



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
Anusandhan Bhawan, Rafi Marg,
New Delhi-110 001

No. 30-1(36)/2008-Finance
Dated the 14th Sept, 2009

To
Hheads of all National Labs./Instts.
Sir,

Subject: **Expenditure Management – Economy Measures and Rationalization of Expenditure**

Expenditure Management Guidelines has been issued by the Government vide Ministry of Finance, Department of Expenditure OM No. 7(1)E.Coord./2009 dated 7th Sept., 2009 with a view to ensure availability of adequate resources for meeting the objectives of Projects, schemes and so on. Scope of the said OM has been extended to autonomous bodies vide OM dated 8th Sept., 2009 and a request has been made to intimate anticipated savings on this account to the Department of Expenditure by 10th Oct., 2009 vide their OM dated 8th Sept., 2009. Copies of these OMs are enclosed for information and necessary action. DG, CSIR has **further** emphasized to take following austerity measures in order to ensure availability of funds for all programmes taken up by CSIR:-

I **Air travel - Domestic & Foreign**

- (i) All eligible officers traveling at Govt./CSIR cost shall travel by National Carrier in economy class for which they shall purchase Apex/cheap air fare/Institutional Coupon as far as possible. Cancellation charges shall be reimbursed when the journey including apex fare tickets is cancelled due to official exigencies. Mileage points earned on official air travel shall be used for official travel only.
- (ii) For Leave Travel Concession, NACIL (Air India) has LTC 80 Scheme which only should be used. Officers paying higher fare shall be restricted to LTC 80 fare in economy class. Moreover travel by private Airlines is not permissible.
- (iii) CSIR has financial constraints and therefore, economization of expenditure is of vital importance. At times, travel by National carrier through a longer route or by way of broken journey may cost heavily. In such cases, where the cost of the travel is substantially higher than travel by other airlines operating on direct route, travel should be undertaken by the cheaper means after seeking relaxation from Joint Secretary, Ministry of Civil Aviation, B Block, Rajiv Gandhi Bhawan, Safdar Jung Airport, New Delhi-110003 (Fax No. 011-24655839) directly by the Lab./Instt.
- (iv) All external experts traveling at Govt./CSIR cost be requested to travel by National carrier in Economy Class at apex fares on the same lines. Experts traveling by Business Class will be restricted to Economy Class fare after **15.9.2009**. CSIR/Labs may arrange for tickets/coupons to the experts, if required. However, tickets/coupons already purchased as per the entitlement shall be allowed.
- (v) As far as possible, CSIR/Labs. are expected to use Video Conferences instead of travel.

II POL Expenses

- (i) There should be no pick up from the Airport for the officers except women scientists/officers wherever pre-paid taxi service is available at the Airport. Officers who are not availing transport allowance may use the vehicle attached to them for the purpose.
- (ii) For other purposes, an efficient transport management should be put in place to economize on the cost of POL and related expenses. The requirement may be clubbed to minimize the total trip of vehicle.

III The Office Expenses

- (i) **Stationery** - the use of Stationery needs to be rationalized. A few suggestions can be:-

- (a) Xeroxing of papers on both side of the paper.
- (b) No Pen/Folders, Bags should be provided to the members of various meetings.
- (c) Conference Bags should not be allowed in Conferences and Workshops except training of longer duration.
- (d) CSIR/Labs should make use of the E-mails instead of Fax etc.

- (ii) **Electricity Expenses**

All officers/staff members are expected to minimize the electricity consumption by switching off lights, fans, coolers, air-conditioners and other electrical appliances whenever they are not in the room(s).

These are a few suggestions indicated. Labs./Instts. will find many more in order to implement austerity measures in right spirit and keeping in view the over all resource constraints.


(RATTAN LAL SHARMA)
SR.DY.FINANCIAL ADVISER

Copy to:-

1. Shri A. Wahid, Scientist for updating CSIR website
2. PS to DG, CSIR
3. PA to FA, CSIR
4. PS to JS(A)
5. COA/AO of all national Labs./Instts.
6. CFA/F&AO of all national Labs./Instts.
7. Sr.Dy.Secretaries/Dy.Secretaries/USs at CSIR Hqrs./Complex
8. Sr.Dy.FAs/Dy.FAs/FAOs at CSIR Hqrs./Complex
9. Head, RAB
10. Head, HRDC
11. PA to Legal Adviser
12. All Notice Boards

No. 7(1)E-Coord./2009

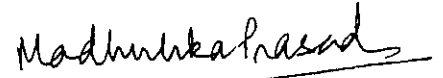
Ministry of Finance
Department of Expenditure
E-Coord. Branch

8th September, 2009

Office Memorandum

Subject: Expenditure Management - Economy Measures and rationalisation of expenditure - savings thereof - reg.

Reference is invited to the austerity instructions issued by Department of Expenditure vide OM No. 7(1)E-Coord./2009, dated 7th September, 2009 and subsequent order for Autonomous Bodies issued on 8th September, 2009. It is requested that the savings anticipated on account of the said OMs may be intimated to this Department by 10th October, 2009.


