



EMPLOYEES' STATE INSURANCE CORPORATION
HQRS. OFFICE : C.I.G. MARG : NEW DELHI-110002
(ISO 9001-2000 QMS CERTIFIED)

No.D-11/14/Austerity Measures/MOL&E/2008-Genl.

Dated : 11.09.2008

To

All Officers in Hqrs. Office
All Regional Directors / A.C. (NTA) / Jt. Director (I/c) / Jt. Director (Fin.) /
Dy. Director (Fin.)
R.O. / S.R.O. / D.O. / ESIC Model Hospitals
All M.S /SSMCs / SMCs / D(M)D/ D(M) Noida
E.S.I. Corporation

Subject:- **Meeting on Expenditure Management - Economy Measure &
Rationalisation of Expenditure held on 20.6.2008 .**

Sir,

I am directed to forward herewith a copy of Circular Note No.2
20025/11/2008-Admn.I dated 24.6.2008 received from M/o Labour & Employment
on the subject mentioned above for guidance and strict compliance.

This issues with the kind approval of Director General/Financial
Commissioner.

Encl:- As above.

Yours faithfully


(GULSHAN KUMAR
DY. DIRECTOR (GENL.

P.A.
P.P. put on
circ. file -
AD
24/9/08
M
23/9/2008

5/11/08

No. Z-20025/11/2008 Adm. I
Government of India/Bharat Sarkar
Ministry of Labour & Employment/Shram aur Rozgar Mantralaya

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5/11/08

New Delhi, Dated 24.06.2008

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NOTE

Sh. Y. G. G. S. H.

Subject: Meeting on Expenditure management-Economy Measures and Rationalization of Expenditure held on 20.06.2008.

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A copy of record of the discussion of the meeting taken by AS(L&E) with Bureau Heads on 20.06.2008, to identify ways and means to enforce economy in expenditure is enclosed herewith for information and necessary action.

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Sh. Y. G. G. S. H.

10/19/08

(Pradeep Gaur)
Under Secretary to the Govt. of India
T. No. 2376 6936

To :-
1. OSD to MOS(IC), Ministry of Labour & Employment
2. Sr. PPS to Secretary (L&E)
3. PS to AS (L&E)
4. LEA/JS (SKS)/DGLW/ JS(DV)/ JS&FA/DDG(HS)
5. DGE&T/CLC(C)
6. DG(ESIC)/CPFC/Dir.(VVG NLI)/DGMS/DGFASLI/DGLB/Dir.(CBWE)
7. ALL Dir./DS/US/SO



Sh. Y. G. G. S. H.

Record of the discussion of the meeting taken by AS(L&E) with Bureau Heads on 20/6/2008 at 10.15 A.M. to identify ways and means to enforce economy in expenditure.

The list of participants in the meeting taken by AS(L&E) is enclosed in the annexure.

2. At the onset, the AS gave the brief background of the need to enforce economy in expenditure keeping in view the instructions issued by the M/o Finance, D/o Expenditure vide their OM No. 7(1)E.Coord/2008 dated 5.6.2008 and the memo from Cabinet Secretary as well as the meeting taken by Hon'ble LEM.

3. It was emphasized by him that the basic principle to be followed should be maximum economy without deterrent to the administrative efficiency. It was also pointed out by him that it would have more effect and would lead to fruitful results if the senior officers set an example themselves by resorting to economy measures at their own level.

4. After due deliberations, the following decisions were arrived at:

A. Expenditure on travel expenses

Air travel

- (i) As far as possible travel should be by budget airlines on low fares with a provision that the higher cancellation charges would be borne by Govt.
- (ii) Officers, who are required to go on tour frequently, may be encouraged to book tickets of budgets airlines on net by using credit cards. DDO will be advised to clear their TA bills, expeditiously so that the officers are able to make payment of the credit cards bill within the time limit of pay by date.
- (iii) Separate negotiations may be made by the administrative division with the Govt. travel agencies to extract maximum benefits on booking of air tickets on the lines of EPFO vis-a-vis Ashoka Travels & Tour.
- (iv) To enforce austerity in travel expenses facility of Video conferencing may be made use of, as far as possible and practicable so as to reduce its availing
- (v) It will be ensured by all concerned that at least 15% cut is enforced on travel expenses vis-a-vis budget provision.

B. Expenditure on electricity

- (i) All Officers will ensure that while they leave their room, the electricity is switched off.
- (ii) Officers who have more than one AC in their room may switch on one AC only, as far as possible.
- (iii) The ideal temperature for AC should be kept at 25 degree Celsius.
- (iv) The number of lights to be kept switched on should be minimized.
- (v) Tube lights may be gradually replaced with CFL, where ever practicable.
- (vi) Computers may be kept at standby mode when not in use.
- (vii) One master switch may be installed in every room at a convenient position so that the officers leaving their room can themselves switch off and switch on the lights and other electrical equipments in their rooms.

C. Office Expenses

- (i) POL: A minimum of 15% reduction will be enforced on the average expenditure of last 6 month on POL both with regard to allotted and general duty vehicles (apart from Minister and Secretary).
- (ii) Stationary:
 - a. No stationery will be issued for the official meetings except for the chairperson who will be provided Pencil and Slip book.
 - b. Instead of "My Clear Bags" only L-Shaped folders will be used when ever required.
 - c. Economy in use of photocopy paper by adopting to the following measures:
 - i. Use of both side of paper (back to back photocopying)
 - ii. Ensure that minimum number of copies of a document are made.
 - iii. The unused spare copies of documents, on which one side is blank, may be used for preparing drafts.
 - iv. Optimum utilization of e-mail facility on internet may be made with a view to reduce consumption of paper.
 - v. Concerned Administration Sections will devise other suitable measures to enforce economy without hampering efficiency.

D Computers and Accessories

- a Purchase of computers and other related accessories may be restricted as far as possible.
- b Software may be devised for on line requisition of computer cartridges and other items like stationery bare of printer cartridges should be closely monitored and any abnormal increase should immediately be brought to the notice of the concerned DS/Director.

E Advertising

Economy in expenditure may be achieved without affecting the mandatory social and legal requirements. It was suggested that one of the methods for reducing the expenditure on this item can be reduction in size of an advertisement instead of reducing the number of such advertisements.

F Hospitality

- (i) As far as possible official meetings should be fixed in such a way that the need for working lunch or dinner is avoided.
- (ii) In unavoidable cases, the per head expenditure on working lunch or dinner should not be more than Rs. 125/- (Non-veg) and Rs. 100/- (Veg).
- (iii) Dry fruits, including cashew nuts, and sweets, chips etc. will not be served in official meetings.

Furniture: As far as possible, purchase of new furniture will be avoided.

5. The meeting concluded with the decision that the above economy measures will be enforced without affecting the overall efficiency of the organization. It was also decided that the position will be reviewed in a meeting in October, 2008, to take stock of affect of the above measures in reduction of expenditure during the next quarter vis-a-vis the quarter ended September, 2008.