

**GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
BUDGET BRANCH  
WRITERS' BUILDING  
CALCUTTA-700 001**

No. 4100-FB

Calcutta, the 13<sup>th</sup> December, 2000.

**MEMORANDUM**

To economies on Government expenditure certain economy instructions were introduced in Finance Budget Memorandum No. 1770-FB, dated the 27<sup>th</sup> July, 1999 (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. The status of officers entitled to telephone facilities in the office and in the residence, with or without STD facilities, should be early mentioned by each department/directorate with approval of the Finance Department. All unauthorized telephone/STD connections be disconnected. All direct telephones at office/residence of officers not covered by norms already laid down to be disconnected. There will be a monetary ceiling on telephone bills of all concerned. Ban on Cellular/Mobile Phones/Pagers would be strictly enforced. All existing Cellular/Mobile Phone connections whether sanctioned or operating without sanction would be reviewed by a Committee of Secretaries and all phones found unnecessary would be immediately discontinued. There will be a ceiling on call charges on Cellular/Mobile Phones.  
b) No new vehicle shall be purchased by any department until further orders.  
c) The existing restrictions on consumption of fuel i.e. 8 litres and 5 litres per day for operational and non-operational vehicles respectively must be rigorously observed.  
d) Vehicles must not be used on holidays except in cases of emergency with prior written permission of the concerned Departmental Secretaries. No hired cars would be allowed on holidays. If any hired car is required on holidays, in the bill itself proper authorization has to be enclosed. Every hired car should have properly maintained and attested log book. Same ceilings of mileage as in case of Government car would be applicable to hired cars. No car can be hired on daily basis if required for more than 7 days at a stretch. All cars now being paid at daily rates would be released and hired at a monthly rate. No hiring of car would 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 A/c. No car should be asked to report for duty more than one hour before officer has to report to office and retained for more than one hour after the officer leaves office.  
e) 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 thereunder, Volume-II.

f) No casual appointments be made, except in rare cases with prior approval of Finance Department. No re-employment would be allowed on any grounds.

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 would 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 posts is enclosed. This will not apply to promotion posts.

g) All overtime allowances and tiffin allowance will be minimized.

h) Participation in festivals, fairs, exhibitions should be reduced to a minimum.

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

j) No refreshment except tea/coffee/biscuits can be served in any meetings. Lunch in packets may be served only in meetings when all District level officers are called and if the meeting last for the whole day. In all such cases specific orders of Chief Secretary is to be enclosed with the bill.

k) SPSUs would host lunch/dinners only when absolutely required for their promotional work. No SPSU will provide hired car to any Secretariat/Directorate/District Office. No lunch/dinner would be provided by any SPSU for official meetings of Secretariat/Directorate/District Office. Serving Alcohol/Cigarette in any lunch/dinner either by SPSUs or by Government is strictly prohibited under any circumstances.

l) No Foreign trips would 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 called by GOI is banned. In exceptional cases this can be done with prior permission of Chief Secretary.

m) No purchase from any SPSU would be made if the full payment is not made in advance.

n) No purchase of equipment/machine/consumables except for immediate requirement would be allowed in February/March of any year.

o) No purchase of equipment/machine would be allowed if one is not satisfied that the office is in a position to install and use the same within a reasonable period of time.

p) No bills for consumables including medicines, except current purchases, would be cleared in the month of March.

q) No Home Guard/Police personnel to be posted in any officer's residence except where it is specifically needed for security reasons and with prior orders of the Chief Secretary.

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 examples 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) Charges of deployment of police personnel in 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 been given. Such charges must be collected regularly.

d) Licence fees 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 to take steps for upward revision of Mineral concession fees, royalties, stamping of weights and measures which have not been revised for many years.

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

4. All the above instructions will apply mutatis-mutandis to statutory bodies including local self-Government institutions, autonomous body and corporations/undertakings owned or substantially controlled by the State Government and to institutions 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 will take effect from December 15, 2000 and will remain in force until further orders.

*Sd/- Manish Gupta*

Chief Secretary