

(For office use only)



**FOREST DEPARTMENT**  
**HIMACHAL PRADESH**

**FOREST MANUAL**

**Volume-II**  
**(Budget & Accounts)**

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**VIRBHADRA SINGH**



**CHIEF MINISTER  
HIMACHAL PRADESH  
SHIMLA-171 002**

## **MESSAGE**

Forests, constitute the essential life support system besides being source of timber, fuel, fodder, medicines etc. Besides their aesthetic and cultural value, forests are rich repository of biodiversity and recognized for their role in regulation of air quality and climate, soil formation and nutrient recycling and in hydrological cycle. Almost 66% of the area of the state is legally defined as forest land. This underscores the importance of forests in the lives of people of Himachal Pradesh and burdens Forest Department to shoulder responsibility.

The importance of a Departmental manual can scarcely be overstated. It lays down the manner in which the department transacts its business and must therefore internalize the elements of propriety, simplicity and procedural clarity along-with the need for efficiency. I am sure the Forest Department in its endeavour has inked best ideas and practices. I wish the Department all the success and hope that the Manual will prove to be a handy tool for forest officials and officers.

**(Virbhadra Singh)**



## **MESSAGE**

The state of Himachal Pradesh is blessed with natural resources. Forests of the State are important catchments for five major rivers i.e. Beas, Chenab, Ravi, Sutlej & Yamuna that flow through it. Out of the total geographical area of 55,673 Km<sup>2</sup>, about 37,000 Kms<sup>2</sup> is forest land and is managed by the Forest Department.

Forest Department of Himachal Pradesh is one of the oldest department and one of the biggest in terms of its vast spread. The Department performs multifarious functions and its character has changed over the decades from being a regulatory entity into an organization that is aligned with development, while fulfilling the needs of the community.

The changes in Government orders and notifications etc. are required to be reflected in a compiled form easily accessible to all. Against this backdrop, it gives me great satisfaction to know that Department has thoroughly revised and updated the Forest Manuals as a set of 4 Manuals relating to various aspects of forest administration and management like Acts & Rules, Service matters, Budget & Accounts and Technical matters.

It shall be the Department's endeavor to make full use of the new Manuals in their day to day working.

**(Thakur Singh Bharmouri)**

**TARUN SHRIDHAR I.A.S.**



**Additional Chief Secretary (Forests)  
Government of Himachal Pradesh**

## **MESSAGE**

Forest Department of Himachal Pradesh, apart from fulfilling its traditional role of a regulator and protector, is now being called upon to take up the emerging challenges relating to management of forests, climate change, fulfilling the aspirations of various forest dependent communities and other stakeholders and generally being in sync with the changing times.

These changes are also reflected in the various facets of forest administration and have called for a thorough and comprehensive revision and compilation of Forest Manuals in the form of Acts & Rules, matters relating to Budgeting, matters relating to Establishment and those relating to Technical issues.

It gives me immense satisfaction to know that Forest Department has brought out a set of Forest Manuals which are a revision of earlier Manuals and I congratulate the officer Shri P.K. Sinha, APCCF (Rules & Manuals) and also the staff working with him who have painstakingly gone over each Act/Rule/Order & Notification and Technical matter and brought out the new set of Forest Manuals.

The utility of such a compilation can hardly be emphasized and it is my hope that the new Manuals would be used by all the officers and staff, resulting in clarity and ease of operations.

**(Tarun Shridhar)**

**SUSHIL SRIVASTAVA I.F.S.**



**Principal Chief Conservator of Forests &  
Head of Forest Force, Himachal Pradesh**

## **PREFACE**

Forest Department had brought out compilation of Acts & Rules, Budget & Accounts, Service Matters and Technical Matters in the form of four Manuals in the mid-eighties under the guidance of Dr. M.P. Gupta, CCF, Himachal Pradesh.

Since the last almost three decades many new Acts & Rules have been enacted-service matters have undergone sea change, changes have taken place in the way budgets are prepared and there have been revised delegation of financial and other powers, economy instructions etc. A need was felt to revise and update the existing Forest Manuals.

The task of revising and updating the Forest Manuals was entrusted to Shri P.K. Sinha, Addl. Pr.CCF and the present revision/updation is an elaborate effort carried out under his vast experience and guidance.

I appreciate the hard working that has gone into revision and for bringing out the revised Manuals. I congratulate all who have contributed in compiling these Manuals, which shall be of great help to officers and staff in their day to day working in coming years.

If there are any suggestions to supplement the information/ manuals the same may be sent to the Head Office so that it could be incorporated in future editions/ revisions.

**(Sushil Srivastava)**

**P. K. SINHA I.F.S.**



**Addl. Principal Chief Conservator of Forests  
(Finance) and (Rules & Manuals)  
Himachal Pradesh**

## **FOREWORD**

It is my pleasure to present the first revision/updation of Himachal Pradesh Forest Manual which was brought out earlier in mid-eighties.

I had been assigned the task of revision/updation of Forest Manuals in the year 2013 and it took me almost two years to accomplish this mammoth task.

The document makes available all updated Acts, Rules, Policies and technical instructions related to Forest Department's working at one place and should prove quite useful for reference, record and general day to day working.

I would like to express my gratitude to Sh. Sushil Srivastava IFS, Principal Chief Conservator of Forests (HOFF) for his constant guidance, support and motivation for enabling me to successfully complete this challenging task.

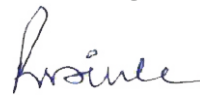
I am particularly indebted to Sh. Rajnish Ahluwalia, who not only assisted me for preparation of manuals even sitting late hours, but also took the responsibility on his shoulder for carrying out the typing, setting, designing and also formatting in printable form plus whatsoever help he could have rendered. I am also indebted to Sh. Brij Thakur P.A., who carried out lot of typing works and also helped me in many ways.

I am thankful to Shri Surinder Kumar Addl. PCCF, Sh. D.P. Sinha Addl. PCCF, Sh. Harsh Mittar Addl. PCCF, Shri Nagin Nanda Addl. PCCF and Sh. R. K. Sood CCF (WL) all of whom provided relevant materials pertaining to their subjects. Thanks are especially due to Sh. D. K. Vij ACF, who always helped me and remained with me during work and was of great assistance. I place on records my appreciation for Sh. Laiq Ram and Shri Mohinder Singh Peon who rendered all possible logistical support to me and my staff. I am generally indebted to all the staff at Mist Chamber Forest Complex who assisted me in every possible way. I am also indebted to Sh. Harish Gupta, Registrar (Budget) and all the staff of Budget, Accounts, Management & Sales Sections of Talland Office for providing copies of relevant records incorporated in the compilation.