(Madhulika P. Sukul)
Joint Secretary (Pers.)
Tel. No. 2309 3283

To

All Financial Advisers

वित्तीय सचिव/ O/o FA, CSIR-DGIR
फाइल नं. २९३
दिनांक/Date 11-09-09

New Delhi, the 8th September, 2009

Office Memorandum

Subject:- Expenditure Management-Economy Measures and Rationalization of Expenditure in autonomous bodies-reg

In consonance with the economy instructions issued by this Department vide OM of even No. dated 7th September 2009, appropriate economy measures need also be put in place to rationalize the expenditure of autonomous bodies. A mandatory cut of 10% and 5% on the same lines as indicated in para 2.1 of the above OM may be effected on the expenditure of autonomous bodies funded by the Government of India. Grants to be released during 2009-10 may be adjusted accordingly.

Further, economy measures outlined in para 2.2 of the O. M. dated 7th September, 2009 pertaining to Seminars & Conferences, Domestic & Foreign travel, Purchase of Vehicles and instructions contained in para 3 will also be applicable to autonomous bodies.



(Sushama Nath)
Secretary (Expenditure)

To

All Secretaries to the Govt. of India

Copy to;

Cabinet Secretary
Principal Secretary to the Prime Minister
Secretary, Planning Commission
Financial Advisers

No. 7(1) E.Coord/2009
Ministry of Finance
Department of Expenditure

New Delhi, the 7th September, 2009

OFFICE MEMORANDUM

Subject: Expenditure Management - Economy Measures and Rationalization of Expenditure

1. Background

1. With a view to ensuring availability of adequate resources for meeting the objectives of critical development and priority schemes, instructions on expenditure management have been issued on 24th July, 2009. In view of the current fiscal situation and that arising out of insufficient rain in large parts of the country, and the consequent pressure on Government's resources, there is need for further economy and rationalization of expenditure. In the circumstances, in continuation of the instructions issued on 24th July, 2009, the following further guidelines are issued with immediate effect:-

2.1 Cut in Non-Plan expenditure

(i) For the year 2009-10, every Ministry/Department shall effect a mandatory **10% cut** in non-Plan expenditure under the following heads:-

- a) Domestic and Foreign Travel expenses
- b) Publications
- c) Professional Services
- d) Advertising and Publicity
- e) Office expenses
- f) POL (except for security related requirement)
- g) Other administrative expenses

No. 7(1) E.Coord/2009
Ministry of Finance
Department of Expenditure

- (ii) The remaining portions of non-plan expenditure, excluding interest payments, repayment of debt, Defence capital, salaries, pension and the Finance Commission grants to the States, will be subjected to a mandatory **5% cut**. No re-appropriation of funds to augment the non-plan heads of expenditure shall be allowed during the current financial year.
- (iii) No increases in the budgetary allocations under the heads of non-plan expenditure, particularly where cuts are now being imposed, will be allowed at RE stage, except under very extraordinary and compelling circumstances.

2.2 Economy Measures

The following measures for fiscal prudence and economy will also come into force with immediate effect:-

2.2.1 Seminars and Conferences

- (i) The prescribed expenditure ceilings for holding seminars, conferences, workshops etc. should be enforced and a 10% cut on the budgetary allocation for seminars and conferences shall be effected.
- (ii) Holding of exhibitions/seminars/conferences abroad is strongly discouraged, except in the case of exhibitions for trade promotion.
- (iii) There will be a complete ban on holding of meetings and conferences at five star hotels.

2.2.2 Domestic and Foreign Travel

- (i) No travel on Government account by air will take place by first class.
- (ii) All domestic travel on Government account by air will take place only by economy class, irrespective of the entitlement.
- (iii) Where travel is unavoidable, it will be ensured that officers of the appropriate level dealing with the subject are sponsored instead of those at higher levels. The size of delegation and the duration of visit will be kept to the absolute minimum.
- (iv) Proposals for participation in study tours, workshops/conferences/seminars/presentation of papers abroad at Government cost will not be entertained except those that are fully funded by sponsoring agencies.

2.2.3 Purchase of vehicles


Purchase of vehicles, except for operational requirements of the Defence Forces, Central Para Military Forces and security related organizations, will not be permitted.

3. The instructions contained in the O.M. on Expenditure Management dated 17th September, 2007 in regard to publicity, usage of telephones, ban on creation of plan and non-plan posts, transfer policy, and use of information technology will continue to be applicable. Similarly, instructions contained in O.M. on Expenditure Management dated 5th June, 2008 in regard to observance of discipline in fiscal transfers to States, Public Sector Undertakings and Autonomous Bodies at Central/State/Local level, balanced pace of expenditure and re-appropriation within approved Heads will also continue to apply.

No. 7(1) E.Coord/2009
Ministry of Finance
Department of Expenditure

4. 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 Advisers 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.


(Sushama Nath)
Secretary (Expenditure)

All Secretaries to the Government of India
Copy to the:-
Cabinet Secretary,
Principal Secretary to the Prime Minister,
Secretary, Planning Commission
Financial Advisers