

GOVERNMENT OF WEST BENGAL
Finance (Budget) Department
Writers' Building
Kolkata-700 001

No. 2711-FB

Date: 30th Sept, 2002.

MEMORANDUM

To economies on Government expenditure certain economy instructions were issued in Finance (Budget) Department Memorandum No. 4100-FB, dt. 13.12.2000 and in other circulars. The Govt. is of the opinion that there is still scope to cut down avoidable revenue expenditure and, hence, this policy circular is being issued by way of reiteration of certain economy measures already adopted and also by introduction of new additional measures.

1) a) No new connection for telephone, cellular/mobile phone, pagers shall be given. The status of Officers entitled to telephone facilities in the office and in the residence, with or without STD facilities, should be clearly furnished by each department/directorate to Finance Department by 15.11.02. Officers only of the rank of Joint Secretary and above shall be entitled to telephones in the residence. Officers only of the rank of Special Secretary and above and Heads of Directorates shall be entitled to have STD facilities in their residential telephones. No officer except Secretaries and above will be entitled to ISD facilities in the telephones in the office and in the residence at Government cost. A separate circular shall be issued very shortly mentioning the number of calls from the residential telephones of the officers in respect of which charges will be paid by the Government. All the departments are to furnish a list of the telephones along with the designations of the officers using such telephones to Principal Secretary, Finance Department by 15.11.02. On receipt of the said reports, Finance Department will take a decision regarding the telephones to be retained and bills of only such telephones shall be passed by the Treasuries/Pay & Accounts Offices with effect from 1.12.2002.

b) Departmental Secretaries will send a list of existing Cellular/Mobile Phone connections, mentioning whether prior concurrence of Finance Department has been obtained, to Principal Secretary, Finance Department by 15.11.2002. In case payment of bills of such telephones is not routed through Treasuries/Pay & Accounts Offices, the mode of payment is to be mentioned. While submitting the list, departmental Secretaries will include Mobile/Cellular Phones used by the Directors/Regional offices/District offices/State Public Sector Undertakings and local bodies under the administrative control of the department. Personnel & Administrative Reforms Department will submit list in respect of civil administration in the districts. On receipt of such reports, State Government will issue suitable instructions.

c) The existing restrictions on consumption of fuel i.e. eight litres and five litres per day for operational and non-operational vehicles respectively must be rigorously observed. Home Department will examine requirement of consumption of fuel per day for the vehicles used by the Officers of West Bengal Police Directorate and Kolkata Police by 15.11.02 and on receipt of the same, instructions regarding ceiling on consumption of fuel of vehicles per day/per month used by the West Bengal Police Directorate and Kolkata Police shall be issued. Apart from the vehicles under control of the West Bengal Police Directorate and Kolkata Police, bills for consumption of fuel of other Departments in excess of the

restriction imposed herein shall not be passed by the Treasuries/Pay & Accounts Offices.

d) No vehicles (Government or hired) can be used on holidays except in cases of emergency with prior written permission from concerned Departmental Secretaries. Every hired car should have properly maintained and attested log book. Same ceilings on consumption of fuel as in case of Govt. cars would be applicable to hired cars. No car can be hired on daily basis if required for more than seven days at a stretch. If any car is now being paid at daily rate, it shall be released and hired at a monthly rate. No hiring of car shall be allowed without specific approval of Finance Department even if the expenditure on this account is met from project account or paid from LOC/LF account.

e) Officers up to the rank of Special Secretary in the Secretariat shall be entitled to use separate vehicles. Officers in the rank of Joint Secretary shall use only pool cars. One pool car shall be used by three Joint Secretaries of a department. In each department, there will be only one car in addition to the cars used by the Principal Secretaries/Secretaries/Special Secretaries and one pool car for every three Joint Secretaries. If any officer of the rank of Joint Secretary or Deputy Secretary needs to be provided with an exclusive vehicle for the special nature of work performed by him, specific concurrence of Finance Department will have to be taken even in cases where such concurrence was accorded earlier. Vehicles in any Department in excess of the admissible number as per principle mentioned above will have to be released forthwith.

f) In case of Directorate and regional offices, status report on the number of vehicles and the specific purposes for which they are used will have to be furnished by the Principal Secretaries/ Secretaries of the respective departments by 15.11.02, after which the Government will issue necessary instructions.

g) In all cases, the pay bill must contain full description of the names of the 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 Form as prescribed in Appendix-III of Treasury Rules, West Bengal & Subsidiary Rules made there under, volume-II.

h) Except for the posts where recruitment is through the Public Service Commission, no vacant post irrespective of the duration of vacancy, can be filled up without prior approval of the Appointments Committee of the Cabinet. Treasury will not pass the salary bill of any new employee, if along with his first salary bill a Government Order clearly stating that clearance of Finance Department has been taken for filling up the vacant post is enclosed. This will not apply to promotion posts.

i) All overtime allowances and tiffin allowance will be minimised.

j) I & CA Department, in consultation with the Finance Department, shall identify the festivals, fairs, exhibitions in which Govt. Department /Directorate shall participate. No Department/ Directorate shall be allowed to participate in any festivals, fairs and exhibitions not included in the said list.

k) No meetings may be called on holidays at Kolkata unless authorized by the Departmental Ministers or Chief Secretary. In the districts, except in emergency situations, all meetings on holidays are to be avoided.

- l) No refreshment except tea/coffee/biscuits can be served in any meeting.
- m) No foreign trip should be allowed including trips included in EAPs except only in those cases where the entire expenditure is borne by other agencies. All visits outside the State except for meetings, formally convened by GOI, are banned. In exceptional cases, this can be done with prior permission of Chief Secretary.
- n) Officers posted in the districts shall not be allowed to move out the districts except for attending meetings in Kolkata convened by the concerned Head of the Directorate/Departmental Secretary.
- o) No purchase of equipment/machine/consumables except for immediate requirement would be allowed in February/March of any year.
- p) No purchase of equipment/machine would be allowed unless installation and use of the same can be ensured within a reasonable period of time.
- q) No bills for consumables which are not immediately required shall be cleared in the month of March.
- r) No expenditure on furnishing of office rooms shall be incurred during the current financial year.
- s) No Home Guard/Police personnel is to be posted in any officer's residence except where it is specifically needed for security reasons, and without prior approval of the Chief Secretary.
2. All these instructions shall strictly apply mutatis-mutandis to statutory bodies including local bodies, autonomous body and corporations/undertakings owned or substantially controlled by the State Government and to institutions receiving substantial grants from Government.
3. The Departmental Secretaries will enforce these restrictions in their Departments/ attached and subordinate offices and other bodies/agencies in receipt of State Government assistance.

These instructions will take effect from 1.10.2002 and will remain in force until further order.

Sd/- S. N. ROY

Chief Secretary