I am thankful to Sh. J. S. Walia, PCCF (Wild Life) for allowing me to incorporate the write up on Soil and Water Conservation in the manual on technical matters.

Last but not the least, I convey my sincere gratitude to Shri Anish Sharma, DFO, Publicity, Shri Dinesh Gupta, Superintendent and Shri Vishnu Sharma, Photographer in Publicity Division for making all-out effort to get the manuscript published in the shape it has taken.

I hope this compilation would be useful to not only to forest staff but also to academicians, researchers and all others who is concerned with the working of the Forest Department.

  
**(P. K. Sinha)**

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\* H.P. Forest Manual (Vol. II) on Budget & Accounts approved vide H.P. Govt. Letter No. FFE-B-C (1)-7/2013 dated 6<sup>th</sup> September, 2013.

## CHAPTER – I

### BUDGET

**1.1. Introductory** -In the Forest Department the accounts are post audited (except salaries) and not pre-audited (like) other Departments. Thus the Treasury function is also carried out by the Drawing and Disbursing Officers of the Department. Consequently the Drawing and Disbursing Officers of the, Forest Department are fully responsible with regard to spending of Govt. money and utilizing budget. A Conservator of Forests, being the Controlling Officer, is solely responsible for proper and timely utilization of budget and proper spending of Govt. money. For over-budgeting, responsibility shall lie on the Conservator of Forests or Controlling Officer. It is, therefore, essential that he should keep proper check on monthly expenditure.

To ensure proper utilization of budget, the Budget Control Form should be maintained in Ranges, Divisional Offices, Circles and Direction offices and posted upto date. The flow of expenditure should also be checked by the Conservator of Forests monthly in respect of Divisions under his control. He will also ensure that there is no over spending under any circumstances.

In addition to the instructions contained in this Chapter, the provisions of H.P. Budget Manual (First Edition) ; HP Financial Rules, 2009 and also the instructions issued from time to time by the HP Finance Department will also be the guiding factor in this behalf. The Conservator of Forests and Divisional Forest Officer, while on tour will check the budget control forms to ascertain the position of expenditure vis-à-vis budget allocation.

**1.2 Revenue Account** - Revenue Account is the account of (i) the current income of Govt. derived mainly from taxes and duties, fees for services rendered, fines, and penalties- etc. and (ii) the expenditure met from that income. The difference between such income and expenditure represents the revenue -surplus, or deficit as the case may be for the year.

**1.3. Capital Account** - Capital Account is the account of expenditure incurred with the object either of increasing concrete assets of a material character, or of reducing recurring liabilities, such as those for future pensions by payment of the capitalized value. It also includes receipts arising generally from sale of concrete assets intended to be applied as a set off to Capital Expenditure. Expenditure on Capital Account is usually met from borrowed funds or accumulated cash balances.

**1.4. "Administrative approval"**, is the formal acceptance by the Administrative Department (defined below) of a proposal to incur expenditure with or 'Without reference to the Finance Department as the case may be under the Assent Order or the Delegation Orders appearing in Himachal Pradesh Financial Hand-Books Nos. 2 and 3 (Himachal Pradesh Financial Rules, Volume I, and the Departmental Financial Rules).

**1.5. "Administrative Department"** means the Administrative Department of the Himachal Pradesh Government other than the Finance Department.

**1.6. "Appropriation"** means the assignment to meet specified expenditure of funds included in a primary unit of appropriation

**1.7. "Budget Estimates"** are detailed estimates of receipts and expenditure of the financial year.

**1.8. "Budget year"** means the financial year commencing on the 1<sup>st</sup> April and ending with the 31<sup>st</sup> March for which the Budget is prepared.

**1.9. "Charged expenditure"** means the expenditure which under various articles of the Constitution of India has been declared as charged on the Consolidated Fund of the State and as such is not subject to vote of the Legislature.

**1.10. "Controlling Officer"** means Head of the Department or any other officer entrusted by a Department with the responsibility of controlling the incurring of expenditure and/or the collection of revenue.

**1.11. "Consolidated Fund of the State",** means the fund into which all revenues received by the Government of the State, loans raised by the Government by the issue of treasury bills, loans or ways and means advances, and moneys received by the Government in repayment of loans, are credited and from which the expenditure of the State, when authorized by the Legislature, is met.

**1.12. "Contingency Fund of the State"** means the fund in the nature of an imprest, into which shall be paid from time to time such as may be determined by law to enable the Governor of Himachal Pradesh to make advances out of such fund for the purpose of meeting unforeseen expenditure pending authorization of such expenditure by the Legislature by law under Article 205 or 206 of the Constitution.

**1.13 "Detailed Head"** means a division of a minor head of account. Provision should not ordinarily be made under a new detailed head without the prior approval of the Accountant General to its operation.

**1.14. "Disbursing Officer"** a disbursing officer is a Government servant who has been declared as such by the administrative department concerned in consultation with Finance Department and who draws money for disbursement on bills/cheques from the treasury.

**1.15. "Estimating Officer"** means the Department officer responsible for preparing of departmental estimate.

**1.16. "Grant"** means the amount voted by the Legislative Assembly in respect of a demand for grant.

**1.17. "Head of Department"** means an authority declared to be Head of the Department in relation to receipts and expenditure under any head of account, the authority shown as such in Appendix 'D' to H.P. Budget manual.

**1.18. "Major Head"** means the main unit of classification of revenue and expenditure in Government accounts.

**1.19. "Minor Head"** means sub division of a Major Head.

**1.20. "Major Work"** means a work the estimated cost of which exceeds Rs. 1,00,000.

**1.21. "Minor Work"** means a work the estimated cost of which does not exceed Rs. 1,00,000.

**1.22. "New Service"** Means a service, expenditure on which is not contemplated in the schedule of authorized expenditure for the year and for which a reference to the Legislature should be made.

**1.23. "Primary unit of Appropriation"** means a portion of the supply under each Minor head, which is allotted to a prescribed sub-division of the Head as representing one of the primary object of the supply.

**1.24. "Re-appropriation"** means the transfer of funds from one primary unit of appropriation to another such unit.

**1.25.. "Revised Estimate"** is an estimate of the probable receipts or disbursements for a year framed in the course of the year with reference to the transactions already recorded.

**1.26. "Sub-head"** means a head subordinate to a Minor Head.

**1.27. "Supplementary Grant"** means a grant voted by the Legislative Assembly on a supplementary statement of expenditure presented to it within the current financial year.

**1.28. "Technical Sanction"** means sanction of a competent authority to a properly detailed estimate of the cost of a work of construction or repair.

**1.29. "Unit of Appropriation"** means the lowest account head for which specific appropriation is placed at the disposal of a spending authority.

