



Date: 09.06.2016

To,
All the Directors of CSIR Labs/Instts.

Sub: Proposals for purchase of office car in replacement of condemned office vehicles-reg.

Sir/Madam,

CSIR Hqrs. has been receiving a number of requests for purchase of vehicles in replacement of condemned vehicles from all over CSIR Labs./Instts. Sometimes, the cases which are within delegated powers of the Directors of Labs/Instts are also being referred to CSIR Hqrs. Therefore, in order to streamline processing of these proposals, it has been decided to reiterate the existing guidelines on the matter as below:-

(i) Delegation of Power in CSIR (page 67of Handbook on Delegation of power in CSIR):-

S.No.	Item	Authority	Reference	Terms & Condition
1	(a) Replacement of duly condemned vehicle:-	Director/DG in case of CSIR HQ	CSIR letter dated 9.05.97 & 4.04.2001	Subject to the prescribed conditions and that the condemned vehicle will be disposed-off within a period of three months after following the prescribed procedure.
2	(b) Writing off a condemned vehicle satisfying the life requirement in terms of distance run and length of use.	Director/DG in case of CSIR HQ	CSIR letter dated 9.05.97 & 4.04.2001	Subject to the prescribed conditions and that the condemned vehicle will be disposed-off within a period of three months after following the prescribed procedure.

All other cases which do not fulfil the prescribed terms and conditions of condemnation will be referred to CSIR HQ along with detailed justification.

(ii) The Ministry of Finance vide their OM No. F.No.03(1)/E-II A/2009 dated 6th August, 2014 and OM No.7(1)/E.Coord./2014 dated 29th October, 2014 (copy enclosed) has issued instructions regarding purchase of Staff Cars by Ministries/Departments as follows:-

- The models of cars with Net Dealer Price (NDP) of up to Rs.4,75,000/- available in the DGS&D Rate contract only shall be considered for purchase of staff cars. The purchase may be made only through DGS&D rate contract mode.
- Ban on purchase of new vehicles including staff car will continue except against condemnation (Para 2.3 of economy instructions GoI, MoF, Deptt of Expd. OM dated 29-10-2014).

So far, before allocation of budget, CSIR Hqrs has been seeking details like condemnation certificate, confirmation that condemned vehicle had been procured from CSIR funds, type of vehicles etc. Henceforth, Labs/Instts will require to ensure compliance of all relevant instruction at their end before seeking budget allocation. A confirmation to the effect will be given by the labs. to CSIR Hqrs. while requesting for budget under budget sub-head P-50 vehicles.

All concern may ensure compliance of above guidelines.


(Ajay Kumar)

Finance & Accounts Officer

Encl: As above

- Head, IT Division with the request to make the OM on website.
- Office copy



REGISTERED
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No. 1561/96-Finance.

Dated 9.5.97

सहायक सचिव (प्रशासन)

Joint Secretary (Admin.)

FINANCIAL ADVISER

ALL THE HEADS OF LABS./INSTTS.

Sub: Condemnation & replacement of vehicles and
procurement of new vehicles

Sir,

The Governing Body of CSIR in its 124th Meeting held on 24th September 1991 had delegated powers to the Director-General, CSIR for condemnation and replacement of old vehicles with the concurrence of the Financial Adviser. For procurement of any additional new vehicle, the proposals are to be approved by the Member (Finance). All the proposals received from Lab./Instt. for condemnation & replacement of vehicles as well as purchase of new vehicles, are examined by the Finance Wing of CSIR before these are submitted to the DG CSIR/Member (Finance) for their approval. It has been observed that in the absence of complete details, it becomes necessary to call for additional information from Labs./Instts., resulting in prolong correspondence & delay. In order to streamline the procedure and avoid delay, revised Proformas have been devised and are enclosed herewith. For condemnation and replacement of a vehicle, information should be furnished in both the Proformas. Whereas, for purchase of any additional vehicle, the proposal should be sent in Form-II alongwith detailed justification. Details of total vehicles owned by the Lab./Instt. and deployment of all the vehicles should also be sent alongwith the proposal.

