

Government of Jammu & Kashmir
Finance Department Civil Secretariat

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Subject:- Austerity Measures in Government for the year 2009-10 and beyond.

Government Order No. 273 -F of 2009

Dated: 07 - 12-2009

There is an urgent need to enforce strict economy in non-developmental government spending and also effecting improvement in the compliance and equity of cost recovery of user charges. Accordingly, following measures are hereby ordered for compliance with immediate effect :-

- i. Finance Department shall restrict the release of Non-Plan Budget to 90% of the Budget Estimates in respect of all object heads of expenditure except Salaries/Migrant Salaries, Stipend & Scholarship, Leave Encashment, Electric/Power Charges, Purchase of Drugs, Wages, Medical Reimbursement.
- ii. As a matter of rule, requests for seeking additional provisions in 'Revised Estimates' shall be discouraged. However, in cases of inescapable additional requirement under one object head of expenditure, the same will be counter-balanced by effecting corresponding reduction of equal order under any other object head (s) of expenditure.
- iii. No re-appropriation orders shall be considered by the Finance Department, except under very extraordinary and compelling circumstances.
- iv. No fresh expenditure proposals on items outside the approved budgetary provisions shall be brought during the course of current financial year and the same will be deferred, even if absolutely necessary, till the ensuing financial year. Any such expenditure incurred unauthorizedly will in no case be accommodated at RE stage or even by way of reappropriation and DDO concerned shall be held squarely accountable for the same.
- v. The Power Development Department shall restrict power purchases within the Budgeted amount only and will take steps to draw and supply power during off-peak hours and make the requisite cuts at peak hours.
- vi. Only so much of debit is raised against 'Suspense Stock' budgets as can be fully offset by matching credits before the close of financial year. In fact, credits should be in excess of debits to account for accumulated credit deficits of yester years. It calls for strict vigil and monitoring at the levels of concerned HoDs and Administrative Departments.
- vii. Receipts under Non-Tax Revenue shall be closely monitored and laid down targets achieved at all costs. Finance Department shall be posted with monthly receipts statements. All the departments shall ensure full recovery of current government dues and also endeavour to recover the outstanding dues of past, more particularly of Electricity charges, Water charges, Abiana where arrears outstanding are quite huge. Performance of concerned HOD shall be linked to the achievements of targets on this front.

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- viii. There will be a total ban on purchase of Furniture, Fixture & Furnishings except in case of newly established offices. Even in newly established offices, such purchase shall be rationalized and will not be effected without prior concurrence of Administrative Department up to a limit of Rs.1.00 lakh and beyond this, concurrence of Finance Department shall be required.
- ix. The expenditure on residential / mobile telephones shall be strictly monitored viz-a-viz the ceilings prescribed by the Government. The ceiling shall, however, stand reduced by 10% from the month of December, 2009 till further orders.
- x. Director Garages shall strictly monitor the allotment of vehicles to only such Officers who are entitled to it by virtue of orders issued by the Government from time to time, in particular, instructions contained in Government Order No. 57-F of 1999 and Government Order No. 58-F of 1999 both dated 06.04.1999 shall be strictly adhered to.
- xi. All departments shall surrender immediately all condemned vehicles to State Motor Garages irrespective of fact whether or not replacement vehicle thereof has been authorized.
- xii. Except for operational requirements of law & order agencies and security related organizations, there shall be a complete ban on purchase of both non-functional vehicles like supervisory and monitoring vehicles and functional vehicles like trucks, tippers, load-carriers, cranes, rescue vans, fire tenders, ambulances, vehicles provided by State Motor Garages as per norms. Finance Department will, however, consider permission to purchase vehicles in replacement of condemned vehicles wherever absolutely necessary as in the case of essential services.
- xiii. No liabilities shall be created and brought on the budget of next financial year.
- xiv. 'Administrative Reforms' are need of the hour. Most of the Departments have over the time grown substantially with continued expansion. While new functions have been taken up, for redundant functions no reduction in establishment has been caused by way of rationalization. Therefore, gradual reduction by way of freezing/abolition of the vacant posts would be required. All the Departments shall undertake an effective exercise to find out the excess staff working /sanctioned at present to reduce strength by 5% in un-productive area, however, justifiable corresponding increase in productive sectors shall be considered.
- xv. Up-gradation of posts is totally banned.
- xvi. Cadre reviews involving additional financial implications shall be undertaken only after five years from last such review and proposals should be comprehensive and only if absolutely unavoidable.
- xvii. There shall be no official dinners/lunches except those hosted by the Chief Minister or with specific approval of the Chief Minister.
- xviii. Proposal for holding of Expo-marts in other parts of country for promoting handicrafts/ handlooms products will be carefully examined and only such proposals will be cleared where the cost involved is substantially funded by agencies other than the State Government. Holding of such Expo-marts abroad will be restricted only to the extent these are fully funded by the Central Government.