**1.30. "Voted Expenditure"** means expenditure other than charged expenditure, which is subject to vote of the State Legislature.

### **Preparation of Budget**

1.31. General orders regarding the preparation and submission of Budget estimates, schedule of New Expenditure, lists of major and minor work, excess and surrender statements, on purchase of Stores, leave allowances, etc. contained in the Budget Manual of HP Government Finance Department must be strictly observed. The instructions on the preparation of the budget estimates in this chapter supplement those given in the Himachal Pradesh Budget Manual.

1.32. Annual Budget Estimates will be prepared by the Divisional Forest Officer and submitted to Conservator of Forests/Controlling Officer who will send the Budget Estimates to the Head of Department (in duplicate), according to the schedule, mentioned in the succeeding paragraphs.

1.33. **Classification Project:** Classification of expenditure by 'Projects' in the Budget estimates of the Forest Department is as under

### **Forest Revenue**

#### **0406-Forestry and Wildlife (Revenue)**

##### **01-Forestry**

##### **101-Sale of timber and other forest produce.**

01-Timber and other forest produce removed from forests by Govt. Agency.

02-Timber and other forest produce removed from forests by consumers/purchasers by HPSFC

03-Drift and Waif Wood.

05-Sale of timber and other forest produce removed from forest other than by HPSFC

06-Minor Forest Produce including medicinal plants

07-Grazing & Grass.

##### **800-Other Receipts.**

01-Receipt from penalties and damage bills other than HPSFC

02-Receipt from sale of trees to right holders

03-Compensation under Section 68 of Indian Forest Act.

04-Receipt from Rent of Buildings.  
05-Receipt from Registration Fees.  
06-Receipt from Forest Societies.  
07-Receipt from Passing of Timber.  
08-Receipt from Sale of Packing Cases  
09-Receipt from Export Permit Fee.  
10-Seized Timber.  
11-Guarantee fee from Forest Corpn.  
12-Receipts from other departments/ organisations for compensatory  
plantation & CAT Plans.  
13-Receipt from forests not managed by Govt.  
15-Receipt from sale of trees to other departments/ organisations.  
16-Penalties and Damage Bills etc. from HPSFC  
17-Receipt from distribution of seedlings.  
18-Other Miscellaneous receipts.

**02-Environmental Forestry and Wild Life**

**800-Other Receipts.**

01-Wild Life Preservation.  
02-Entry Fee from Zoos/Parks.

**DEMAND NO. 16**

**2059-Public Works (Non Plan)**

**01-Office Buildings**

**053-Maintenance & Repairs.**

69-SOON-Maintenance Expenditure for Forest Department

**2402-SOIL & WATER CONSERVATION (NON PLAN)**

**102-Soil Conservation.**

12-SOON-Protective Afforestation, Soil Conservation & Demonstration

**109-Extension and Training.**

20-SOON- Training in Soil Conservation

**2406-FORESTRY AND WILD LIFE (NON PLAN)**

**01-Forestry**

**001-Direction and Administration.**

01-SOON-Directorate.

02-SOON-Circle/Divisional Establishment

**101-Forest Conservation, Development and Regeneration**

01-SOON-Consolidation and Demarcation of Forests

02-SOON-Regeneration of Forests.

03-SOON-Forest Protection.

05-SOON-Utilization of the amount deposited by other department/  
organization for tree plantation

**102-Social and Farm Forestry**

01-SOON-Development of Pasture and Grazing

07-SOON-Maintenance of Plantations and Nurseries

18-SOON-Social Forestry Programme

### **105-Forest Produce**

- 01-SOON-Timber and other produce removed from forests by Govt. Agency
- 02-SOON-Timber and other produce removed from forests by consumers and purchasers
- 03-Driftwood & Confiscated Forest Produce

### **190-Assistance to Public Sector & Other Undertakings**

- 01-SOON-Interest Subsidy to Forest Corporation

## **02-ENVIRONMENTAL FORESTRY AND WILD LIFE**

### **110-Wild Life Preservation**

- 01-SOON-Wild Life.

### **111-Zoological Park.**

- 01-SOON-Development of Himalayan Zoological Park & Pheasantries

## **2402-SOIL AND WATER CONSERVATION (PLAN)**

### **102-Soil Conservation.**

- 12-SOON-Protective Afforestation, Soil Conservation & Demonstration
- 16-C90N-Macro Management of Agriculture-Supplementation/Complementation of State Efforts through Work Plans
- 16-S10N-Macro Management of Agriculture-Supplementation/Complementation of State Efforts through Work Plans

## **2406-FORESTRY AND WILD LIFE (PLAN)**

### **01-Forestry**

#### **001-Direction and Administration.**

- 02-SOON-Circle/Divisional Establishment
- 03-SOON-G.I.A. to NRMTDS

#### **070-Communication and Buildings.**

- 01-SOON-Repair of Buildings, Roads & Paths

### **101-Forest Conservation, Development and Regeneration**

- 01-SOON-Consolidation and Demarcation of Forests.
- 02-SOON-Regeneration of Forests.
- 03-S10N-Integrated Forest Protection Scheme.
- 03-C90N-Integrated Forest Protection Scheme
- 04-Working Plan Organization

### **102-Social and Farm Forestry**

- 01-SOON-Development of Pasture and Grazing
- 04-SOON-Improvement of Tree Cover
- 05-SOON-Raising Nurseries for Departmental Planting and Public Distribution
- 28-SOON-Swan Catchment
- 30-SOON-World Bank Aided Mid Himalayan Watershed Development Project

32-SOON-Preservation, Conservation and Management under 13<sup>th</sup> Finance Commission

**105-Forest Produce**

05-SOON-Establishment of Shuttle and Bobbin Factory

**800-Other Expenditure**

02-SOON-Amenities to Staff & Labour.

06-SOON-New Forestry Scheme (Sanjhi Van Yojna)

**02-Environmental Forestry and Wild Life.**

**110-Wild Life Preservation**

01-SOON-Wild Life

10-COON-Assistance for Development of National Parks and Sanctuaries

**111-Zoological Park.**

01-SOON-Development of Himalayan Zoological Park

02-SOON-G.I.A. to HPZCBS

**Major Head 2415-Agriculture, Research and Education**

**06-Forestry-004-Research**

03-SOON-Development of Forestry Research Scheme

**CAPITAL SECTION**

**4216-Capital Outlay on Housing**

**01-Govt. Residential Buildings.**

**700-Other Housing**

10-SOON-Construction under Forestry Sector

11-SOON- Wild Life.

**4406-Capital Outlay on Forestry & Wild Life.**

**01-Forestry-070-Communication & Buildings.**

01-SOON-Roads and Bridges.

02-SOON-Buildings.