2. As per instructions contained in Government of India, Ministry of Finance Notification No. F1(21).E.II(A)/93 dated 21st May 1993, for condemnation of a vehicle, the following lives of various type of vehicles in terms of distance run (in kms.) and length of use (in years), whichever is reached later, have been fixed :-

Type of vehicles	Kilometres	Years
(i) Heavy commercial Motor Vehicles	4,00,000	10
(ii) Motor vehicles fitted with engines upto 20 hp. (RAC)	2,00,000	8
(iii) Motor Cycles fitted with Engines of 3.5 hp (RAC) or above	1,20,000	7
(iv) Motor Cycles fitted with engines of less than 3.5 hp (RAC)	1,20,000	6
(v) The life of a Tractor shall be taken as 10,000 hours or ten years, whichever is reached later.		

3. A certificate from one of the following Authorities to the effect that the vehicle is not fit for any further economical use has to be obtained and sent alongwith the proposal for condemnation:-

- (i) An Electrical & Mechanical Workshop of the National Airport Authority;
- (ii) The Workshop of State Road Transport Corporation;
- (iii) At locations where Workshops mentioned at (i) and (ii) are not available, Transport Workshops under the Central or State Government Departments.

4. Before the proposal is sent to CSIR, it may, therefore, kindly be ensured that the above instructions for condemnation of vehicle are fulfilled. In case any of the condition is not fulfilled, detailed justification for recommending the vehicle for condemnation should accompany the proposal.

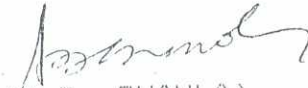
It may kindly be ensured that till approval of the competent authority is conveyed, no vehicle should be disposed off and order placed for new vehicle, even if Budget provision exists.

5. With a view to have a consolidated information about the vehicles owned by various Lab./Instt., following information may kindly be furnished urgently so as to reach this Office by 15.6.97. :-

- i) Details of total vehicle owned by the Lab./Instt.
- ii) Sanction No. and date of CSIR approval for purchase of different vehicles.
- iii) Number of sanctioned posts of Drivers.
- iv) Number of filled up posts of Drivers alongwith Name of Drivers and their date of superannuation.

Kindly acknowledge receipt.

Yours faithfully,



(A.D. CHAWLA)
DY.FINANCIAL ADVISER

12/2/96

**PROFORMA FOR DECLARATION OF OLD VEHICLES TO BE
CONDEMNED AND DISPOSED OFF**

PART - I (TO BE COMPLETED BY ADMN. OF LAB./INSTT.)

1. Name of the Lab./Instt. :
2. Particulars of Vehicle :
 1. Type of Vehicle :
 2. Registration Number :
 3. Petrol/Diesel Engine :
 4. PAC Horse Power :
 5. Date of induction into service :
 6. Whether on road or off the road :
 7. Date from which off the road :
 8. Mileage expected per litre for a vehicle in good condition :
(km. per litre)
 9. Current Fuel Consumption (Per Litre) :
 10. Total Kms./Hours run :
 11. Kms./hrs. run after last overhaul :
 12. Purchase/cost of the Vehicle :
 13. Total expenditure incurred on repairs and maintenance so far :
 14. Date of last major repairs :
 15. Cost of last major repairs :

UNDERTAKING

In case, the above proposal is approved, the condemned vehicle will be disposed off within three months from the date of receipt of the new vehicle. The report will be furnished to the CSIR Hqrs., within a week.

