CIRCULAR

Subject:: Expenditure Management – Economy Measures & Rationalisation of Expenditure.

The instructions pertaining to General Administration contained in Office Memorandum of M/o Finance, Dept. of Expenditure dated 11th July, 2011 received through M/o Labour & Employment vide Circular No.Z-11011/02/2011-Fin. dated 27th July, 2011 regarding "Expenditure Management – Economy Measures & Rationalisation of Expenditure" have been adopted and earlier instruction on this subject are also reiterated below for compliance:-

A. Expenditure on electricity
1. All officers will ensure that while they leave their room, the electricity is switched off.
2. Officers who have more than one AC in their room may switch on one AC only, as far as possible.
3. The number of lights to be kept switched on should be minimized.
4. All the lights to be replaced by Tube lights & CFL wherever practicable.
5. Computers may be kept at standby mode when not in use.

B. Office Expenses

Stationery

1. No stationery will be issued for the official meeting except for the Chairperson, if need be, for other members Pencil & a thin Slip book to be provided.

2. Instead of "My Clear Bags" only L-Shaped folder will be used whenever required. (Instructions already issued).

3. As far as possible, all durable items such as, Punch, Staplers, Scissor, Hammers, Locks, etc., are to be issued only in replacement of earlier supplied items rendered unserviceable.

Economy in use of photocopyer paper by adopting to the following measures:-

1. To use both side of paper (back to back photocopying & typing).
2. Font of the letters not to be undue large and thick. It is to be ensure that minimum required number of copies of a documents are made.
3. The unused spare copies of documents, if one side is blank, may be used for preparing drafts.
4. Optimum utilization of e-mail facility on internet may be made with a view to reduce consumption of paper.
5. Concerned Administration Sections will further devise other suitable measures to enforce economy without hampering efficiency.

P.T.O.
C. Advertising

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

D. Hospitality

1. Utmost economy shall be observed in organizing Conferences, Seminars, Trainings & Workshops. The Conferences, Workshop & Seminars, etc. to be held which are absolutely essential & unavoidable. No Conferences, Seminars & meetings are to be held in Hotels.

2. As far as possible official meetings should be fixed in such a way that the need for working lunch or dinner is avoided.

3. If lunch has to be provided per head expenditure on working lunch should not be more than Rs.125/- (Non-veg.) and Rs.100/- (veg.). For formal meetings, Tea & snacks to be limited to a total of Rs.40/- for informal meetings Rs.20/- each participants, per session. If the increase in expenditure is unavoidable, specific approval to be sought from Hqrs. Office and expenditure incurred beyond the ceiling limit to be sanctioned by F.C. Arrangement for meetings may be made strictly as per these guidelines only and for any deviation, prior approval to be obtained from Hqrs. Office.

4. Dry fruits, including cashew nuts, etc. to be avoided in official meetings.

E. Purchase of vehicles:

No purchase of vehicle is to be permitted including those against condemnation.

G. Furniture:

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

It is requested that the compliance to be above instructions may be ensured.

This issues with the approval of the Director General.

Hindi version will follows.

(T.T.M. THARAKAN )
JT. DIRECTOR (GENL.)

To

1. All Additional Commissioners / Regional Directors / Jt. Directors (I/cs) / Regional Office / NTA / Sub-Regional Office / Divisional Office, ESI Corporation.
2. All SSMCs / SMCs / Medical Superintendents / D(M)D / D(M) Noida.
3. All Jt. Director (Fin.) / Dy. Director (Fin.), ESIC, ROs / SROs / Divisional Offices / NTA / Hospitals & ODCs for necessary action.
4. System Division is requested to upload the same in ESIC website.