**02-Environmental Forestry & Wild Life.**

**110-Wild Life Preservation.**

03-SOON- Wild Life.

10-COON-Assistance for Development of National Parks and Sanctuaries

**111-Zoological Park.**

01-SOON-Buildings under Zoological Park.

## **DEMAND NO. 31 -TRIBAL DEVELOPMENT**

### **2402-Soil and Water Conservation (NON PLAN)**

#### **796-Tribal Area Sub-Plan.**

02-SOON-Soil & Water Conservation Programme

### **2406-Forestry and Wild Life (Non Plan)**

#### **01-Forestry**

#### **796-Tribal Area Sub-Plan.**

01-SOON-Expenditure on Staff.

02-SOON-Forestry Programme.

03-SOON-Building Programme.

07-SOON- Regeneration of Chilgoza Pine.

18-SOON-Other Afforestation Scheme/Sanjhi Van Yojna

19-SOON-Maintenance of Departmental Plantation

20-SOON-Improvement of Tree Cover/Raising of Nurseries

### **02- Environmental Forestry and Wildlife**

#### **796-Tribal Area Sub-Plan.**

01-SOON-Expenditure on Wildlife Management and Nature Conservation

02-SOON-Expenditure on Improvement and Development of Wild Life Sanctuaries

03-SOON-Intensive Management of Wild Life Sanctuaries

04-SOON-Development of Pin Valley National Park

### **Major Head 2415-Agriculture, Research & Education**

01-Crop Husbandry-796-Tribal Area Sub-Plan

05-SOON-Grant-in-aid to Dr. Y.S. Parmar Horticulture and Forestry University

### **2402-Soil & Water Conservation (Plan)**

#### **796-Tribal Area Sub-Plan.**

02-SOON-Soil & Water Conservation Programme

### **2406-Forestry & Wild Life (Plan)**

#### **01-Forestry**

#### **796-Tribal Area Sub-Plan.**

02-SOON-Forestry Programme.

07-SOON-Expenditure on Regeneration of Chilgoza Pine

18-SOON-Other Afforestation Scheme/Sanjhi Van Yojna

20-SOON-Improvement of Tree Cover/Raising of Nurseries

21-SOON-Preservation, Conservation and Maintenance under 13<sup>th</sup> Finance Commission

### **02-Environmental Forestry and Wildlife**

#### **796-Tribal Area Sub Plan**



02-SOON-Expenditure on Improvement & Development of Wild Life Sanctuaries

03-SOON-Intensive Management of Wild Life Sanctuaries.

04-SOON-Development of Pin Valley National Park

03-COON-Intensive Management of Wild Life Sanctuaries

04-COON-Development of Pin Valley National Park

**Major Head 2415-Agriculture, Research & Education**

**01-Crop Husbandry-796-Tribal Area Sub-Plan**

05-SOON-Grant-in-aid to Dr. Y.S. Parmar Horticulture and Forestry University

**CAPITAL SECTION**

**4216-Capital Outlay on Housing**

**01-Govt. Residential Buildings.**

**796-Tribal Area Sub-Plan.**

03-SOON-Construction of Residential Buildings

02-Urban Housing

01-COON-Expdt on Development of Pin Valley National Park

01-SOON- Expdt. On Development of Pin Valley National Park

02-COON-Intensive Management of Wild Life Sanctuaries

**4406-Capital Outlay on Forestry and Wild Life**

**01-Forestry- 796-Tribal Area Sub-Plan.**

01-SOON-Expdt on construction of Roads.

01-AOOS- Expdt on construction of Roads.

02-SOON- Construction of Buildings.

**02-Environmental Forestry and Wildlife**

01-COON-Development of Pin Valley National Park

02-COON-Intensive Management of Wild Life Sanctuaries

02-SOON-Intensive Management of Wild Life Sanctuaries

**DEMAND NO 32**

**2402-Soil and Water Conservation-**

**00-789-Scheduled Caste Sub Plan**

**02-Protective Afforestation Soil Conservation**

02-SOOS-Protective Afforestation Soil Conservation and Demonstration

**2406-Forestry and Wild Life (Plan)**

**00-789-Scheduled Caste Sub Plan**

04-SOOS-Mid Himalayan Watershed Project

05-SOOS- Swan River Project

06-SOOS-Preservation, Conservation and Maintenance under 13th Finance Commission

1.34. Preparation of the Divisional Budget-Divisional budget estimates must be prepared by project in detail sufficient to enable the Conservator and the Principal Chief Conservator of Forests to assess the need for cost of and profit on particular operations.

1.35. The administrative sanction of the competent authority or the appropriate paragraph of the Working Plan prescriptions must be quoted against each project.

1.36. Divisional Officers are not at liberty to create new projects once the budget has been passed save under the special sanctions of the Conservator.

1.37. For commercial undertakings such as timber, firewood and, resin extraction the projects must be according to the main items of the costing statements, grouped together, when sub-division serves no useful purpose.

1.38. The volume of the output must be given and it is essential to distinguish between products of widely differing sale value, e.g., between deodar and fir timber.

1.39. Projects should be grouped under each budget sub-head according to works units which should be the range, the depot of destination, or for general projects in the, division.

1.40. Projects of considerable magnitude should be so sub-divided as to separate out distinct operations, e.g., plantation projects which must be prepared in detail.

When, however, the project is of comparatively small extent such sub-division is not required.

1.41. The expenditure is controlled by the Principal Chief Conservator of Forests and Conservators in accordance with the provisions contained in the Himachal Pradesh Forest Manual.

1.42. Revised Estimate of Revenue-The Revised Estimate of Revenue will be prepared on the same lines as the Budget Estimate. The Projects in the revised budget will be the, same as those use for the budget. Any project which is abandoned or remains unaltered will be entered in the revised budget with the following remarks after it

'Abandoned'.

Any project, which has been added since the budget was framed -will be briefly explained in a note below that project.

1.43. Details required for revenue anti Budget Estimates/Revised Estimates of Revenue and Budget Estimates should be accompanied by B.M. Form No. 2 and explanatory notes. The explanatory note accompanying Revised Estimates of revenue will open with a tabular statement showing the revenue figures in-'totals' for the division and (1) 'Actuals', (2) 'Sanctioned estimates' and (3) 'Revised Estimate', and should be followed by adequate explanation in narrative form of important and striking changes under sub-heads. The estimates of receipts should be as accurate as it is possible to forecast at the time of their preparation. In fact it is of great importance that the estimate of the receipts should be accurately framed, for on the forecast of receipts depends on the financing of the programme of expenditure. The explanatory note accompanying the Budget Estimates will open with a tabular statement showing the figures of 'Revenue', "B-Expenditure", "C-Expenditure", "H-Expenditure" and "Surplus" in, "Totals", for the Division under columns in "Actuals" "Sanctioned Estimate" "Revised Estimate" in case of Revenue, "Modified Grant" in case

of Expenditure and "Budget Estimate". They will be followed by a concise but adequate explanation of important or striking variations by each sub-head.

