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Economy in Expenditure
Need and importance of—

GOVERNMENT OF MAHARASHTRA

FINANCE DEPARTMENT

CR1983080901

Resolution No. BGT. 2583/RR-113/CR-4/RES-5
Mantralaya, Bombay-400 032.

Dated 9th August 1983.

Read.—Government Resolution, Finance Department, No. BGT-2582/28/BUD-1, dated 11th June 1982.

RESOLUTION—The Finance Minister in para 46.3 of Budget speech for 1983-84 had stated that strict economy in non-plan expenditure would be enforced so as to reduce the non-plan expenditure by Rs. 25 crores as part of the effort to reduce the estimated overall deficit in the current year's budget. It is, therefore, necessary to continue during the current financial year the various austerity measures introduced by Government in previous years. Government is, therefore, pleased to direct that the economy measures specified in the Annexure to this Government Resolution should continue to be in force during 1983-84 also.

2. The Departments concerned of Mantralaya are requested to ask all the State/Public Joint Sector Undertakings/Boards/Corporations and other autonomous bodies under their administrative control to adopt similar measures in their respective organisations.

By order, and in the name of the Governor of Maharashtra.

N. RAGHUNATHAN
Secretary to Government,
Finance Department.

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ANNEXURE to G.R., F.D. No. BGT.2583/RR-113/CR-4/RES-5, dated 9th August 1983

Measures for effecting economy in expenditure

(1) Creation of new posts and filling up of vacant posts

1.1. The ban on creation of new posts (inclusive of part-time posts), would continue except in cases of newly sanctioned schemes or specifically approved schemes. In respect of the posts created for new schemes, the posts should not be filled unless all preliminaries are completed and the actual work is started.

1.2. In regard to filling up of vacant posts, as far as possible, posts remaining vacant for six months or over should not be filled in, save in exceptional circumstances, with the approval of the F.D./E.P.C. wherever necessary. In respect of vacant posts mentioned in category (a) in Government Resolution, Finance Department No. BGT-2582/CR-4/RES-5, dated 12th March 1982 the administrative Departments should take a review very carefully and authorise the filling up of vacant posts only in exceptional circumstances.

1.3. Leave vacancies should not be filled or promotions made in such vacancies unless the vacancy is for a period exceeding 30 days.

(2) Expenditure on daily-rated staff and wages to casual workers

2.1. Various officers are at present empowered to take on daily rated staff or to employ casual workers for successful implementation of the schemes administered by them. These powers need to be invoked very critically and carefully.

(3) Travel Expenses

3.1. Maximum utilisation of rail travel should be made for touring where the places are connected by railway. Similarly, the touring should be so organised that a maximum programme is compressed within a minimum number of days and nightouts thereby reducing expenditure on Travelling Allowance without sacrificing efficiency. Where two officers (may be from two different departments) from the same Headquarters have to reach but to the same destination, it may be possible to use the same transport. Wherever possible, Government officers travelling by Government vehicles should give lifts to fellow officers/subordinates from the Department or other Departments proceeding on Government work so that duplication of travelling expenditure is avoided.

3.2. Visits to foreign countries should not be authorised unless commensurate with the expenditure incurred, it would distinctly confer benefits on the individual and the Departments. As far as possible, the direct expenditure on Government on account of travel for such visits should not be authorised.

3.3. In cases, where it is found that a Government servant is required to visit a particular place frequently, the facility of having a season ticket should invariably be availed so as to keep the expenditure to the minimum.

3.4. Annual transfers should be kept to the minimum. This will also have an added advantage of continuity of staff for achieving better performance and productivity.

(4) Items of contingent expenditure covered by the detailed head Office Expenses

4.1. Expenditure on items of entertainment, decoration, bhoomi puja, celebrations, cultural programmes etc., should be restricted to the minimum. Such expenditure should be incurred only when it is unavoidable and only on such items as are absolutely necessary. During meetings only tea/coffee should be served if the attendance is fifteen or more. In case of meetings attended by smaller number of persons not more than 2 pieces of biscuits alongwith tea per head could also be served if necessary.

4.2. Expenditure on telephones should be kept to the barest minimum by judicious use of both local and S.T.D. calls. Where the offices are connected by a common exchange and/or by intercom system, use of direct telephone should be scrupulously avoided. The S.T.D. facility should be extended to only selected category of officers both in offices and at residence. In a particular office it should not be available on liberal basis.

4.3. The expenditure on account of consumption of petrol by staff cars and all other Government vehicles which are not used for operational purposes or for field duties should be drastically reduced. Utmost economy should be observed in regard to consumption of petrol/diesel. Vehicles in each Department should be pooled together and tours of officers etc. should be arranged in such a way that use of vehicles by individuals is avoided as far as possible. In no circumstances, should the vehicles be allowed to run empty.

4.4. Expenditure on the purchase of new items of decoration including special fittings, fixtures, furniture/furnishings and similar materials should be restricted to the absolute minimum.

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4.5. Consumption of electricity is a major item of housekeeping expenditure of Government. Utmost economy should be observed in the consumption of electricity. Steps should be taken to ensure that the lights, fans etc. are not unnecessarily used.

4.6. Utmost economy should be observed in the use/purchase of stationery. For example, many a time only one side of the paper is used and the other/backside remains blank with the result that avoidable wastage occurs. Care should, therefore, be taken to ensure maximum economy in the use of paper and other stationery.

4.7. In fact internal ceiling on expenditure will need to be carefully evolved by each Head of Office of the Lowest possible executive/implementing officer, which would ensure that the economy in view is actually realised. It will be his responsibility to continuously watch the expenditure so that it does not exceed the ceilings.

(5) Economy in Administrative expenditure

5.1. All the spending departments should ensure that their administration and housekeeping expenditure classifiable particularly under the detailed heads such as "Travel Expenses", "Office Expenses", "Advertising", "Sales and Publicity Expenses", "Motor Vehicles", "Maintenance" etc. is kept to the minimum and in any case within the permitted budget allocations.

5.2. While publishing the regular Government Publications or publicity materials care should be taken to assess the requirements of copies on realistic basis and only minimum number of copies should be got printed. Even economy is possible in printing by using cheap paper wherever this is possible. Use of costly paper (glazed) should be avoided unless absolutely necessary.

5.3. To keep the postage at minimum, envelopes should be used only where use of postcard or inland letters is not possible.

5.4. Economy in postage and stationery can also be achieved by restricting the number of returns to the absolute minimum by taking a review of the returns required to be submitted from one office to another. In some cases even the number of returns could be curtailed by reducing its periodicity.

(6) Major Works/Minor Works

6.1. *Tenders for execution of Works.*—Tenders should not be called for the works in respect of which all procedural formalities and preliminaries are not finalised.

6.2. *Early completion of works in progress.*—Steps should be taken towards expeditious completion of major and minor works in progress particularly those which have suffered escalations in cost in the past so that the extra burden on Government on this account due to delay in completion, is avoided.

(7) Maintenance

Utmost economy should be observed in the maintenance expenditure and care should be taken to ensure that the sanctioned grants are not exceeded.

(8) Materials and Supplies

Large provisions are made for this in various departments, particularly the Milk Department, medical Department and others. Care must be taken to see that the minimum expenditure is incurred under this and no diversion, out of the budget provisions made for these, is made towards other items of expenditure not contemplated in the budget.

(9) House Building Advance

Advances for House Building should be restricted to the sanctioned budget grants. As far as possible, all the commitments to complete incomplete works should be given priority.

(10) Advance to Government servants for purchase of Motor Cars

The ban on advance for purchase of motor cars will continue during the current financial year.