

No.G.24011/1/2015-16/F1(B)
GOVERNMENT OF PUDUCHERRY
FINANCE DEPARTMENT

Puducherry, Dt. 14.10.2015.

CIRCULAR

Sub: Finance (Budget) – Expenditure Management – Economy
Measures and Rationalization of Expenditure – Reg.

Ref: This Department's I.D. Note No.G.24011/1/2014-15/F1(B),
Dt.21.11.2014.

Government of India have time and again been stressing the need to curb expenditure in general and Non-plan expenditure in particular. Due to revision of rates of DA, grant of bonus, etc., the Non-plan expenditure goes up and therefore in other areas austerity has to be observed.

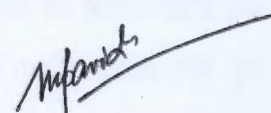
2. Instructions have already been issued regarding economy in expenditure during the financial year 2014-15 as per Circular cited. Since the need to effect economy in expenditure still exists, it has now been decided that during the current financial year also the austerity and economy measures shall be continued. With a view to further achieve the economy, it is suggested to implement the following measures:

- a) 10% cut in the expenditure on office expenses.
- b) 10% cut in the expenditure on telephone charges.
- c) 10% cut in the expenditure on fuel for Government vehicles.
- d) Purchase of vehicles even against the replacement of a condemned vehicle should be deferred except essential vehicles, such as the ambulance, earth moving machinery, drills, fire tenders, etc.
- e) Purchase of stationery may be restricted to the barest minimum.
- f) No relaxation for purchase of banned items would be allowed.
- g) The practice of holding meetings, conferences etc., at hotels is to be discontinued forthwith.
- h) Expenditure on consumption of electricity may be reduced by 10% of all offices and public buildings with reference to the consumption during the corresponding month of the previous year.
- i) The ban on creation of new posts will continue.
- j) Outsourcing of vehicles to be curtailed.
- k) The voucher paid staff for routine official work should be restricted.

- l) Avoidable tours and air travel by non-entitled officers may be restricted.
- m) Deputation for training courses involving course fee and courses of more than a week's length for which TA/DA has to be paid may be curtailed.
- n) Amount to be incurred on the Overtime Allowance during the current financial year may be restricted to the last year's expenditure.
- o) Land should be purchased or acquired strictly in conformity with the requirement of building programme. Mere purchase or acquisition of land with a view to taking up construction of buildings in distant or indefinite future should be avoided.
- p) Rotational transfers of Government Servants may be restricted.
- q) The release of funds to the Government Undertakings/Autonomous Bodies should be strictly according to budget provision and immediate needs and after full justification of release with reference to existing instructions on the subject.
- r) All the Grant-in-aid institutions should be instructed to increase their receipts and reduce their manpower and other costs.
- s) The departments should carefully monitor the targets towards revenue receipts fixed for the year 2015-16 and ensure that there is no letup in the collection. Where the scales of fees/receipts have not been revised for sometime, these should be revised immediately taking into account the increase in costs.

3. These instructions are only illustrative not exhaustive. The departments concerned are free to take up other areas also for adopting austerity measures.

4. Heads of Departments/Offices are requested to ensure that on their part the expenditure is well controlled and economy measures are undertaken wherever practicable. Finance Department will be scrutinizing the budget proposals of the various departments taking into account the austerity measures.


(MANOJ PARIDA)
CHIEF SECRETARY

To:

- 1. All Secretaries/Special/Additional Secretaries, Chief Secretariat, Puducherry
- 2. All Secretariat Departments (As per list)
- 3. All the Heads of Departments (As per list)
- 4. All Public Sector Undertakings/Autonomous Institutions (As per list)

Copy to:

- 1. The Private Secretary to Hon'ble Chief Minister, Puducherry.