1.44. Time Schedule. for submission of budget- Annual Budget Estimates accompanied by nominal rolls and complete details of works, sub-head-wise with full justification should be submitted by the Divisional Forest Officers and Conservator of Forests by the dates noted against each:-

Particulars of budget estimates	Dates of submission by		
	DFO to CF	CF to CCF	CCF to Govt.
(1) Technically New Schemes with necessary Schedule & memoranda. (Technically New schemes are those which are continued from year to year and for which sanction is issued for a specific period). Along with the schedules and memoranda the following information shall be supplied in respect of each item on separate sheets:-  (i) The amount reduced or increased over the current year's provision and the justification for the increase by primary units of appropriation.	10 <sup>th</sup> August	20 <sup>th</sup> August	31 <sup>st</sup> August
(ii) The progress of the scheme and the period upto which it is likely to continuous the present basis.  (iii) Provision, if any, changed from non-recurring to Recurring;  (iv) Income/Expenditure and profit or loss anticipated during the budget year on scheme run on 'no profit no loss basis or schemes which are expected to be an income, with figures of profitless for the -previous two years.  II. Really New Schemes with necessary Schedule of memoranda (Really New Schemes are usually those being introduced for the first time). Along with the Schedules and Memoranda the following information in respect of each scheme is also to be supplied.  i. Name of Scheme. ii. Total Cost of scheme. iii. Cost in the Budget year. iv. Contribution from public etc., if any. v. Contribution from any other source. vi. Revenue accruing, if any, vii. Brief mention of benefits to be derived and the likely date of the completion of the scheme. All these schemes should be classified in the following three categories and order of priority indicated in respect of schemes falling in each category separately 1. Schemes to be shared with the Central Govt. 2. Schemes where public or other body is contributing any amount in cash or kind, and. 3. Others	15 <sup>th</sup> August	15 September	1 <sup>st</sup> October

III. Ordinary Budget.			
(a) Receipt estimates (with full details sub-headwise.)	10 <sup>th</sup> August	31 <sup>st</sup> August	1 <sup>st</sup> October
(b) Expenditure Estimates	ditto	ditto	ditto
IV. IST LIST OF Excess & Surrenders.			
(f) 2nd List of Excess & Surrenders.	10 <sup>th</sup> Nov	20 <sup>th</sup> Nov.	1 <sup>st</sup> Dec.
NOTE:- (i) Budget estimates to be prepared on B.M. Form 2, 3 & 6 as annexed.	25 <sup>th</sup> Feb.	5 <sup>th</sup> March	20 <sup>th</sup> March
(ii) Schedule of New Expenditure on B.M. 8.			
(iii) Revenue receipt on B. M. 11			
(iv) Statement of Excesses & Surrender on B M.19			

1.45. **Liability Register**-The disbursing officers will also maintain a Liability Register in Form B. M. 13. This register will indicate the nature of liabilities and also the agency on which the indent is placed or demand is made together with estimated cost. This register will be posted as and when liability is incurred.

1.46. The disbursing Officers should submit a monthly liability statement in Form B.I.13 to the controlling officers commencing from the month of October in each financial year. The statement will be submitted on the 5th of the month, along with monthly statement in Form B. M. 12. It should be progressive and indicate the position of outstanding liabilities up-to- date. The liability statement should include all the liabilities-

- i. Which were in view at the time of the preparation of the budget
- ii. Which may be expected to occur during the course of the Year although no specific information in regard to them is available at the time of Preparation of the budget and
- iii. Which may be expected during the course of the financial year but debits in respect of which may not be received during the course of the year from other Accounts Officers.

The liability statement will not only facilitate the exercise of effective exchequer control over the progressive expenditure and the preparation of correct budget estimates but will also help in the elimination of cases of excess over grants and of non-surrender of savings.

1.47. On receipt of the monthly statements of the expenditure and liabilities from the disbursing officers, the controlling officer should carefully examine each statement and satisfy himself that the new liabilities have been incurred under proper authority and that the expenditure plus the liabilities upto date are within the appropriation.

1.48. In cases where the controlling Officer is not himself the Head of Department the liabilities statement will be submitted by the controlling officer to the Head of Department along with the monthly statement of expenditure, in Form B. M. 16

1.49. **Ordinary Expenditure**-With regard to ordinary expenditure, the Divisional Forest Officers, can spend money up to the limit of their provision in the budget for any particular work. If they want to utilize certain savings for some other work, not provide for in the budget, reference should be made to Conservator for creating a new-project.

**1.50. Expenditure on extension and alteration in the existing buildings-** The extension and alterations in the existing buildings must be for the same purpose for which they were originally made. No expenditure on their extension and/or alteration should be incurred without prior approval of the Govt. In case the cost is Rs. 1,000 or less, it should be shown in the Divisional budget as a separate project, duly justified in the explanatory note accompanying the budget, but when the cost is more than Rs. 1,000 Conservator's previous sanction is necessary, giving full justification with proper plans and estimates.

**1.51. Report by DFOs regarding completion of the items of schedule of new expenditure-** The Divisional Forest Officers will supply the following information with regard to the items of Schedule of New Expenditure sanctioned for the year by the 5th December every year at the latest

- a. Whether the works have been completed or will be completed during course of the year,
- b. If not the reasons for the same will be quoted.

**1.52. Budget provision under an incorrect unit -** If the budget provision has originally been made under an incorrect unit, the corresponding expenditure will be brought to account against that unit, unless there be strong reasons for a contrary course, i.e. why such accounting would be contrary to law, suitable action must be taken to ensure that provision is made correctly in the budget estimates of the following year.

**1.53. Over-budgeting & token demand--** Government attaches very great importance to the question of over budgeting, which causes serious inconvenience to Government in the matter of making the most economical arrangements for ways and means The Divisional Forest Officers must therefore provide in the estimates only for such expenditure in regard to which there is a reasonable certainty that it will be incurred during the year. In the case of a scheme, which is not sufficiently matured for inclusion in the original budget or in regard to which it is not certain that expenditure will be incurred within the year, funds will be obtained by a supplementary grant as soon as the scheme is ready for execution or by token demand if funds to meet expenditure on a new service can be made available by re-appropriation from savings.

