09.11.10.	Not Printed
118.	28.05.1984	No. 5/7/81-1B&C(1B)	Economy on expenditure - Economy in the use of staff cars.	Revised vide dt. 30.10.07	Not Printed
119.	25.05.1984	No. 5/41/84-1B&C	Economy in expenditure work load norms for Additional staff.		78
120.	03.05.1984	No. 5/7/81-1B&C(1B)	Economy in expenditure – Economy in the use of staff Cars.	Revised vide dt. 30.10.07	Not Printed
121.	27.04.1984	No. 5/7/81-1B&C(18-B)	Purchase of Contessa Car as staff car.	Obsolete.	Not Printed
122.	17.04.1984	No. 5/1/83-1B&C(12C)	Economy on expenditure.	Obsolete.	Not Printed
123.	12.04.1984	No. 5/1/83-1B&C(27C)	Economy on expenditure.		79
124.	09.04.1984	No. 5/1/83-1B&C (55A)	Economy on expenditure.	Revised & modified vide dt. 27.11.92 & 05.07.96.	Not Printed
125.	27.03.1984	No. 5/1/83-1B&C(55-A)	Economy on expenditure.		80
126.	28.02.1984	No. 5/1/83-1B&C(12-C)	Economy on expenditure.		81
127.	28.12.1983	No. 5/1/83-1B&C-(14-C)	Economy on expenditure.		40
128.	15.12.1983	No. 5/1/83-1B&C(8C)	Economy on expenditure.	Clarified vide dt. 14.10.96.	82

Sr. No.	Date	Number	Subject	Remarks	Page No.
129.	15/16.11.83	No. 5/1/83-1B&C(39C)	Economy on expenditure.	Obsolete.	Not Printed
130.	05.10.1983	No. 5/1/83-1B&C(55A)	Economy on expenditure.	Modified partly vide dated 27.11.1992.	83
131.	29.07.1983	No. 5/1/83-1B&C	Economy in Non-Plan expenditure during 1983-84.	Obsolete	Not Printed
132.	29.07.1983	No. 5(27)-81-1B&C	Scope for effecting economy in expenditure.	Obsolete	Not Printed
133.	20.07.1983	No. 5/1/83-1B&C	Scope of economy in Government expenditure.		41
134.	18.07.1983	No. 5/27/81-1B&C	Scope for effecting economy in expenditure – Constitution of a High Powered Committee.	Obsolete.	5
135.	24.06.1983	No. 5/22/81-1B&C(25A)	Economy on expenditure - Economy in the use of Staff and other Government Vehicles.	Obsolete.	Not Printed
136.	23.06.1983	No. 5/7/81-1B&C (18B)	Temporary Ban on the purchase of staff car from Open Market.	Revised vide dated 21.12.1989.	Not Printed
137.	27.05.1983	No. 5/27/81-1B&C	Scope for effecting economy in expenditure – constitution of a High Powered Committee.	Modified partly vide dt. 18.07.83.	6
138.	26.05.1983	No. 5/1/83-1B&C	Economy on expenditure.	Clarified & modified vide dt. 27.11.1992, 05.07.96 & 26.08.1996.	85
139.	26.04.1983	No. 5/2/78-1B&C	Economy in expenditure-use of Government vehicles on tour.		117
140.	11.04.1983	No. 5/27/81-1B&C	Scope for effecting economy on expenditure – Constitution of a High Powered Committee.	Revised vide dt. 27.05.83.	8
141.	11.03.1983	No. 5/14/82-1B&C	Economy in the use of staff car – Popularisation of Vayudoot service between Chandigarh-Hisar, Hisar and Delhi.	Obsolete.	Not Printed
142.	09.03.1983	No. 5/7/81-1B&C(83)	Temporary Ban on the purchase of staff car from the open market.	Revised vide dt. 23.06.83.	Not Printed
143.	17.02.1983	No. 5/7/81-1B&C	Economy on expenditure – Economy in the use of Staff Cars.	Obsolete	Not Printed
144.	10.01.1983	क्र. 5 / 7 / 81-ब.व.क. (54बी)	Economy in Expenditure – Economy in the use of Staff Car.		96

Sr. No.	Date	Number	Subject	Remarks	Page No.
