

PERSONAL ATTENTION

No. Fin-F-(A)-(11)-11/2004

Government of Himachal Pradesh

Finance Department

(Expenditure Control - II)

From

The Principal Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA - 2.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. The Secretary to Governor, H. P. SHIMLA - 2.
3. The Secretary, H. P. Vidhan Sabha, SHIMLA - 4.
4. The Registrar General, H.P. High Court, SHIMLA - 2
5. All the Heads of Departments in H. P.

Dated Shimla - 171 002, the 25th May, 2015.

Subject :- Delegation of financial power(s) and revision of economy instructions.

Sir,

In order to gear-up efficiency in administration at all level(s) in Government, the comprehensive delegation of financial powers has been issued by the Finance Department vide its instruction of even number dated 03.06.2014. As per condition No. (ii) of said delegation under SOE "Office Expenses", powers upto Rs 5.00 lacs to the respective Head(s) of Department(s) and full powers to the respective Administrative Department(s) have been delegated for purchase of computer/photocopier machines and their peripherals. This delegation was, however, subject to prior approval of the IT Department with regard to specification(s)/configuration(s)/any other correlated advices/equipments in case of purchase of computers and their peripherals as per general instruction of this Department circulated vide letter No. Fin-F-(A)-

(11)-4/2004 dated 05.05.2007.

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APCCF (fin)

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After detailed discussion(s) held at various level(s) and in order to avoid hindrances for promoting Information Technology in the Government, the above mentioned condition regarding prior approval of the IT Department for purchase of computer(s) and their peripherals is being dropped. Now such proposals may be decided by the respective Head(s) of Department(s) and Administrative Department(s) at their own level in view of their realistic need vis-à-vis availability of funds in a particular financial year under relevant HOA/SOE only.

All concerned working under you, may kindly be instructed to adhere to the above instructions in its letter & spirit. This letter/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure".

By Order

Principal Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA -2.
Endst. No. As above. Dated Shimla - 171 002, the 25.05.2015.
Copy of the above is forwarded to :-

01. All Chief Executive Officers/Managing Directors of H.P. Public Sector Undertakings/Boards/Corporations
02. The Secretary, H. P. Subordinate Services Selection Board - Hamirpur.
03. The Secretary to Lokayukta, H. P., SHIMLA - 2.
04. The Secretary, H. P. Public Service Commission, SHIMLA - 2.
05. The Secretary, H. P. Electricity Regulatory Commission, Khalini, SHIMLA - 2.
06. The All the Deputy Commissioners in H. P.
07. The Registrars of all the Universities in H. P.
08. All the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.


Special Secretary (Finance-Exp.) to the
Government of Himachal Pradesh. SHIMLA -2.

(7) 26

**PERSONAL ATTENTION
MOST URGENT/TIME BOUND**

No. Fin-F-(A)-(11)-4/2004
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

From

The Principal Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA - 2.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. The Secretary to Governor, H. P. SHIMLA - 2.
3. The Secretary, H. P. Vidhan Sabha, SHIMLA - 4.
4. The Registrar General, H.P. High Court, SHIMLA - 2.
5. All the Heads of Departments in H. P.
6. All Chief Executive Officers/Managing Directors of H.P. Public Sector Undertakings/Boards/Corporation
7. The Secretary, H. P. Subordinate Services Selection Board, Hamirpur.
8. The Secretary to Lokayukta, H. P., SHIMLA - 2.
9. The Secretary, H. P. Public Service Commission, SHIMLA - 2.
10. The Secretary, H. P. Electricity Regulatory Commission, Khalini, SHIMLA - 2.
11. The All the Deputy Commissioners in H. P.
12. The Registrar, H. P. Administrative Tribunal, H.P. SHIMLA - 2.
13. The Registrar of all the Universities in H. P.

Dated Shimla - 171 002, the 05th May, 2007.

Subject :- Need for economy without impeding the pace of development - Revision of economy instructions and issue of financial guidelines thereof.