**1.54. Distribution of budget -** On receipt of the sanction of the Finance Deptt. to the 'Charged' grant and to the grant voted by the Legislative Assembly, the Principal Chief Conservator of Forests, Himachal Pradesh, will distribute to the Circles controlled by Conservators of Forests such grants under the minor heads and primary units (sub-heads) of appropriations sub-ordinate to the major head. While distributing budget grants between Circles a substantial sum will be kept in reserve for distribution later in the year when the needs of the circles will have become known.

**1.55.** The Conservators of Forests will enter this distribution for their Circles in the existing Forest Department Budget Form 'A' given in Annexure to the appendix and will proceed to distribute the grant to their , Divisional Forest Officers in detail Divisional Budget Project by Project.

**1.56.** The Divisional Forest Officers will also maintain in their Divisions the prescribed Form 'A' This must be prepared monthly and scrutinised and initialled by the Divisional Forest officers personally. The forms will be placed before the Conservator at the time of inspections.

**1.57.** In the copy of the Divisional Classified abstract of expenditure (FAC Form 14) sent monthly to the Conservator, the Divisional Forest Officer will see that each

item of expenditure is referred to a budget project number of this detailed budget. From this record Form A will be compiled in the conservators Office, for each division in the Circle Project by Project and an abstract by sub-heads will be prepared for the Circle. The form will be seen and initialled by the Conservator monthly.

1.58. The Principal Chief Conservator of Forests, Himachal Pradesh, will check the Circle abstracts monthly and compare them with the budget grant. The Circle abstracts will show all transfers and sanctioned re-appropriations up-to-date. These will be posted in the Register in Form B. M. 31 monthly in the Principal Chief Conservator of Forests office.

1.59. Divisional Forest Officers will have no power to transfer funds from project to project within appropriation.

1.60. Transfers from project to project within a primary unit of appropriation in a Circle will be made by Conservator of Forests unless the power to do so has been delegated.

**NOTE:-**This appears to be the only effective method of utilizing grants under primary units of appropriation thereby reducing re-appropriation and Correspondence resulting there from.

1.61. In applying these rules the limitations to transfer of funds and re-appropriations laid down in the Finance Department orders on the subject will be strictly observed.

1.62.- to 1.69. **Power of re-appropriation –Substituted as under:**

‘No appropriation of funds is to be allowed by the Departmental Officers. All cases of re-appropriation of funds are required to be sent to the AD for approval of the Finance Department.’

1.70. Savings under one grant cannot be re-appropriated to meet deficiency under another grant. Similarly no -authority can order re-appropriation from supply provided for non-voted expenditure to voted expenditure or vice versa. These facts should, therefore, be borne in mind when applying for sanction for any re-appropriation.

1.71. **Budget Control Form** A Budget Control Form ‘A’ (Form No. 8 Stereo F.D.) will be maintained by Circles for the State and the Chief Conservator of Forests office and by divisions in the offices of the Conservators by budget sub-heads, the former will be put up monthly to the Principal Chief Conservator of Forests and Conservators each month and initialled. These forms will show all transfers, sanctioned re-appropriations and additional grants or re-grants, if any, up-to-date along with actuals of receipts and expenditure to date which will be taken from monthly Form No. 14 submitted by Divisional Forest Officer and monthly statement of actual supplied by the Divisional Forest Officers and Conservators.

These forms will thus, give effective check and control over the finance of the Department.

1.72. **Statement of actuals and budget grant**---As soon as possible after the close of the financial year, and in any case not later than 15th April, the Divisional. Forest Officers will give, explanations (in the attached form) of differences between the actuals and budget grant of the preceding year. A consolidated statement in the same form for each Circle will be prepared by Conservators and submitted to the Principal Chief Conservator of Forests not later than the 25th April. Any considerable differences as a consequence of the March Final accounts can be explained later. Explanations must be

concise, complete and comprehensive, such bald statements as 'Decrease due to less purchase of furniture' or 'less extraction of resin' are useless. What is required is why less furniture was purchased and why full quantity of resin could not be extracted.

Again if a supplementary, grant was obtained and was not fully utilised the reasons must be stated in full. In other cases where there have been considerable savings the reasons for the savings and for not surrendering the funds must be explained.

1.73. All savings on budget projects, as well as all anticipated excess expenditure over sanctioned projects, will be reported to the Conservator as soon as it is known that they will occur. This is necessary so that the Conservator may know that savings or excesses exist in each division and thus he may be able to provide for the needs of the Circle. If the savings or excesses reported have not been utilised or provided for by the time the list of excesses and surrenders is due they should be incorporated in that list and reported to the Principal Chief Conservator of Forests. The list of Excesses and Surrenders must be prepared for all savings and excess at the time the Divisional Forest Officers submit their list. If later a Divisional Forest Officer finds that he can surrender still further funds, he must report this to the Conservator upto 5th March at the latest mentioning why he could not foresee the savings at the time he submitted the list of excesses and surrenders.

1.74. Divisional Forest Officers must include revenue figures in the statement of Excesses and surrenders in order to enable the Conservators to be in touch with the forecast of revenue of the year for each Division.

1.75. No provision should be made in the statement of Excesses and Surrenders for any project not sanctioned previously.

1.76. If no funds are available at the time the sanction is applied for it should be stated whether it will be possible to meet the excess from the savings in the current year.

1.77. The Principal Chief Conservator of Forests will prepare a monthly account in Form B.M.16 of the expenditure working up the total monthly expenditure under each primary and secondary unit. For this purpose, he will consolidate the statements he receives from conservators. This statement will be prepared and forwarded to the Accountant General so as to reach him by the 20th of the month following that to which the accounts relate.

1.78. Reconciliation of departmental figures with those in Accountant General's Books--(a) The Principal Chief Conservator of Forests and the Accountant General will be jointly responsible for reconciling differences and connecting mis-classifications. Any mis-classification will be generally communicated to the Principal Chief Conservator of Forests by the Accountant General and the former will pass them on through the Controlling Officer to the disbursing Officer with the necessary orders for correction. These will be made by a red ink entry in the -column of remarks against the item reclassified, and a plus and minus entry made in the register where it is maintained. This entry will run as "Adjustment on account of reclassification in voucher\_\_\_\_\_ dated \_\_\_\_\_".

1.79. Importance of reconciliation:-The reconciliation of departmental figures with the booked figures in the, office of the Accountant General has two objects, viz:-

- i. to ensure that the departmental accounts are sufficiently accurate to secure efficient departmental financial control; and
- ii. to secure the accuracy of the accounts maintained in the Accounts Office from which the final published accounts are compiled.

