

GOVERNMENT OF KERALA

Abstract

Economy – Economy in Government expenditure – Measures to be adopted in the remaining period of the current five year plan - Orders issued

FINANCE (WAYS & MEANS II) DEPARTMENT

G.O.(P) No.708/79/Fin.

Dated, Trivandrum 6th August, 1979.

ORDER

In order to maximize the resources available for the current Five Year Plan, and to eliminate avoidable expenditure, the following economy measures are ordered with immediate effect, to be operative for the remaining period of the current Five Year Plan i.e., till 31-03-1983.

(1) No new posts shall be created on the Non-Plan side except where accepted norms exist. In regard to additional staff found necessary in Departments for implementation of new schemes or expansion of existing schemes (whether Plan or non-plan), the availability of surplus capacity in the existing staff will be ascertained by the Departments so that the possibility of re-deployment may be examined.

(2) Vacancies on account of grant of leave, deputation for training, seminar etc. and vacancies of less than 60 days duration shall not be filled up, the work being carried out by rearrangement and redistribution. Before filling up posts which have been vacant for more than 3 months, a review by the head of the department shall be made to find out whether the post cannot remain unfilled or abolished. Charge arrangements shall be avoided wherever possible and in no case shall charge allowance be paid for more than three months. Individual cases in respect of which relaxation of the above is considered necessary by the Minister concerned after verification may be brought to the notice of the Finance Minister and the Chief Minister.

(3) Where posts are abolished or discontinued and supernumeraries emerge at the lowest levels consequent on reversions, the details of such supernumeraries shall be reported to the Special Cell in General Administration Department to arrange for their absorption in other departments. The existing orders in regard to the continuance of supernumeraries in the Revenue Department will, however, stand.

(4) No fresh recruitment shall be made in departments and to categories in respect of which supernumeraries exist to be absorbed against regular vacancies.

(5) Leave preparatory to retirement shall not be refused.

(6) No relaxations of Service Rules, involving additional expenditure will be allowed.

(7) A 10% cut will be imposed on the non-plan expenditure under 'Office expenses' and 'other charges'. The reduced provision will be repeated in the next three Budgets. Reappropriations to increase the provision under 'Office Expenses', 'other charges' and 'Travel expenses', whether under Plan or non-plan will not be permitted.

(8) A 10% cut will be imposed on the Budget provision under 'Travel expenses' and no additional allotments will be provided. The reduced provision will be repeated in the next three budgets. The monthly and quarterly ceilings on Travelling Allowance will not be relaxed. No road mileage will be allowed under any circumstances for officers with staff cars attached to them or to their offices.

(9) Deputations for training, conferences, seminars, as well as tours outside the State shall be curtailed to the unavoidable minimum.

(10) Trips to Delhi for discussions, meetings etc. shall be confined to Secretaries to Government and Heads of Departments with the permission of the Minister concerned.

(11) No new purchase of staff cars, vans, jeeps or lorries (except in Police, Excise and Health Departments), furniture (except in Schools and New offices), Typewriters (except Malayalam), office equipment or machinery will be allowed. The proposals already received and under consideration by Government will however, be processed.

(12) The petrol consumed by staff cars shall be restricted to 66 % of the quantity consumed during the year 1978-79 in respect of non-operational vehicles including staff cars attached to the Secretariat and Head-quarters offices and 85% in respect of vehicles maintained including staff cars attached to the Secretariat and Head-quarters offices and 85% in respect of vehicles maintained by field offices. The Police and Health Departments are exempted from this provision.

(13) Secretaries to Government shall undertake a review of the strength of staff cars and other vehicles maintained in the departments under their control with a view to exploring the possibility of reducing the number of vehicles by at least 10%.

(14) Strict economy in the use of paper, stationery and conservation of electricity will be enforced. A 10% cut in the Budget provision of the Stationery Department for the purchase of stationery will be imposed.

(15) Expenditure on advertisements shall be curtailed to the unavoidable minimum and advertisements relating to tender etc. shall be made as brief as possible.

(16) Expenditure on public functions shall be restricted ostentation at such functions shall be avoided.

(17) Telephone charges shall be reduced to the maximum extent by restricting calls. Residential S.T.D. facilities shall be allowed only for the Chief Secretary, Members of the Board of Revenue, Secretaries to Government, Heads of Major Departments, Deputy Inspectors

General of Police, District Collectors, Superintendents and Deputy Superintendents of Police. Other existing S.T.D. facilities shall be removed. No new telephones will be sanctioned and fresh needs may be covered by a suitable shifting of the existing connections.

(18) Strict control shall be exercised in the purchase of new stores and a review of the stock in hand shall be undertaken before making new purchases which shall be confined to the immediate needs. The practice of continuing purchases and postponing payments for want of budget provision shall be avoidable.

2. Any relaxation of the above measures shall be ordered only with the approval of the Political and Development Sub Committee of the Council of Ministers. Proposals for such relaxations, which shall be confined to the most essential cases, shall be put up to the Chief Secretary to Government with the views of the Finance Department, for consideration by the Sub Committee after approval by the Chief Minister.

By Order of the Governor,

S. Padma Kumar,
Special Secretary (Finance).

To

The Accountant General, Kerala, Trivandrum
All Head of Departments and Offices.
All Departments and Sections of the Secretariat.
The Secretary, Kerala Public Service Commission (with C.L.)
The Registrar of High Court, Ernakulam (with C.L.)
The Registrar, University of Kerala/Cochin/Calicut (with C.L.)
The Registrar, Kerala Agricultural University, Trichur (with C.L.)
The Advocate General, Ernakulam (with C.L.)
The Secretary, Kerala State Electricity Board (with C.L.)
The General Manager KSRTC, Trivandrum (with C.L.)
The Secretary to Governor.
The Private Secretaries to the Chief Minister and other Ministers.
The Stenographers to the Chief Secretary and Additional Chief Secretary to Govt.

Endt. On HA.16367/79 dated 03-11-1979

Copy to the Asst. Executive Engineer, Forest Conservator's Office, Trichur.
Copy to R, E1, and E2 sections.
Copy to stock file.
Copy to Circular File.

For Conservator of Forests,
Trichur.