

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

From

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

To

1. All the Heads of Departments in Haryana.
2. Registrar, Punjab & Haryana High Court.
3. All the Divisional Commissioners in Haryana.
4. Managing Directors/Chief Administrators/Chief Executive Officers of all the Boards, Corporations, etc, in Haryana.
5. All the Deputy Commissioners in Haryana.
6. Registrars of all the aided Universities in Haryana.

Dated Chandigarh the 11<sup>th</sup> December, 2009.

Subject: Economy Measures – instructions regarding.

Ref.: This department's letter no. even dated 7<sup>th</sup> December, 2009.

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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:

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AW  
PACA  
15.12.09  
S. Jeyaraj  
16-12-09

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 Estimate (both on the Non-Plan as also on Plan side).

Also mmm  
16/12/09  
PSCA - 22185  
15-12-09

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/organisations other than Government and the aided entities/agencies/organisations proposes to utilise such Aid/Assistance, either wholly or in part, in the nature of manners included within the meanings of 'Economy Measures' an *ad hoc* cut at the scales envisaged in the instructions shall be imposed on the total Aid/Assistance so drawn and disbursed.

PAS - 3763  
16/12  
17/12/09

iii This being a cut (and not savings), the consequent surplus resources as reflected relatively in the Budget Estimate shall not be permitted to be

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- utilised for any other purposes including the general phrase 'overall savings elsewhere' as authorised 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 authorise 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 payments. 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.

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No. ...  
Dated ... 30/12/09

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 relaxations. Such a proposal must, however, contain the alternative proposal as to how the excess expenditure (over and above the authorisation as worked out after applying the Economy Measure Instructions) are proposed to be compensated by savings 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.

These instructions shall apply *mutatis mutandis* on all the P.S.U.s/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.

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

Yours faithfully,

*Ganesh Singh*  
Superintendent (Budget)

for The Financial Commissioner & Principal Secretary to  
the Government of Haryana, Finance Department.

*Charman*

OFFICE OF THE HARYANA STATE AGRICULTURAL  
MARKETING BOARD, C-6, SECTOR-6, PANCHKULA

Endst. No. GA-I-5107-2009

Dated:

A copy of the above is forwarded to the following for information and necessary compliance:

1. The Controller Finance & Accounts, HSAMB, Panchkula.
2. PA to Chairman/PS to CA PA to Secretary/IO/CMEO/MDO

Superintendent (G).  
For Chief Administrator

*G. Singh*  
4.1.10

*Sury Chandel*

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6/1

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*PSCA-35*  
*6-1-10*  
*FCAM*  
*30-12-09*  
*AS/15*  
*6/1/2010*

*CA/HSAMB*

Administrative Secretaries to the Government of Haryana for information and necessary action.

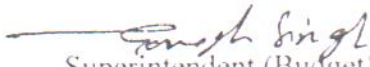
  
Superintendent (Budget)

for The Financial Commissioner & Principal Secretary to  
the Government of Haryana, Finance Department.

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

Dated: 11<sup>th</sup> December, 2009

A copy is forwarded to the Principal Secretary/ Additional Principal Secretaries/ OSDs to C.M. for information and necessary action.

  
Superintendent (Budget)

for The Financial Commissioner & Principal Secretary to  
the Government of Haryana, Finance Department.

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

Dated: 11<sup>th</sup> December, 2009

A copy is forwarded to Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for the favour of information to the Chief Minister/Ministers/Ministers of State.

  
Superintendent (Budget)

for The Financial Commissioner & Principal Secretary to  
the Government of Haryana, Finance Department.

Internal Circulation:

- i All Branch Officers/Superintendents/Branch in Charges of F.D.
- ii In-charge, Computer Cell, F.D.