It is, therefore, very necessary that the reconciliation of the departmental figures with those booked in the office of the Accountant General is carried out as early as possible. The Principal Chief Conservator of Forests may depute to the Accountant General's office a clerk or assistant every month for the purpose of reconciling discrepancies by personal discussion and verification. The person so deputed should take with him the requisite records and statements and with the help of Accountant General's staff compare the departmental figures with those - recorded in the Accountant General's books. A statement of discrepancies should then be prepared in triplicate. The original statement will be kept in the Accountant General's Office and the second copy made over to the departmental staff and the third copy sent by post to the Principal Chief Conservator of Forests with an endorsement signed by a Gazetted Officer of the Accountant General's Office. On the authority of this statement Principal Chief Conservator of Forests will correct his statements and registers and also direct the disbursing officers concerned to make such corrections as are necessary in their accounts and registers.

1.80. The Accountant General will communicate to the Principal Chief Conservator of Forests any expenditure incurred under any of the heads for which the latter is responsible which may have reached the Accountant General through the various 'Exchange accounts' e.g. expenditure incurred in another State, communicated to the Accountant General by the authorities of that State for inclusion in the accounts of the Himachal Pradesh.

1.81. The Chief Conservator of Forests (whether he is also controlling Officer or not) will, without waiting for the verification of the accounts, send to the Finance Department by the 20th day of the month next but One after that to which the account relates, a statement in Form B.M. 17, showing monthly expenditure by minor heads and sub-heads, if any 'charged' expenditure should be shown separately from 'voted, expenditure and also the Plan' and 'Non-Plan'. These figures will include those supplied to him by the Accountant General.

NOTE-Monthly statements required by this paragraph need not be submitted to the Finance Department under loans and advances, bearing interest.



## BUDGET FORMS

Head of Account		Form B.M. 2 Referred to in Paragraphs 3,2,3.5, 3.6, 4.6,4.7, 4.8, 4.11 and para 5 of Appendix G Budget Manual of H.P.									
	Accounts 201 -1	Budget 201 -1	Revised Estimates 19	Budget 20	Budget 20	Accounts 20	Accounts 20	Actuals of current year (6) months	Actuals of current year (6) months	Revised Estimated (b)	New Budget
										Proposed by Head of Department	Proposed by Head of Department

a. Accounts or the year just closed

b. Budget estimates proposed for the coming year to be entered by the Finance Department

c. Revised estimates of the current year to be entered by the Finance Department

d. Original estimates of current year as in the Final Edition of the Estimates.

NOTE:- In the portion of the form which deals with the summary of minor heads a column is added for modified grant under expenditure heads only between the columns revised estimates and budget estimate of the current year.

(a) Original estimate of the year just closed

(b) For estimates of revenue only.

FORMS

FORM B. M. 3

Abstract statement referred to in paragraphs 3.6, 5.7 and 5.9

Major Head

Minor Head

Primary Unit	Details	Amount
Pay of Officers (a)		
Pay of Establishment (a)		
Contingencies (b)		

Note: (a) Give details as to numbers and rates of pay,  
(b) Give details of "Other Contingencies".

**FORM B.M. 6**

Nominal Roll referred to in paragraph 5.6

Department/Office

Statement of details of provisions proposed for pay of Officer/Establishment for the year 20\_\_20\_\_

Name and designation	Reference to page of estimate form	Sanctioned pay of the cost			Amount of provision for the year at the rate in column 3(c)	Increment falling due within the year			Total provision for the year i.e., columns 4 and 5 (c)	Remarks
		(a)	(b)	(c)		(a)	(b)	(c)		
		Maximum	Maximum	Actual pay of the Govt. servant due on 1 <sup>st</sup> April next year,		Date of increment	Rate of increment	Amount of increment for the year		
1	2	3			4	5			6	7

NOTE:-

1. "Voted" and "Charged" items should be separately shown.
2. In the case of temporary establishment authority under which they are entertained should be quoted
3. Number and amount of provision should agree with the entries in the estimate form.
4. Names need not be given in the case of officers whose names are omitted from pay bills.

Dated                      of                      20

Signature and Designation of Officer.

# **FORM B.M. 8**

(Referred to in paragraph 6.5 of H.P. Budget Manual)

Schedule of New Expenditure proposed by the .....for inclusion in the Budget Estimates for  
20\_\_\_\_20\_\_\_\_

Major Head .....

1	2	3		4	5	6
Minor head and primary unit of Appropriation	Particulars of scheme Serial No.	Amount to be spent during the year		Extra recurring cost in the year	Number and date of the order conveying administrative approval to the scheme	Remarks
		Non-recurring/ recurring	year			

NOTE:-

1. The schedule should be prepared for each minor head separately.
  2. No scheme should be entered in this schedule if funds have been provided for it in the estimates of ordinary expenditure submitted to the Accountant General or in the lists of departmental major and minor works.
- That is, the year following that for which the schedule is prepared.

**FORM B. M. 11**  
(Referred to in paragraph 9.2 of H.P. Budget Manual  
.....Department

Statement of Revenue and Receipts claimable and realized and credited in the .....district for the month of .....

1	2	3	4	5	6	7	8	9	10
Minor and detail heads of Receipts		Budget estimate for current year	Actual realization during the same month last year	Actual realizations during the month now reported on	Actual realizations from commencement year to close of the same month last year	Actual realizations from commencement of year to close of the month now reported	Anticipated realizations from remainder of rent year	Total present estimate for current year of (column 7 and 8)	Explanation of important difference between columns 4 and 5, 6 and 3 and 9
Rs.		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

Controlling Officer

# **FORM B.M. 16**

(Referred to in paragraph 10.9(b), 10.13, 10.16, 10.17 and Appendix G Disbursing Officer's/Controlling Officer's  
MONTHLY ACCOUNT EXPENDITURE

Head of Department's

Office of the .....Month and year .....

Minor Head -----Minor head of account-----

Sub-head, if any -----

	Pay of Officers			Pay of Establishment			Travelling Allowance			Contingencies			Other Primary units if any						
	Pay of Officers	Leave Salary	Total	Pay of Establishment	Leave Salary	Total	Fixed Conveyance or Horse	Other	Total	Other allowance s & honoraria	Contract	Total	Rs.	Charge Voted	Rs.	Charge Voted	Rs.	Rs.	Total
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Allotment at beginning of the month additions during month	Charged Voted	Charged Voted	Charged Voted																
Total																			
Reduction during the month.																			
Expenditure during the month of previous month.																			
Total Expenditure to date.																			
Balance of allotment																			

**FORM B.M. 19**

(Referred to in paragraph 11.3)

Due to Finance Department on 1<sup>st</sup> December every year Statement of Excesses and SurrendersMajor Head -----  
(Voted Rs. ....)

Charged (a) Rs. ....