Sir,

In partial modification of this Department's letter of even number dated 06.09.1995 on the above subject, the

प्रधान मुद्राधिकारी
प्राप्त दिनांक 14/5/07

Government has reviewed its earlier decision, and decided to amend the power(s) delegated under SOE "Office Expenses" as contained in F.D.'s instructions ibid to the extent that henceforth, the cases seeking expenditure sanction(s) of the Government in Finance Department for purchase(s) of photocopier(s)/computer(s) alongwith their peripherals in respect of various Department(s)/ Organization(s) for implementation of different developmental scheme(s) in the State can be disposed by all the Administrative Department(s) concerned subject to availability of budget under the relevant HOA/SOE.

2. The Administrative Department(s) should strictly ensure the following parameters before issuance of such sanction(s) for aforesaid purchase(s) under SOE "Office Expenses" :-

- i) No further delegation by the A.D.'s will be permitted.
- ii) Prior approval of the IT Department with regard to the specification(s)/any other correlated advice(s) in case of purchase of computers and its peripherals.
- iii) Sanction(s) be restricted to within the sanctioned budget of the Department concerned under relevant Head of Account/SOE for concerned financial year and the guidelines for phasing of expenditure evenly, over all four quarters of the financial year.
- iv) A.D. to ensure that purchases effected are not at rates higher than those quoted by the H. P. State Electronics Development Corporation for the said item(s).
- v) Completion of all codal formalities and procedures, in advance, in this regard.

I am, therefore, directed to request you to kindly ensure the strict compliance of the aforesaid instructions of the Government forthwith, in all the departments/organizations working under your control.

Yours faithfully,

R Kumar
(RAMESH KUMAR)

Deputy Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

Endst. No. As above. Dated Shimla - 02, the 05th May, 2007.

Copy of the above is forwarded to all the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.

R Kumar
(RAMESH KUMAR)

Deputy Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

Immediate

18.7 MAY 2007

Endst No. Fr. 1651-1/73 (Bud) Misc - Economy Vol. VII Dated Shimla

Copy forwarded to: -

- i) All Additional P.C.F. in H.P;
- ii) All C.F.s in H.P;
- iii) All C.F.s in H.P;
- iv) Project Director, Mid Himalayan Salam:

This is in continuation of this office endt. of even number dated 14.9.1995.

16507
Principal CCF-H.P. o/c
Shimla-1

No. Fin-F-(A)-(11)-11/2004
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

PERSONAL ATTENTION

From

The Principal Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA - 2.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
 2. The Secretary to Governor, H. P. SHIMLA - 2.
 3. The Secretary, H. P. Vidhan Sabha, SHIMLA - 4.
 4. The Registrar General, H.P. High Court, SHIMLA - 2
 5. All the Heads of Departments in H. P.
- Dated Shimla - 171 002, the 29th June, 2015.

Subject :- Delegation of financial power(s) and revision of economy instructions.

With a view to effect economy and reduce unproductive expenditure and to reduce procedural delay(s) and to gear-up efficiency in administration at all level(s) in Government, comprehensive delegation of financial powers was issued by the Finance Department vide its instruction of even number dated 03.06.2014 delegating thereby the financial powers to the Administrative Departments, Head(s) of Department(s) and Senior-most District level Officer(s) with some limit(s)/cap(s) mentioned therein. The procedure for exercise of such delegated powers was also specified in the aforesaid delegation. However, it has been seen that a large number of sanction case(s) are still being sent to the Administrative Secretaries/Head of Departments, therefore, delaying decision making in certain cases. Accordingly, it has been felt expedient to review these delegation(s) for facilitating speedy implementation of various programmes & policies of the Government.

