

GOVERNMENT OF KERALA

Abstract

ECONOMY - ECONOMY IN EXPENDITURE – MEASURES TO BE ADOPTED IN 1972-73 – ORDERS ISSUED

FINANCE (S.S) DEPARTMENT

G.O.(P)No.142/72/Fin.

Dated, Trivandrum, 15th May, 1972.

ORDER

In view of the present financial position, the following measures for bringing about maximum economy in governmental expenditure are ordered with immediate effect.

NEW SCHEMES & POSTS

1. No new schemes and posts, especially in the Non-Plan sector except these which are unavoidable, should be sanctioned. Before filling up posts which have been vacant for more than three months, a thorough review of the position in the Department must be made with a view to find out whether they cannot remain unfilled, without serious detriment to work in the Department. Vacancies due to grant of leave, deputation of officers for training, seminars etc., irrespective of duration should not be filled up. The work may be carried on by suitable re-arrangement and re-distribution. Charge arrangements and consequent commitment for payment of charge allowance should also be avoided as far as possible.

Non-Plan Part II schemes included in the budget for 1972-73 will be taken up for implementation only after a review is conducted by the Special Officer for Economy Measures.

2. No fresh recruitment should be made to fill up the existing vacancies and vacancies arising hereafter for the next three months. The ban should apply even to recruitment to posts created prior to issue of this order which have not yet been filled up. The ban on recruitment will not, however, apply to vacancies in the Police Force and also in respect of special recruitments from Scheduled Castes and Scheduled Tribes made with a view to maintaining the prescribed representation in Public Service.

Deputation for Training, Seminars etc, and Tours outside the State.

3. Officers should not be deputed for training, conferences and seminars etc., outside the State as far as possible. Tours outside the State especially to Delhi should be curtailed to the minimum. Tours outside the State by all categories should be undertaken only with the approval of the Minister concerned.

Travelling Allowance:

4. A general out of 10% should be effected in the provision made in the budget under Travelling Allowance for all Departments. Officers should undertake tours only when absolutely necessary and conscious efforts should be made by all officers to effect real economy in Travelling Allowance.

Ceiling on Travelling Allowance:

5. The existing quarterly and monthly ceilings of First Grade and Second Grade Officers will be refixed as follows:-

	1 st Grade Officers		II Grade officers with actual pay of Rs.500 & above		II Grade officers with actual pay below Rupees 500/-	
	Quarter	Month	Quarter	Month	Quarter	Month
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
State Level Officers	1500	500	1200	400	900	300
Regional Officers with more than 2 Revenue Districts	1200	400	1050	350	750	250
Regional Officers with two Districts	1050	350	900	300	600	200
Officers with jurisdiction over one Revenue Dist. (including cases where there is a slight overlap in adjoining districts)	900	300	750	250	525	175
Officers with jurisdiction of part of a District (sub-revenue district jurisdiction)	750	250	600	200	375	125

In respect of first grade officers specified in G.O(P)No.70/66/Fin. Dt. 28th February, 1966 and G.O.(P)187/66/Fin. Dated 10th May, 1966 for whom the present ceilings are Rs.1500 per quarter and Rs.500 per month the quarterly and monthly limits will be Rs.1350 and Rs.450 respectively.

The ceilings given in the above table would apply to all officers whether they are regular touring officers or not. The ceilings will not, however, apply to journeys outside the State undertaken on orders of competent authority.

Contingencies & Other charges:

6. A general out of 10% will be effected in the budget provision in the current year under contingencies and other charges both under Plan and non-plan. Economy under these heads will be effected in the following manner.

- (i) No fresh commitment shall be entered into in respect of purchase of furniture, typewriters and other office equipments, machinery etc. purchase of new staff cars, vans, jeeps or lorries should not be made, whether there is budget provision or not;

- (ii) Strict economy should be exercised in the use of paper, stationery and consumption of electricity;
- (iii) Telephone charges will be reduced to the maximum extent possible by restricting the number of calls. Trunk calls should be made only when absolutely necessary. For transmitting urgent messages from district to district and from districts to State Headquarters and vice versa the Teleprinter service should be utilized. No new telephone should be sanctioned;
- (iv) Consumption of petrol by staff cars, vans and jeeps should be reduced to the minimum; AND
- (v) Expenditure on advertisements should be restricted to the maximum extent possible. Advertisements inviting tenders should be as brief as possible. Expenditure on exhibitions should also be curtailed as far as possible.

Expenditure on New Works:

7. No new tenders for works, except for Police Housing and school and Medical Buildings should be called for during the next three months. Where tenders have already been called for but no commitment capable of enforcement against the Government in law has been made, they should be kept in abeyance.

Inventory Control

8. Large amounts are spent by various departments from year to year on purchase of stores and equipments. Instances chased years back remain in stock and ultimately they may have to be disposed of as surplus/unserviceable stores. Some stores are also liable to deterioration if kept unused for long. So, the Heads of Departments should exercise strict control in the matter of purchase of stores. Before ordering fresh purchases during the current year they should make a detailed study of all the items of materials in stock and an earnest attempt should be made to see that further purchases are limited to only immediate needs. The annual indent for purchase of stores should be prepared very carefully. By proper inventory control it should be possible for the Heads of Departments to effect substantial economy in the provisions made for purchase of stores.

Leave

9. All applications for leave preparatory to retirement will be sanctioned.

Restrictions of Reappropriation:

10. No reappropriation which would have the effect of increasing the non-plan provision under contingencies and other charges or the provision under Travelling Allowance whether Plan or non-plan shall be sanctioned. The savings under Travelling Allowance, Contingencies and other charges arising out of the general economy orders now issued should be surrendered

Exceptional cases

11. Where the Head of the Department wants exemption from the operation of any of the economy orders detailed above, for special reasons, he should address the Secretary to Government

concerned justifying such exemption. Such proposals should be examined by the Administrative Departments and the files circulated through the Finance Secretary and the Additional Chief Secretary to the Ministers concerned and to Chief Minister in important cases before issue of final orders. The Head of Department should not take action in anticipation of Govt. approval of his proposal.

Restrictions on Immediate Payments:

12. It is necessary to bring down the volume of disbursements on Government account in the State Treasuries immediately. With this end in view the following restrictions are ordered.

(i) Head of Departments and Offices (including officers who draw their own salary bills) will not prefer any bills other than those mentioned below until further orders:-

(a) Bills for pay and allowances; (b) Travelling Allowance bills; (c) Inevitable contingent payments which if postponed will lead to break down of services or cause monetary loss to Government eg., telephone, electric light cost demurrage to Government, payments necessitated by court decrees or covered by mandatory provisions, incidental expenditure for the dispatch of lottery tickets, dieting charges of hospitals etc.

(ii) Claims for pensions will be payable as before; AND

(iii) Other claims will not be preferred until further order.

These instructions will be applicable to cheque drawing officers also.

By order of the Governor,

P.VELAYUDHAN NAIR,
Finance Secretary.

To

All Heads of Departments and Offices etc. etc. etc.

Endorsement on HA-9858/72 dt. 31-5-72

Copy forwarded to all sections in the office (HA/E1/E2/E3/ML/KT/PC/G1/G2/CH/TR/A1/A2/ A3/ D/D1/R) for strict attention and information.

Copy to conservator/Administrative Asst./Sr./Jr.Supdts. for information.

Central Circle Conservator's office,
Trichur -1.

For Conservator of Forests