145.	15.12.1982	No. 5/14/82-1B&C	Economy in the use of staff car – Popularisation of Vayudoot service between Chandigarh-Hisar, Hissar and Delhi.	Clarified vide dt. 11.03.83 and now have become obsolete.	Not Printed
146.	01.12.1982	No. 12(4)/82-PEIC(FD) JAll	Economy in expenditure – Ban on recruitment of staff.	Obsolete	Not Printed
147.	01.12.1982	No. 12(4)/82-PEIC(FD) JAll	Economy in expenditure – Ban on recruitment of staff.	Obsolete	Not Printed
148.	29.11.1982	No. 5/7/81-1B&C	Economy on expenditure – Economy in the use of Staff Cars.	Obsolete	Not Printed
149.	17.11.1982	No. 5/7/81-1B&C	Economy in Expenditure – Economy in use of Staff Cars.		98
150.	21.09.1982	No. 5/7/81-1B&C	Economy in expenditure in the case staff cars		100
151.	30.06.1982	No. 5/7/81-1B&C	Economy in expenditure – use of Government vehicles on tour.	Revised vide dt. 18.07.95.	Not Printed
152.	20.05.1982	क्र. 16 / 1 / 81-4ब:वक:	सरकारी विभागों को पी:ओ:एल: खर्च की बकाया अदायगी हेतु कूपनज जारी करना ।	Obsolete.	Not Printed
153.	11.05.1982	No. 5/26/82-1B&C	Economy on expenditure on the construction of building of various departments.	Obsolete.	Not Printed
154.	06.05.1982	No. 5/7/81-1B&C	Economy in expenditure – Economy in the use of staff cars.	Clarified vide dt. 21.09.82.	101
155.	03.03.1982	No. 5/7/81-1B&C	Economy in expenditure – economy in the use of staff cars.		102
156.	24.12.1981	No. 5/7/81-1B&C	Economy in expenditure.		43
157.	27.11.1981	No. 5/7/81-1B&C	Economy on expenditure – Ban on the purchase of new cars.	Revised vide dt. 23.06.83.	Not Printed
158.	09.11.1981	No. 5/27/81-1B&C	Scope for effecting economy on expenditure.		44
159.	09.11.1981	No. 5/7/81-1B&C	Economy in expenditure - Economy in the use of staff cars		103
160.	04.08.1981	No. 5/7/81-1B&C	Economy on expenditure.		105
161.	27.07.1981	No. 5/7/81-1B&C	Economy in expenditure – Economy in the use of staff cars.		106
162.	13.07.1981	No. 5/19/81-1B&C	Constitution of a Committee to effect economics in Government expenditure and to revise norms of output by Government staff etc.	Obsolete.	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
163.	22.06.1981	No. 5/16/81-1B&C	Committee to review the working of the State Electricity Board.	Obsolete	Not Printed
164.	22.06.1981	No. 5/16/81-1B&C	Constitution of a Committee to effect economics in Government expenditure and to revise norms of output by Government staff etc.	Obsolete	Not Printed
165.	22.06.1981	No. 5/16/81-1B&C	Committee to review operations of the Transport Department.	Obsolete	Not Printed
166.	18.06.1981	No. 5/23/80-1B&C	Economy in expenditure – Use of Government vehicles on tour.	Obsolete	Not Printed
167.	25.05.1981	No. 5/7/81-1B&C	Economy in expenditure – Economy in the use of staff cars	Modified vide dt. 27.07.1981 & 23.06.83.	107
168.	25.05.1981	No. 5/7/81-1B&C	Economy in expenditure – Ban on purchase of new cars.	Revised vide dt. 23.06.83.	Not Printed
169.	21.08.1980	No. 5/14/80-1B&C	Economy in expenditure – ban on the purchase of cars/jeeps etc.	Obsolete.	Not Printed
170.	30.05.1980	No. 5/7/79-1B&C	Economy in expenditure – Repair to Govt. Vehicles.	Revised vide dt. 05.07.96.	Not Printed
171.	09.11.1979	No. 5/688/78-1B&C	Economy on expenditure – creation of new posts.	Revised vide dt. 26.05.83.	Not Printed
172.	26.07.1979	No. 5/25/79-1B&C	Economy in non-plan expenditure during 1979-80.	Obsolete.	Not Printed