(Controller of Administration)
OFFICE SEAL

Date of Inspection :

Present mechanical condition, Engine No. _____

- a. Engine compression in cylinders : Poor/Satisfactory/Good
- b. Engine Pick-up : Poor/Satisfactory/Good
- c. Top Overhaul : Required/Not-required
- d. Major Overhaul : Required/Not-required

3. Transmission System:

- a) Clutch : Slip/spin/pulsation/noise/needs overhaul/satisfactory/good
- b) Gear Box : Huming/noisy/slipout/needs Overhauling/satisfactory/good
- c) Power takeoff : Huming/noisy/slip/needs overhaul/good/satisfactory
- d) Prop shaft : Vibration/mettalic rattle/squel/need replacement/satisfactory/good
- e) Differential/ differtials : Huming/regular knock/knocking while turning/need O.H./good/satisfactory

4. Steering : Stuff and hard/excessive free movement /noisy/need oil/good/satisfactory

5. Suspension : Noisy/tossing/need over-haul/ satisfactory/good

6. Brake System : Spongy/sluggish/pulling sidewise/need overhaul/satisfactory/good

7. Cooling system :

- i) Radiator : Rusty/not cooling/damaged/perished/ choked/need O.H./satisfactory/good
- ii) Water pump : Noisy/leaking/satisfactory/good
- iii) Hose connection : Perished/cracked/leaking/good

8. Chassis No _____ : Bent/cracked/damaged

9. Body : Rattling/rusted/body and floor needs renovation/satisfactory/good

10. Upholstery : Need repairs/need renovation/satisfactor

4. Electrical System

- | | |
|---------------------------|---|
| i) Starter motor | Needs O.H./Unserviceable/satisfactory |
| ii) Dynamo/Alternator | Needs O.H./Unserviceable/satisfactory |
| iii) Battery charger | Needs O.H./Unserviceable/satisfactory |
| iv) Electrical/connection | Needs replacement/needs repair/
satisfactory |
| v) Control pannels | Needs replacement/needs repair/
satisfactory |

12. Whether the required/
norms are fulfilled
or not : Yes/No

13. Condition of fitment
items :

(i) Tyres _____ (ii) Battery _____

14. Estimated cost of repair/reconditioning
of the above vehicle to bring it to road-
worthy condition for atleast 5 years
(about 30,000 KM use). !Rs. _____

15. REMARKS

16. Recommended/not recommended for condemnation.

Signature _____

PLACE :

NAME : _____

DATE :

Office Seal of the Designated
Authority

WHETHER REPLACEMENT OR ADDITION

A. PARTICULARS OF VEHICLES OWNED BY THE LAB./INSTT(OTHER THAN BUSES).

B: PARTICULARS OF VEHICLE PROPOSED TO BE PURCHASED

SIGNATURE

COA/ADMINISTRATIVE OFFICER

[TO BE PUBLISHED IN THE GAZETTE OF INDIA EXTRA-ORDINARY
PART II, SECTION(3) AND SUB-SECTION (ii)]

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE

New Delhi Dated, the 26-9-1996

NOTIFICATION

In pursuance of clause (3) of article 77 of the Constitution of India, the President hereby makes the following rules further to amend the Delegation of Financial Powers Rules, 1978, namely:-

(1) These Rules may be called the Delegation of Financial Powers (Amendment) Rules, 1996.

(2) They shall come into force on the date of their publication in the Official Gazette.

In Schedule VII to the Delegation of Financial Powers Rules, 1978, against the entry relating to condemnation of motor vehicles and motor cycles, under column 3, in para(a) for the item (ii) and the entries relating thereto, the following shall be substituted namely:-

"(ii) Motor vehicles fitted 1,50,000 Kms. 6-1/2 years."
with engines upto
20 H.P.(RAC)

Note: The Delegation of Financial Powers Rules, 1978 published vide Notification No.SO.2131, dated 22nd July, 1978 have subsequently been amended by:-