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- xix. Travel abroad by government functionaries on government expenditure shall be placed before the designated selection committee for clearance before undertaking such travel.
 - xx. Travel outside the State on official assignments shall be monitored by a committee comprising Administrative Secretary, Commissioner/Secretary, Finance and Commissioner/Secretary, General Administration Department. Participation in Refreshment Courses, Seminars, Workshops and Conferences by government functionaries outside the State shall also be monitored by the said committee.
 - xxi. Departments would have to ensure that they devise internal processes to leverage the cheapest Fare in economy class air travel, preferably by getting information through internet.
 - xxii. Touring should not become a mechanical process but be a result oriented exercise. Frequent unproductive travels within the state shall be eschewed. As far as possible, Departments will make full use of information and communication technology (e-mail, tele conferencing, video conferencing etc.) so that travel is kept to barest minimum.
 - xxiii. With a view to save considerable time consumed in travelling, reduce days of absence from headquarter of provincial HoDs and also to bring down expenditure on travels to other province, Administrative Departments shall endeavour to issue tentative schedule of meetings in the beginning of the financial year and instead of calling HoDs to the State headquarter for such meetings would endeavour to hold such meetings at the respective provincial headquarters.
 - xxiv. For the Ministers tours to District headquarters, only departmental HoDs of their own respective departments may accompany them on such tours.
 - xxv. Purchase of Stationery items from out of 'Office Expenses' is banned.
 - xxvi. LTC shall remain suspended till further orders.

2. These measures will be in addition to specific decisions taken in respect of certain departments and shall apply equally to Public Sector Undertakings, Autonomous Bodies, ULBs and other organizations which receive financial support from the State Government.

3. Each Administrative Department would be expected to keep an account of the financial yields of above mentioned measures implemented in the department. Financial Advisors will monitor the progress in this regard and will bring the progress/ bottlenecks to the note of Secretaries concerned on monthly basis.

By order of the Government of Jammu & Kashmir.

Sd/-
(Sudhanshu Pandey)
Commissioner/Secretary to Government,
Finance Department.

No.FD-VII-8(111)/2009-10

Dated: 07-12-2009

Copy to the:

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2. Financial Commissioner Home.
3. Director General of Police.
4. All Principal Secretaries/Commissioners/ Secretaries to Government. *GAD*
5. Principal Secretary to Chief Minister.

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6. Principal Secretary to HE the Governor.
7. Accountant General, J&K, Srinagar.
8. Registrar General, J&K High Court.
9. Divisional Commissioner, Kashmir/Jammu.
10. Chairman, J&K State Board of School Education, Jammu/Kashmir.
11. Secretary to Chief Justice, J&K High Court Jammu.
12. Secretary, J&K State Information Commission.
13. All Heads of the Departments.
14. All Managing Directors of the Corporations/PSUs/Chief Executives.
15. Secretary, Public Service Commission/ Legislative Assembly/ Legislative Council.
16. Secretary, J&K Board of School Education.
17. All District Development Commissioners.
18. Director General Accounts & Treasuries.
19. Registrar, University of Kashmir/ University of Jammu/ Shri Mata Vaishno Devi University, Katra/ SKUAST Jammu/SKUAST Kashmir/ Baba Ghulam Shah Badshah University, Rajouri/ Islamic University, Kashmir.
20. Director Information for giving wide publicity through print media.
21. Director Audit & Inspections Department, Finance Department.
22. Director Codes.
23. Director Funds Organization.
24. Jt. Resident Commissioner Mumbai.
25. All Financial Advisors/Chief Accounts Officers.
26. General Manager, Government Press, Jammu/Srinagar.
27. Special Assistant/Private Secretaries to all Hon'ble Ministers/Minister of State.
28. PPS to Chief Secretary.

Ravi Magotra
07/14

(Ravi Magotra)
Director General (Budget)
Finance Department