

**GOVERNMENT OF MEGHALAYA
FINANCE (ECONOMIC AFFAIRS) DEPARTMENT**

No. FEA.93/2004/186

Dated Shillong, the 23rd October, 2020.

From: Smt. R.V Suchiang, IAS
Additional Chief Secretary,
Government of Meghalaya
Finance Department.

To

1. All Principal Secretaries/Commissioner & Secretaries/Secretaries to Government of Meghalaya.
2. All Heads of Departments
Government of Meghalaya.

Subject: **Economy measures in respect of expenditure during 2020-21.**

Sir,

I am directed to say that due to the resource crunch on account of the impact of the COVID-19 pandemic on the State's economy and finances of the State Government, it has become imperative to curtail avoidable and unproductive expenditure and to observe strict austerity in all areas of expenditure for the remaining part of the CFY 2020-21. With a view to achieving this objective, it has been decided to adopt with immediate effect the following economy measures:

- (i) **Creation of Posts** – No new posts should be created except if absolutely necessary with adequate justification and prior approval of Finance Department.
- (ii) **Re-appropriation of Savings** –
 - (a) The powers of all the Departments to re-appropriate savings has been withdrawn except between 'Object-head' provided the same is approved by the Addl. Chief Secy/Principal Secy/ Commissioner & Secy of the concerned Deptt
 - (b) Re-appropriation of savings from 'Salaries' may be done only with the prior concurrence of Finance Department.
- (iii) **Travel Expenses:** Official tours should be strictly regulated.
- (iv) **Leave Travel Concession** – The L.T.C. facilities admissible to State Government Employees shall remain temporarily withdrawn until further orders. However, LTC on the eve of retirement i.e. within 1 year of retirement will be allowed with prior approval of Finance Department.

- (v) **Leave Encashment** – It has been withdrawn temporarily. However, leave encashment facility is admissible to the following:-
- a) Government Employees only on attaining superannuation.
 - b) to the family of a Government Servant who die in harness.
 - c) to the Government employees going on voluntary retirement or who are asked to retire by a Government prematurely other than a disciplinary measure.
 - d) Employee going on invalidation pension.
- (vi) **Fixture, Furnishings etc.** – Strict Economy should be exercised in purchase of new fixtures/furnishings/furniture/office equipments/electrical appliances. No new fixtures and furnishings should be purchased solely because of change in the incumbent. The approved scale for furnishings should be strictly adhered to. All furnishing expenditure to be made only with the approval of Finance Department. No order for any purchase of office fixtures and furnishings should be placed after January of the financial year irrespective of the fact that approval of the competent authority has already been obtained. In case the Department considers that the purchase of any items can not be postponed or deferred till the next financial year, the case should be referred to Finance Department with full justification.
- (vii) **Casual Labour** – Employment of casual labour should not exceed 3 months and only if it is really necessary, subject to the approval of Finance Department.
- (viii) **Expenditure on Functions:** such as celebration of Foundation Day, etc should be discouraged or if felt necessary be appropriately curtailed. Travel to such functions and provision of bags and mementoes should be avoided.
- (ix) **Dinners and Lunches** – Meetings involving dinners and lunches should as far as possible be avoided. However, if one is really necessary, the strict austerity should be observed and the number of invitees should also be restricted to the minimum. Dinners and lunches while hosting official meetings be banned completely in all such cases where the participants are drawn from the station only i.e in the event of not having visiting participants.
- (x) **Publicity and Publication** – Except for Public Relations Department, no other Department shall publish or print any dairies and calendars. Other publications, if necessary, may be made subject to approval of the Heads of Department and admissible limit under DFP Rules