- | | | |
|--------|--------------|-------------------------------|
| (i) | Notification | No.SO.1187, dated 9.6.1979. |
| (ii) | " | No.SO.2942, dated 1.9.1979. |
| (iii) | " | No.SO.2611, dated 4.10.1980. |
| (iv) | " | No.SO.2164, dated 15.8.1981. |
| (v) | " | No.SO.2304, dated 5.9.1981. |
| (vi) | " | No.SO.3073, dated 4.9.1982. |
| (vii) | " | No.SO.4171, dated 11.12.1982. |
| (viii) | " | No.SO.1314, dated 26.2.1983. |
| (ix) | " | No.SO.2502, dated 4.8.1984. |
| (x) | " | No.SO. 22, dated 5.1.1985. |
| (xi) | Corrigendum | No.So.1958, dated 11.5.1985. |
| (xii) | Notification | No.SO.3082, dated 6.7.1985. |
| (xiii) | " | No.SO.3974, dated 24.8.1985. |
| (xiv) | " | No.SO.5641, dated 21.12.1985. |
| (xv) | " | No.SO.1548, dated 19.4.1986. |
| (xvi) | " | No.SO.3183, dated 20.9.1986. |

(xvii)	Notification	No.SO.3787,	dated 8.11.1986.
(xviii)	"	No.SO.2508,	dated 19.9.1987.
(xix)	"	No.SO.3092,	dated 7.11.1987.
(xx)	"	No.SO.3581,	dated 10.12.1988.
(xxi)	"	No.SO. 641,	dated 17.3.1990.
(xxii)	"	No.SO.1469,	dated 26.5.1990.
(xxiii)	"	No.SO.2173,	dated 18.8.1990.
(xxiv)	"	No.SO.3033,	dated 17.11.1990.
(xxv)	"	No.SO.3414,	dated 22.12.1990.
(xxvi)	"	No.SO. 534,	dated 23.2.1991.
(xxvii)	"	No.SO.2235,	dated 24.8.1991.
(xxviii)	"	No.SO.547(E),	dated 24.7.1992.
(xxix)	"	No.SO. 466,	dated 13.3.1993.
(xxx)	"	No.SO.1292,	dated 12.6.1993.
(xxxi)	"	No.SO. 685,	dated 12.3.1994.
(xxxii)	"	No.SO.1232,	dated 28.5.1994.
(xxxiii)	"	No.SO.1945,	dated 13.8.1994.
(xxxiv)	"	No.SO.2451,	dated 24.9.1994.
(xxxv)	"	No.SO. 174,	dated 28.1.1995.

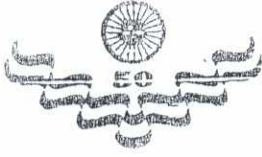
Narain Das.
(NARAIN DAS)

UNDER SECRETARY TO THE GOVERNMENT OF INDIA

(No.F.1(18)-E.II(A)/96)

To

The Manager,
Government of India Press,
Mayapuri, New Delhi.



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
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Anusandhan Bhavan, 2, Rafi Marg, New Delhi-110 001



No. 101(1)/98-R&I

Dated 4th April, 2001

To

The Directors/Heads of all the National Labs./Instts.

Sub: Delegation of Powers to the Heads of Departments i.e. Directors/Heads of National Labs/Instts. of CSIR.

Sir,

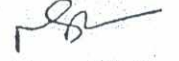
I am directed to state that in pursuance of the deliberations in the Directors' Conference, the Director General, CSIR had constituted a committee to consider the Simplification of Rules including Delegation of Powers to the Directors/Heads of the National Labs/Instts of CSIR. The part recommendations made by the Committee with regard to Delegation of Powers were placed before the Governing Body of CSIR for its consideration at its 150th meeting held on 15.2.2001. The Governing Body considered the matter and approved Delegation of Powers to the Directors/Head of national Laboratories as given the Annexure-1

The Directors/Heads of the National Labs may now exercise these powers.

It is requested that the Delegation of Powers, as approved by the Governing Body, may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

It may also kindly be noted that the delegation of powers cannot be delegated further down the line.

Yours faithfully,


(Amar Singh)
Dy. Secretary

Encl: As above.

