

**GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
BUDGET BRANCH
WRITERS' BUILDINGS, CALCUTTA—700 001**

No. 1770-FB

Calcutta, the 27th July, 1999

MEMORANDUM

To economise on Government expenditure certain economy instructions were introduced in Finance Budget Memorandum No. 1130-FB, dated the 2nd July, 1992 (copy enclosed) and in other circulars. The Government is of the opinion that there is still considerable scope to cut down avoidable revenue expenditure and to increase non-tax revenue. In continuation of what has been said in economy circulars issued earlier, this policy circular is being issued by way of reiteration of certain economy measures already adopted and also by introduction of a few additional measures.

- 1) The economy measures introduced in previous circulars will continue to be in force.
- 2)
 - a) No new connection for telephone, cellular phone, pager shall be given.
 - b) STD facilities will be provided only to the Secretaries, Special Secretaries Heads of the Directorates, Commissioners of the Divisions, IGs, Range DIGs, DMs, Sps, SDOs, SDPOs, STD facilities now being enjoyed unauthorisedly by anybody other than these category of officers except with the specific approval of the Finance Department must be surrendered immediately.
 - c) No new vehicle shall be purchased by any department until further orders.
 - d) The existing restrictions on consumption of fuel i.e. 8 liters and 5 liters per day for operational and non-operational vehicles respectively must be rigorously observed.
 - e) For hiring of a vehicle prior approval of the Finance Department must be obtained. Any vehicle being unauthorisedly hired must be released immediately.
 - f) The Transport Department shall impose, in consultation with the Finance department, an upper ceiling of daily hiring charges that may be paid for such hiring.
 - g) Vehicles must not be used on holidays except in cases of emergency with prior written permission of the concerned Departmental Secretaries.
 - h) In all cases, the pay bill must contain full description of the names of incumbents, their pay scales and allowances as well as various deductions. In the case of the School Education Department, the Departmental Officer shall furnish all these particulars in annexures, institution-wise, to be annexed with the claim from as prescribed in Appendix-3 of Treasury Rules, West Bengal & Subsidiary Rules made thereunder, Volume-II.
 - i) Participation in festivals, fairs, exhibitions should be reduced to a minimum.

3) It has been decided that the non-tax revenues of the various Departments/ Government corporations/undertakings/local bodies/statutory and autonomous bodies/aided institutions receiving substantial grants from the State Government will have to be doubled by 2002-2003 i.e. in the next three years of the present level of such revenue projected in the budget estimates for 1999-2000. For this the following steps are to be taken :

a) All the concerned Departments will take immediate steps for revising the rates of non-tax revenues in consultation with the Finance (Budget) Department so that the anticipated revenue is doubled by 2002-2003 of the present level. Some illustrative example are given below :

b) The user charges for Circuit House, Inspection Bungalow, State Guest House, Banga Bhavan etc. are to be revised upwards in consonance with the revision of the TA/DA rates.

c) The charge for supplying police personal to banks/Central Government establishments etc. is to be revised to take into account the revised pay scales after implementation of the Fourth Pay Commission's recommendations and also the various perks which have ben given. Such charges must be collected regularly.

d) The Licence fee for fire arms is also abnormally low at present. There is a strong case for enhancement of the licence fees/licence renewal fees.

e) Commerce & Industries Department is to take steps for upward revision of Mineral concession fees, royalties, stamping of weights and measures which have not been revised for last many years.

f) The revenue of SEB and State Transport Corporations must increase and pilferage must be minimised.

4) All the above instructions will apply to statutory bodies including local self-Government institution, autonomous body and corporations/undertaking owned or substantially controlled by the State Government and to institution receiving substantial grants from Government.

5) The Departmental Secretaries will enforce these restrictions in their Departments/ attached and subordinate offices and other bodies/agencies in receipt of State Government assistance.

6) These instructions take effect from August 1, 1999 and will remain in force until further orders.

Sd/- Manish Gupta
Chief Secretary