173.	19.05.1979	No. 5/13/79/1B&C	Economy on expenditure-repairs of vehicles.	Obsolete.	Not Printed
174.	18.05.1979	क्र. 38 / 3 / 79-यो(ह)	नये भवन निमार्ण कार्यो पर प्रतिबंध।	Obsolete.	Not Printed
175.	24.04.1979	No. 16/1/79-1B&C	Reduction in the consumption of petrol by Govt. Departments, Public Sector Undertakings & Local Bodies/Govt. aided Agencies.	Obsolete.	Not Printed
176.	17.04.1979	No. 5/7/79/1B&C	Economy in expenditure – repairs to Govt. vehicles.	Obsolete.	Not Printed
177.	08.03.1979	No. 5/68/78-1B&C	Economy in Expenditure – Purchase of furniture.	Obsolete	Not Printed
178.	10.01.1979	No. 5/7/78-1B&C	Economy on expenditure – repair to Govt. vehicle local repairs.	Revised vide dated 17.04.1979.	Not Printed
179.	08.12.1978	No. 16/9/78/1B&C	Economy in the consumption of Petrol, Lubricants etc. By Govt. vehicles.	Obsolete.	Not Printed
180.	23.11.1978	क्र. 38(2)-यो(ह)-78 /	वार्षिक योजना 1978-79 में नये भवन निमार्ण कार्यो पर प्रतिबंध।	Obsolete.	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
181.	08.10.1978	क्र. 38(2)-यो(ह)-78 /	वार्षिक योजना 1978-79 में नये भवन निर्माण कार्यों पर प्रतिबंध।	Obsolete.	Not Printed
182.	11.08.1978	क्र. 5 / 55 / 78-1ब.वक.	सरकारी खर्च में मितव्ययता।		134
183.	08.05.1978	No. 5/7/78-1B&C	Economy on expenditure.	Revised vide dt. 17.04.79.	Not Printed
184.	06.02.1978	No. 5/6/78-1B&C	Economy in expenditure.		45
185.	17.01.1978	No. 5305-1B&C-77/901	Economy in use of staff cars and other Government vehicles.		118
186.	12.10.1977	No. 4510-1B&C-77/31656	Economy in expenditure.	Obsolete	Not Printed
187.	30.09.1977	No. 4340-1B&C-77/30023	Economy in expenditure.		47
188.	30.09.1977	No. 3884-1B&C-3/4-77/	Economy in expenditure.	Obsolete.	Not Printed
189.	30.08.1977	No. 3689-1B&C-77/26365	Economy in expenditure.		109
190.	09.08.1977	क्र. 2893-1ब:व:क:-77 / 3791	स्टाफ कार अन्य सरकारी गाड़ियों के प्रयोग में मितव्ययता।		119
191.	18.07.1977	No. 2522-1B&C-77/21248	Economy measures.		48
192.	17.06.1977	No. 2444-1B&C-77/15054	Economy in expenditure required to be incurred on the construction of buildings by various departments.	Obsolete.	Not Printed
193.	20.05.1977	No. 2258-1B&C 77/15054	Economy in expenditure required to be incurred on the construction of buildings by various departments.	Obsolete.	Not Printed
194.	06.05.1977	No. 1928-1B&C-77/13673	Economy in expenditure	Obsolete.	Not Printed
195.	22.04.1977	No. 1795-1B&C-77/12068	Economy in expenditure.	Obsolete.	Not Printed
196.	21.04.1977	No. 527-FD(Resources Cell)-77/12061	Economy in Non-Plan expenditure during the year 1977-78.	Obsolete.	Not Printed
197.	20.04.1977	No. 1628-1B&C-77/11400	Economy on expenditure.	Modified vide dt. 01.03.85	49
198.	15.10.1976	No. 5421-1B&C-75/36684	Economy in expenditure on staff.		88
199.	30.04.1976	No. 617-FD(Resources Cell)-76/15020	Economy in non-plan expenditure during the year 1976-77.	Obsolete.	Not Printed
200.	09.02.1976	No. 326-1B&C-76/4724	Economy on expenditure.	Obsolete	Not Printed
201.	17.10.1975	No. 4862-1B&C-75/36618	Economy in expenditure on staff.	Obsolete.	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
202.	18.09.1975	No. 3559-1B&C-75/ 32826	Economy on expenditure.	Obsolete.	Not Printed
203.	16.09.1975	No. 3884-1B&C-75/ 32598	Economy on expenditure.	Revised vide dt. 20.04.77.	Not Printed