Copy to:

1. All Divisional/Sectional Heads at CSIR Hqrs.
2. Sr/Finance & Accounts Officers of all the Labs./Instts.
3. All Deputy Secretaries/Under Secretaries.
4. PPS to DG., CSIR
5. PS to JS (Admin)
6. PA to Financial Advisor, CSIR
7. DS, CSIR Complex.

Delegation of Powers to the Directors/Heads of National Labs./Instts.
Approved by the Governing Body of CSIR at its 150th meeting held on 15.2.2001

S.No.	Item	Existing powers	Extent of power delegated	Terms and conditions, if any. For exercising the delegated power.
1	(a) Replacement of duly condemned motor vehicles; and	No power	Full power	(a) Subject to the prescribed conditions and that the condemned vehicle will be disposed off within a period of three months after following the prescribed procedure.
	(b) Writing off a condemned motor vehicle satisfying the life requirement in terms of distance run and length of use.	No power	Full power	(b) Subject to the condemnation of vehicle by one of the prescribed authority and vehicle having been disposed off in accordance with the prescribed procedure.
2	(a) Writing off irrecoverable losses of stores or of public money <u>not due to theft or negligence.</u>	Up to Rs.10, 000/-	Up to Rs.20, 000/-	Subject to usual terms & conditions on the recommendation of a committee which will investigate and certify that loss was not caused due to theft or negligence.
	(b) Writing off irrecoverable losses of stores or of public money in cases other than at (a) above.	Up to Rs.2, 500/-	Up to Rs.10, 000/-	
3	Writing off losses of revenue or irrecoverable loans and advances.	Up to Rs.2, 000/-	Up to Rs.5, 000/-	After following the prescribed procedure and CSIR/GOI instructions issued from time to time.

4	Writing off obsolete, surplus and unserviceable stores	Up to Rs.10, 000/- in each case	Up to Rs.50, 000/-	After following the prescribed procedure and CSIR/GOI instructions issued from time to time.
			Up to Rs. 10 Lakh with the approval of MC	After following the prescribed procedure and CSIR/GOI instructions issued from time to time.
5	Grant of Study leave (within India) as per CCS (Leave) Rules, 1972	No power	Full power	Subject to fulfillment of terms and conditions laid down in CCS (leave) Rules, 1972 as amended from time to time and CSIR instructions on the subject with the concurrence of Sr./F&AO of the Lab/Instt.
6	New Works & Maintenance including Special Repairs	Up to Rs. 5 lakh	Up to Rs.10 Lakh	Subject to terms and conditions specified in CSIR O.M.No. 2(1)/-94-Finance Dated 30.9.1994 subject to the condition: <ul style="list-style-type: none"> a) Preliminary estimates are certified as correct by the concerned Division/Engg. Unit of the Lab. b) Proposal is concurred in by Sr.F&AO/F&AO of the Lab. c) Budget allocation is provided and communicated by CSIR Hqrs.

F.No. 03(1)/E-IIA/2009
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated 6th August 2014

OFFICE MEMORANDUM

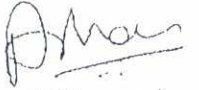
Subject: Purchase of Staff Cars by Ministries/Department – revision of guidelines reg.

This Ministry has been receiving requests from various Ministries/Departments for inclusion of new models of cars or alternatively to purchase certain vehicles for use as staff cars, in exception to the list of approved models of Staff Cars, since many of the approved cars are no longer under manufacture.

2. The matter has been examined by this Ministry in consultation with Ministry of Commerce. It has now been decided that models of cars with Net Dealer Price (NDP) of upto Rs. 4,75,000/- available in the DGS&D Rate Contract only shall be considered for purchase as staff car. The purchase may be made only through DGS&D rate contract mode. Accordingly, the Administrative Secretary in consultation with the Financial Advisor, may decide on the model based on parameters including price, availability, ease of maintenance, service facility in the specific location of the office, fuel economy, eco-friendliness, standardisation for large scale purchases, etc.