APCCF (Fin)

प्रमुख मन्त्री हिमाचल

पादपी सं. 1183

दिनांक 14/7/15

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Regd (b)

Stand file

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Therefore, in partial modification of main delegation(s) made vide instruction/letter of this Department of even number dated 03.06.2014, it has been decided that the respective Controlling Officers/District/Circle level Officers/Head(s) of Office(s) and any other officer(s) of the Government, to whom the budgetary provision(s)/allocation(s) are made by the Administrative/Head(s) of Department will henceforth be fully competent to incur expenditure within the budget allocation(s) made to them under the following SOEs:-

- a) Office Expenses;
- b) Publications;
- c) Advertising & Publicity;
- d) Hospitality & Entertainment Exp.;
- e) Other Charges;
- f) Maintenance;
- g) Machinery & Equipment;
- h) Material & Supplies;
- i) Furnishings
- j) Minor Works;
- k) Training

To substantiate further, it is clarified that in case, the Deputy Commissioner/Controlling Officers/Circle level Officers are allotted budget in the aforesaid SOEs by the Administrative Secretaries/Heads of Departments, then they are authorized to incur expenditure within such budgetary allocations, without making reference to such Administrative Departments/Heads of Department for expenditure sanction/administrative approval.

The aforesaid delegation(s) would, however, be subject to observance of the following condition(s):-

- i) Expenditure to be incurred under any of the aforesaid SOE would be based on realistic need(s)/priorities of the Department/Office and, expenditure should not be incurred just to exhaust the budgetary allocations;

- ii) Availability of funds under relevant HOA/SOE in a particular year keeping in view that the budgetary provision is made so as to cover the entire year & the expenditure may be incurred in the said financial year as per instructions issued by Finance Department from time to time;
- iii) The SOEs w.r.t. which nothing has been specified in these instructions will continue to be governed by the existing instructions/delegations and procedure prescribed therefor;
- iv) In relation to all SOEs mentioned in the above delegation, the process to be followed for incurring expenditure will remain the same as has been specified in HPFR and the delegations made by Finance Department vide its instruction of even number dated 03.06.2014.

P.223 to
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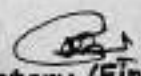
All concerned may kindly be instructed to adhere to the above instructions in letter & spirit. This letter/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure".

By Order

Principal Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA -2.

Endst. No. As above. Dated Shimla - 171 002, the 29.06.2015.
Copy of the above is forwarded to :-

- 01. All Chief Executive Officers/Managing Directors of H.P. Public Sector Undertakings/Boards/Corporations
- 02. The Secretary, H. P. Subordinate Services Selection Board - Hamirpur.
- 03. The Secretary to Lokayukta, H. P., SHIMLA - 2.
- 04. The Secretary, H. P. Public Service Commission, SHIMLA - 2.
- 05. The Secretary, H. P. Electricity Regulatory Commission, Khalini, SHIMLA - 2.
- 06. The All the Deputy Commissioners in H. P.
- 07. The Registrars of all the Universities in H. P.
- 08. All the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.


Special Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

No. Fin-F-(A)-(11)-11/2004
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

From

The Additional Chief Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA - 2.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. The Secretary to Governor, H. P. SHIMLA - 2.
3. The Secretary, H. P. Vidhan Sabha, SHIMLA - 4.
4. The Registrar General, H.P. High Court, SHIMLA - 2
5. All the Heads of Departments in H. P.

Dated Shimla - 171 002, the 05th August, 2015.

Subject :- Delegation of financial power(s) and revision of economy instructions.

Sir,

I am directed to refer to this Department's instruction/letter of even number dated 03rd June, 2014 on the subject to mentioned above and to say that in item No. 1(i) of above letter and it was made clear that no vacant post shall be filled up by direct recruitment without prior concurrence of Finance Department and approval of the Council of Ministers.

2. It has come to the notice of the Government that some Departments are filling up vacant posts by engaging persons on ~~ad hoc~~ing basis against the existing vacant posts without obtaining concurrence of Finance Department which is in contravention of the Government instructions referred to above. It is reiterated that for filling up of any vacant post by any mode including 'on outsourcing basis', concurrence of Finance Department and approval of the Council of Ministers will be mandatory.