- (xi) **Maintenance of Buildings** – Only essential maintenance of Government buildings may be undertaken within prescribed limit for such works.
- (xii) **Vehicles** –
- (a) Purchase of new Vehicles should be restricted to the requirement of individual Department as assessed by Department of Transport in accordance with its Memo No.TPT.69/90/9-A, dt. 20.8.1990, letter No. TPT.38/97/115, dated 25.11.2004 No.TPT.38/97/194, dated 13.3.2010 and No.TPT.38/97/Vol II/247, dated 14.8.2018. No new vehicle should be purchased even for replacement without specific prior approval of Chief Secy. and Finance and Planning Departments. Purchase of new Vehicle should not be made except under extraordinary circumstances.
 - (b) Departmental Officers should ensure proper use of Pool Vehicles. Log Books should invariably be maintained, indicating the purpose of the journey and kilometers traveled to each trip.
- (xiii) **Purchase of Machineries and equipment** – Purchase of machinery and equipment should get prior approval of Finance Department.
- (xiv) **Consultancy Assignment:** All Departments to carry out a review of the number of consultants engaged and wherever required the number engage should be minimum and the fees should be proportionate to the quality and quantity of work assigned to the consultants.
- (xv) **Purchase of Stores** – Public Works Department, Public Health Engineering, Forests, Soil Conservation and Agriculture Departments should ensure
- (a) That their divisional officers do not exceed their respective powers in respect of stores under any circumstances. In the case of the P.W.D. and P.H.E., purchase should be made on the basis of funds available under LOC.
 - b) Inventory of stores/materials required to be purchased should be prepared with necessary arrangements for procurement in a phased manner.
 - (c) Purchase of stores/materials should be made only after taking into consideration the immediate needs for the same. Large scale and haphazard purchase of stores and materials should be avoided.
 - (d) No purchase of stores/materials should be made merely to ensure that funds sanctioned for various programmes/schemes do not lapse.

- (e) Meeting of the Purchase Boards should be held within 31st December and supply order should not be placed after 31st January. The above dates are prescribed to ensure that all supplies required can be purchased and works can be allotted within the year and payment on this score is made within the financial year.
3. All controlling officers should strictly ensure that in no circumstances expenditure exceeds the budgetary provision. For any deviation of expenditure from the prescribed ceiling without prior authorization, the Controlling Officers shall be directly accountable. Unauthorized expenditure over and above the budgetary provision will be dealt with severely and responsibility fixed.
 4. The practice of incurring or committing expenditure in a particular year and postponing the actual payment of bills to the subsequent financial year(s) is improper and should be stopped forthwith. The practice of carrying forward of unpaid bills and other liabilities to the next year amounts to utter disregard of accepted canons of financial propriety and in most cases results in foreclosure of budgetary appropriations in the following year.
 5. **The aforementioned instructions/measures, though specific in certain areas of expenditures, should also be treated as broad-guide-lines to Government Departments/Officers for effecting economy in other areas of expenditures.**
 6. Further, the Heads of Departments are requested to bring the above instructions to the notice of their subordinate officers and ensure their strict compliance. Public Sector Undertakings, Municipalities and Town Committee may also be advised to follow the above economy measures.

You are, therefore, requested to kindly adhere strictly to the directive and action taken report to be submitted to this Department at the earliest.

This issue with the approval of the competent authority.

Yours faithfully,

S/d

(R.V. Suchiang)

Addl. Chief Secretary to the Government of Meghalaya
Finance Department

Copy forwarded for information and necessary action to :-

1. The Private Secretary to the Chief Minister, Govt. of Meghalaya for favour of information of Hon'ble Chief Minister.
2. The Private Secretary to the Deputy Chief Minister, Govt. of Meghalaya for favour of information of Deputy Chief Minister.
3. The Private Secretary to the Speaker of the Meghalaya Legislative Assembly for favour of information of Hon'ble Speaker.
4. The Private Secretary to Minister for information of Minister.
5. The Private Secretary to Leader of Opposition for favour of information of the Hon'ble Leader of Opposition.
6. All Chairpersons/Deputy Chairperson of the Boards/Corporation for information.
7. The Private Secretary to Chief Secretary to the Govt. of Meghalaya for information.
8. Commissioner & Secretary Programme Implementation Department (Public Enterprise Cell) for necessary instruction to the Administrative Department concerned to issue directives to the Public Sector Undertakings/Boards/Agencies under them to strictly observe the Economy measures.
9. All Branches of Finance Department.
10. All Deputy Commissioner/Sub-Divisional Officers (Civil).
11. The Secretary, Meghalaya Legislative Assembly.
12. The Secretary, Meghalaya Public Service Commission.
13. All Treasury Officers.
14. All Financial Advisers/Finance & Accounts Officers.
15. All Municipalities and Town Committees.

By order etc.,

(E.Y. Chen)

Director Institutional Finance & Ex-officio
Joint Secretary to the Govt. of Meghalaya
Finance (Economic Affairs) Department