3. This supersedes previous instructions on models approved for use as staff cars.

4. Hindi version will follow.


(Anil Sharma)

Under Secretary to the Government of India

To,

All Ministries/Departments of Government of India

Copy forwarded to:

1. Financial Advisors of All Ministries/Departments
2. C&AG, UPSC, etc., as per standard list.
3. NIC Cell

वैज्ञानिक तथा आध्यात्मिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



सा./No : 5-1(17)/2008-PD

दिनांक/Dated: 07.11.2014

प्रेषक / From:

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admin.)

सेवा में / To:

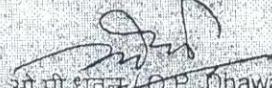
The Directors/Heads of all
National Labs/Instts. of CSIR Hqrs.
/Complex/Centres/Units

विषय /Sub : Office Memorandum issued by Government of India, Ministry of Finance- Endorsement thereof in CSIR reg.

महोदय/Sir,

I am directed to forward herewith the Ministry of Finance OM No. 7(1) / E.Copid-2014 dated 29th October, 2014 on the subject 'Expenditure Management - Economy Measures and Rationalisation of Expenditure' for information, guidance and compliance.

भवदीय/Yours faithfully


(ओ.पी. धवन / O.P. Dhawan)
उप सचिव/Deputy Secretary

प्रतिलिपि/Copy to:

1. Head, IT Division with the request to make this circular available on the website & Policy Repository.
2. Office copy

No. 7(1)/E.Coord./2014
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, 29th October, 2014
North Block,

OFFICE MEMORANDUM

Subject: Expenditure Management -- Economy Measures and Rationalisation of Expenditure.

Ministry of Finance, Department of Expenditure has been issuing austerity instructions from time to time with a view to containing non-developmental expenditure and releasing of additional resources for priority schemes. The last set of instructions was issued on 18th September 2013 after passing of the Union Budget. Such measures are intended at promoting fiscal discipline, without restricting the operational efficiency of the Government. In the context of the current fiscal situation, there is a need to continue to rationalise expenditure and optimize available resources. With this objective, the following measures for fiscal prudence and economy will come into immediate effect:-

2.1 Cut in Non-Plan expenditure:

For the year 2014-15, every Ministry / Department shall effect a mandatory 10% cut in non-Plan expenditure excluding interest payment, repayment of debt, Defence capital, salaries, pension and Finance Commission grants to the States. No re-appropriation of funds to augment the Non-Plan heads of expenditure on which cuts have been imposed shall be allowed during the current fiscal year.

2.2 Seminars and Conferences:

- (i) Utmost economy shall be observed in organizing conferences/ Seminars/workshops. Only such conferences, workshops, seminars, etc. which are absolutely essential, should be held wherein also a 10% cut on budgetary allocations (whether Plan or Non-Plan) shall be effected.
- (ii) Holding of exhibitions/fairs/seminars/conferences abroad is strongly discouraged except in the case of exhibitions for trade promotion.
- (iii) There will be a ban on holding of meetings and conferences at five star hotels except in case of bilateral/multilateral official engagements to be held at the level of Minister-in-Charge or Administrative Secretary, with foreign Governments or international bodies of which India is a Member. The Administrative Secretaries are advised to exercise utmost discretion in holding such meetings in 5-Star hotels keeping in mind the need to observe utmost economy in expenditure.

2.3 Purchase of vehicles:

Purchase of new vehicles to meet the operational requirement of Defence Forces, Central Paramilitary Forces & security related organizations are permitted. Ban on purchase of other vehicles (including staff cars) will continue except against condemnation.