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APC/CF (Lm)

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10/8/15

Letter has been received
on 10/8/15 from
10/8/15

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3. I am, therefore, to request you to kindly ensure that in future, no vacant post is filled up by direct recruitment by any mode including 'on outsourcing basis', without obtaining prior concurrence of Finance Department and approval of the Council of Ministers.

4. While sending memoranda for filling up of posts 'on outsourcing basis' for consideration of the Council of Minister after obtaining approval of the Finance Department, existing strength of outsourced persons, financial implications in terms of payment to outsourcing contractor and employee be indicated specifically by the Administrative Department(s) in a designed format reflecting thereby the liability of service tax separately.

All concerned may kindly be instructed to adhere to the above instructions. This letter/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure".

By Order

Additional Chief Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA -2.
Endst. No. As above. Dated Shimla - 171 002, the 05.08.2015.
Copy of the above is forwarded to :-

01. All Chief Executive Officers/Managing Directors of H.P. Public Sector Undertakings/Boards/Corporations
02. The Secretary, H. P. Subordinate Services Selection Board - Hamirpur.
03. The Secretary to Lokayukta, H. P., SHIMLA - 2.
04. The Secretary, H. P. Public Service Commission, SHIMLA - 2.
05. The Secretary, H. P. Electricity Regulatory Commission, Khalini, SHIMLA - 2.
06. The All the Deputy Commissioners in H. P.
07. The Registrars of all the Universities in H. P.
08. All the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.

Special Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

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PERSONAL ATTENTION

No. Fin-F-(A)-(11)-11/2004
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

From

The Additional Chief Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA - 2.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. The Secretary to Governor, H. P. SHIMLA - 2.
3. The Secretary, H. P. Vidhan Sabha, SHIMLA - 4.
4. The Registrar General, H.P. High Court, SHIMLA - 2
5. All the Heads of Departments in H. P.

Dated Shimla - 171 002, the

07th March, 2017.

Subject: Delegation of financial powers and revision of economy instruction(s).

Sir,

1. The issue regarding seeking approval for undertaking journey(s) by air by the officers/ officials in appropriate Class had been engaging the attention of the Government for quite some time past and after careful consideration, it has now been decided that in partial modification of this Department's letter of even number dated 03.06.2014, the provision of Para-(vi) under SOE "Travel Expenses" shall be substituted as

below:-

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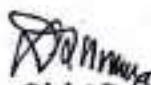
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EXISTING PROVISION	AMENDED PROVISION
The Officer(s)/Official(s) can perform journey/tour(s) by <u>air</u> as per their entitlement(s) subject to the condition that for all Officer(s)/Official(s) upto the rank of Head(s) of Department(s)/ Special Secretary(s), the permission may be given by the concerned Administrative Secretary and for Officer(s) above that rank, permission be given by the Chief Secretary without distinction of purposes between tours undertaken for Seminar(s)/ Workshop(s)/Training(s) and Other(s). In case(s), where the entitlement is not there and it is necessary to undertake the journey(s) by <u>air</u>, all permission(s) are required to be taken from the Chief Secretary. Other administrative instruction(s)/restriction(s) in travel/tours etc. as issued from time to time shall continue to in force.	The Officer(s)/Official(s) can perform journey/tour(s) by <u>air</u> as per their entitlement(s) subject to the condition that for all Officer(s)/Official(s) upto the rank of Head(s) of Department(s)/ Special Secretary(s), the permission may be given by the concerned Administrative Secretary and for Officer(s) above that rank, permission be given by the Chief Secretary without distinction of purposes between tours undertaken for Seminar(s)/ Workshop(s)/Training(s) and Other(s). In case(s), where the entitlement is not there and it is necessary to undertake the journey(s) by <u>air</u>, all permission(s) are required to be taken from the Chief Secretary. <u>However, all journey(s)/ tour(s) to be undertaken by air shall be restricted to "Economy Class" only.</u> Other administrative instruction(s)/restriction(s) in travel/tours etc. as issued from time to time shall continue to in force.