204.	10.06.1975	No. 1722-1B&C-75/ 18813	Measures for curtailment in Govt. expenditure.	Obsolete.	Not Printed
205.	10.04.1975	No. 1027-1B&C-75/ 11968	Economy on expenditure.	Obsolete.	Not Printed
206.	25.11.1974	No. 8235-1B&C-74	Economy on expenditure	Obsolete	Not Printed
207.	12.08.1974	No. 5607-1B&C-74/ 28022	Economy on expenditure.	Obsolete.	Not Printed
208.	03.05.1974	No. 2170-1B&C74/ 15659	Economy on expenditure – curtailment of consumption of petrol, lubricants etc. by Govt. Vehicles	Obsolete.	Not Printed
209.	21.03.1974	No. 1155-1B&C-74/ 10547	Economy in expenditure-curtailment of consumption of petrol, lubricants etc. Government vehicles	Revised vide dt. 09.11.10.	Not Printed
210.	01.03.1974	No. 570-1B&C-74/8007	Economy in Expenditure – curtailment of consumption of petrol, lubricants etc. by Governments vehicles.	Revised vide dt. 09.11.10.	Not Printed
211.	22.01.1974	No. 342-1B&C-74/2563	Economy in the use of staff cars and other Government vehicles.	Revised vide dt. 20.04.77.	Not Printed
212.	26.11.1973	No. P4204-B&C-73/ 45124	Economy on expenditure	Revised vide dt. 20.04.77.	Not Printed
213.	14.11.1973	No. 5031-1B&C-73/ 43414	Economy on expenditure – Use of Electricity.	Revised vide dt. 22.01.01.	Not Printed
214.	15.10.1973	No. 4220-1B&C-73/ 40000	Economy on expenditure – curtailment of consumption of petrol by departmental vehicles.	Revised vide dt. 22.01.74.	Not Printed
215.	24.08.1973	No. 4040-1B&C-73/ 33166	Economy on expenditure.	Revised vide dt. 20.04.77.	Not Printed
216.	20.08.1973	No. 4040-1B&C-73/ 32693	Economy on expenditure.	Obsolete.	Not Printed
217.	13.08.1973	No. 2884-B&C-73/ 31819	Economy on expenditure on staff..	Obsolete.	Not Printed
218.	13.06.1973	No. 2834-B&C-73/ 21633	Economy on expenditure on staff.	Obsolete.	Not Printed
219.	14.07.1972	No. 4472-B&C-72/ 22736	Economy in matter of appointment.	Obsolete.	Not Printed
220.	23.05.1972	क. 897-ब:व:क:-72 / 1789	8.5.1972 को हरियाणा राजभवन में राज्य की वित्तीय स्थिति पर सोच विचार करने के लिए बैठक के अंतर्गत लिए गए निर्णय ।	Obsolete.	Not Printed

Sr. No.	Date	Number	Subject	Remarks	Page No.
221.	23.11.1966	No. 13-DSF(III)-66/540	Economy on expenditure.	Obsolete.	Not Printed
222.	23.07.1966	No. 1/E.C.66	Economy in expenditure.	Obsolete.	Not Printed
223.	21.01.1964	No. 50-B&C-64/569	Imposition of ban on the creation of posts of ministerial Staff and Class IV Employees.	Obsolete.	Not Printed
224.	19.10.1963	No. 8683-B&C-63/10958	Imposition of ban on the creation of the posts of Ministerial Staff and class IV Employees	Obsolete.	Not Printed
225.	22.03.1963	No. 2295-B&C-63/2831	Economy in expenditure - reduction in Ministerial staff etc.		89
226.	26.10.1960	No. 2800-3FR-I-60/8027	Mis-use of Service Stamps recovery from the Officers	Obsolete.	Not Printed
227.	24.12.1959	No. 9702-FR-I-59/17832	Expenditure relating to celebrations on the occasions of opening/inauguration ceremonies, etc.		57
228.	14.10.1959	No. 7246-3FR-I-59/10174	Consumption of Electricity in the Govt. Officers – Recommendations of Resources and Retrenchment Committee.	Revised vide dt. 14.11.73 and become obsolete.	Not Printed
229.	04.06.1956	No. 6133-FR-56/4555	Relates to celebrations on the occasion of opening/ inaugurations ceremonies.		58

Note : Instructions Not Printed in Compendium are available on website of Finance Department www.finharyana.gov.in.