Domestic and International Travel:

- (i) Travel expenditure {both Domestic Travel Expenses (DTE) and Foreign Travel Expenses(FTE)} should be regulated so as to ensure that each Ministry remains within the allocated budget for the same after taking into account the mandatory 10% cut under DTE/FTE (Plan as well as Non-Plan). Re-appropriation/ augmentation proposals on this account would not be approved.
- (ii) While officers are entitled to various classes of air travel depending on seniority, utmost economy would need to be observed while exercising the choice keeping the limitations of budget in mind. However, **there would be no bookings in First Class."**
- (iii) Facility of Video Conferencing may be used effectively. All extant instructions on foreign travel may be scrupulously followed.
- (iv) In all cases of air travel the lowest air fare tickets available for entitled class are to be purchased/ procured. No companion free ticket on domestic/ international travel is to be availed of.

Creation of Posts

- (i) There will be a ban on creation of Plan and Non-Plan posts.
- (ii) Posts that have remained vacant for more than a year are not to be revived except under very rare and unavoidable circumstances and after seeking clearance of Department of Expenditure.

3. **Observance of discipline in fiscal transfers to States, Public Sector Undertakings and Autonomous Bodies at Central/ State/Local level:**

3.1 Release of Grant-in-aid shall be strictly as per provisions contained in GFRs and in Department of Expenditure's OM No.7(1)/E.Coord/2012 dated 14.11.2012.

3.2 Ministries/Departments shall not transfer funds under any Plan schemes in relaxation of conditions attached to such transfers (such as matching funding).

3.3 The State Governments are required to furnish monthly returns of Plan expenditure – Central, Centrally Sponsored or State Plan – to respective Ministries/Departments along with a report on amounts outstanding in their Public Account in respect of Central and Centrally Sponsored Schemes. This requirement may be scrupulously enforced.

3.4 The Chief Controller of Accounts must ensure compliance with the above as part of pre-payment scrutiny.

4. **Balanced Pace of Expenditure:**

4.1 As per extant instructions, not more than one-third (33%) of the Budget Estimates may be spent in the last quarter of the financial year. Besides, the stipulation that during the month of March the expenditure should be limited to 15% of the Budget Estimates is reiterated. It may be emphasized here that the restriction of 33% and 15% expenditure ceiling is to be enforced both scheme-wise as well as for the Demands for Grant as a whole, subject to RE ceilings. Ministries/ Departments which are covered by the Monthly Expenditure Plan (MEP) may ensure that the MEP is followed strictly.

4.2 It is also considered desirable that in the last month of the year payments may be made only for the goods and services actually procured and for reimbursement of expenditure already incurred. Hence, no amount should be released in advance (in the last month) with the exception of the following:

- (i) Advance payments to contractors under terms of duly executed contracts so that Government would not renege on its legal or contractual obligations.
- (ii) Any loans or advances to Government servants etc. or private individuals as a measure of relief and rehabilitation as per service conditions or on compassionate grounds.
- (iii) Any other exceptional case with the approval of the Financial Advisor. However, a list of such cases may be sent by the FA to the Department of Expenditure by 30th April of the following year for information.


4.3 Rush of expenditure on procurement should be avoided during the last quarter of the fiscal year and in particular the last month of the year so as to ensure that all procedures are complied with and there is no infructuous or wasteful expenditure. FAs are advised to specially monitor this aspect during their reviews.

5. No fresh financial commitments should be made on items which are not provided for in the budget approved by the Parliament.

6. These instructions would also be applicable to autonomous bodies funded by Government of India.

7. Compliance

Secretaries of the Ministries / Departments, being the Chief Accounting Authorities as per Rule 64 of GFR, shall be fully charged with the responsibility of ensuring compliance of the measures outlined above. Financial Advisors shall assist the respective Departments in securing compliance with these measures and also submit an overall report to the Minister-in-Charge and to the Ministry of Finance on a quarterly basis regarding various actions taken on these measures / guidelines.


(Ratan P. Watal)
Secretary (Expenditure)

All Secretaries to the Government of India

Copy to:

1. Cabinet Secretary
2. Principal Secretary to the Prime Minister
3. Secretary, Planning Commission
4. All the Financial Advisors