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2. All concerned working under you, may kindly be instructed to adhere to the above instructions in its letter & spirit. This letter/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure".

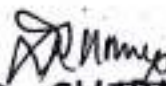
Yours faithfully,


[D. D. SHARMA, IAS]
Special Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

Phone No. 0177-2880690

Endst. No. As above. Dated Shimla - 171 002, the 07.03.2017.
Copy of the above is forwarded to :-

1. All Chief Executive Officers/Managing Directors of H.P. Public Sector Undertakings/Boards/Corporations
2. The Secretary, H. P. Subordinate Services Selection Board, Hamirpur.
3. The Secretary to Lokayukta, H. P., SHIMLA - 2.
4. The Secretary, H. P. Public Service Commission, SHIMLA - 2.
5. The Secretary, H. P. Electricity Regulatory Commission, Khalini, SHIMLA - 2.
6. The All the Deputy Commissioners in H. P.
7. The Registrars of all the Universities in H. P.
8. All the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.


[D. D. SHARMA, IAS]
Special Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.
Phone No. 0177-2880690

P.T.O.

350
PERSONAL ATTENTION

No. Fin-F-(A)-(11)-11/2004
Government of Himachal Pradesh
Finance Department
(Expenditure Control-II)

From

The Additional Chief Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA-02.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. The Secretary to Governor, H.P. SHIMLA-2.
3. The Secretary, H.P. Vidhan Sabha, SHIMLA-4.
4. The Registrar General, H.P. High Court, SHIMLA-2
5. All the Heads of Departments in H.P.

Dated Shimla -171002, the 18th June, 2018.

Subject:-

Delegation of financial power(s) and revision of economy instructions.

Sir,

With a view to effect economy and reduce unproductive expenditure, reduce procedural delay(s) and gear-up efficiency in administration at all level(s) in Government, comprehensive instruction(s) regarding delegation of financial powers were issued by the Finance Department vide its instruction of even number dated 03.06.2014 delegating thereby the financial powers to the Administrative Departments, Head(s) of Department(s) and Senior-most District level Officer(s) under all the SOEs. It has been made quite clear in these delegation(s) under SOEs "Salary" & "Wages" that neither creation of any nor filling up of existing vacant posts by any mode of recruitment is permissible except with the prior concurrence of Finance Department and approval of the Council of Minister(s). As sequel to it, the proposal(s) involving even creation of supernumerary posts for a specified/limited period(s) are being placed before the Council of Minister(s) for approval after seeking prior concurrence of Finance

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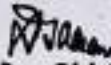
8/June
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C.E.F.
W.P.
P.C.F. (Fin.)
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5-7-2018

Department by the respective Administrative Department(s) which is, indeed, not in the overall interest of administrative convenience. After due consideration, it has thus been decided that henceforth there is no need to seek the prior approval of the Council of Minister(s) in the cases involving creation of supernumerary posts in any Department of the Government. However, the prior concurrence of Finance Department on case by case basis in such proposal(s) would be mandatory as heretofore.

All concerned working under your control may kindly be instructed to adhere to the above instructions in its letter & spirit. This letter/instruction may also be seen on www.himachal.nic.in/finance under the link "Expenditure".

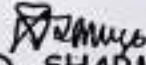

[D. D. SHARMA, IAS]

Special Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA - 2

Endst. No. As above. Dated Shimla - 171 002, the 18.06.2018.

Copy of the above is forwarded to:-

01. All Chief Executive Officers/Managing Directors of H.P. Public Sector Undertakings/Boards/Corporations
02. The Secretary, H.P. Subordinate Services Selection Commission - Hamirpur.
03. The Secretary to Lokayukta, H.P., SHIMLA - 2
04. The Secretary, H.P. Public Service Commission, SHIMLA - 2
05. The Secretary, H.P. Electricity Regulatory Commission, Khalini, SHIMLA - 2.
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[D. D. SHARMA, IAS]

Special Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA - 2.

Contact No. 0177- 2880690