1	2	3	4	5	6	7	8	9	10	11
Minor head	Primary unit	Original appropriation	Modified grant	Actuals for months (b)	Actuals for months (c)	Total	Anticipated (c) expenditure of year (Revised Estimate).	Surrender	Excess	Revised estimate adopted by the Finance Department

Note: - Heads of Departments should send statements for complete major heads controlled by them unless a particular minor head is controlled by a difference Head of Department, figures reported under primary units should be totaled in all columns by sub-head, minor head and summaries should be appended as in the printed budget including recoveries from other Governments.

- Charged figures should be given in red ink
- First six months of the current year in the first return due with the Finance Department ;by 20<sup>th</sup> November and last for four months of the year just closed in the second return due by 15<sup>th</sup> January
- Last six months of the year just closed in the first return due with the Finance Deptt. by 20<sup>th</sup> November and last four months of the year just closed in the second return due by 15<sup>th</sup> January
- This will be the Head of Departments forecast of the expenditure for the whole year based on the progress of actuals, and on it the Finance Department will base its Revised Estimates.
- Results of comparison of the Revised Estimate with the modified Grant, More-Excess, Less-Surrenders.

## **CHAPTER II**

### **TIMBER ACCOUNTS**

**2.1 Definitions** - The following expressions have the meaning hereby respectively assigned to them, that is to say:

"Depot" means, a site on which Forest produce is collected. There are four classes of "Depots"

- (i) 'Forest depot': when the extraction of forest produce by Govt. agency is undertaken the Divisional Forest Officer fixes a special plot of land within an area of the Forest Forming a unit of extraction. This special plot is called a 'Forest Depot'.
- (ii) "Intermediate depot" this is a definite plot of land on which forest produce is temporarily stored pending its despatch to 'sale depot' or 'other depot'. The Divisional Forest Officer fixes the number and location of 'intermediate depots' according to nature of the operations.

N.B.-"Transit Depots" and "Catching depots" are also 'intermediate depots'. The former are purely of temporary nature while the latter are more or less permanent depots at places selected with the concurrence of the Conservator of Forests and cannot be changed without his approval.

- (iii) "Sale depot" is a plot of land for the sale and disposal of forest produce collected by Government agency. Such depots are approved by the Principal Chief Conservator of Forests and cannot be changed or closed without his approval.

- (iv) "Other depots" are places where timber and other produce is stored for departmental use.

"Forest Produce" means all usable material yielded by a forest. Two classes are distinguished, Major and Minor produce.

"Major Forest Produce" includes timber and fire wood.

"Minor Forest Produce" includes all produce other than timber and firewood.

"Gross yield" of a forest is the total volume (in cubic feet solid) or quantity of all produce felled or cut whether removed and utilized or not.

"Outturn" or "net yield" comprises such portion of the gross yield as has been or will be utilized. In case of produce removed by other than Government agency (such as purchaser grantees or right holders) 'outturn' is equivalent to 'gross yield'.

**2.2.** All forest produce removed from areas under the charge of the Forest Department must be brought into account immediately and entered in the timber forms as explained below:-

#### ***Timber Forms***

*Form No. 7-(a)* All forest produce removed from forests or cut or collected by Government agency or received in 'Depots' otherwise must appear either in form No. 5 or 6 as the case may be and ultimately, in the monthly Form No. 7 or 9. The entries in form No. 7 should be made in the following order:-

A-Timber.

I-Forest Depots-

- (a) Trees.
- (b) Logs.
- (c) Scantlings.



II-Transit Depots (including Launching Depots)

(a) Logs.

(b) Scantlings.

III - A float Depots-

(a) Logs. (b) Scantlings.

When timber is, carried by river to sale depots.

IV - Catching Depots-

(a) Logs.

(b) Scantlings.

IV-Other Depots (such as Range quarters, Guards huts etc. etc. where timber is carried and stored for departmental use).-

B-Firewood.

I - Forest Depots-

(a) Trees.

(b) Firewood.

II. Transit Depots-

Firewood.

III Sale Depots-

Firewood.

C - Charcoal.

I - Forest Depots-

(a) Trees

(b) Charcoal.

II-Transit Depots-

Charcoal.

III-Sale -Depots-

(a) Charcoal.

(b) Charcoal dust.

D - Minor Forest Produce.

I - Forest Depots-

(a) Resin.

(b) Other minor produce.

II-Transit Depots--

(a) Resin.

(b) Other minor produce.

III-Sale Depots-

(a) Resin.

(b) Other minor produce.

E - Drift, Waif and Confiscated Forest Produce.

(b) I-Forest Depots -- (i) Trees of each species will be shown according to the diameter classes prescribed in the working plan and Prescriptions of the working plan quoted in column 5 of the form.

(ii) Logs -- The total number and volume of each species must be given. The volume will be calculated after, actual measurement of each log as shown in form No. 5.

(iii) Scantlings -- As in the case of logs except that BGs will be shown under separate entries from other scantlings.

(iv) Firewood-- Only the total volume in cum stacked after the actual measurement of stacks must be given.

(v) Charcoal -- The actual weight after weighment and not based on any factor should be given.

(vi) Resin -- The actual weight after deducting the tare of tins and drums must be given.

II - Transit and Intermediate Depots -The same details as in the case of Forest Depots.

III - Sale Depots (i) Logs will be arranged in the Depots by species, quality check classes and length classes, and should be shown accordingly in Form No. 7 in order to check the rafting and canal bills and also to audit the sale entries in form No. 8.

(ii) Scantlings - BGs should be shown under separate entries by species excluding rejected sleepers which will appear separately; other scantlings should be shown by species in total of Nos. and volume in the case of important sale depots. The Divisional Forest Officers may require details by size and quality classes to see which size fetch better prices in the market. In that case a detailed form 7 for the Depots season which extends to 3-4 months of the winter should be prepared by Range Officers. Volume will be calculated from the recognized measurement tables and fractions less than one-half ignored, while those of one half and over are taken to the next complete number.

(iii) Firewood -- Actual measurement of stacks in the case of large sale depots and the actual weight in the case of smaller sale depots will be shown.

(iv) Charcoal -- Actual weight will be shown.

(v) Resin -- Actual weight excluding tare of tins and drums will be shown.

(c) When trees are converted into logs and sawn timber conversions of trees into logs should only be shown when the outturn is to be sent down to the sale depots in the shape of lots, otherwise the outturn of scantlings should be shown direct from trees. The disposal of trees converted into logs or scantlings should be shown when all the trees felled in a compartment or sub-compartment of a forest have been converted. Meanwhile the receipt of scantlings or logs should be shown as soon as these are passed. Rotten and unsound logs and rejected scantlings should first be shown on form No. 7 in order to find out the true wastage in conversion and then written off under sanction of the competent authority if it is not considered worthwhile to send them down to the sale -depots. As soon as sawing operations in a sub-compartment or compartment of a Forest are completed the disposal of trees should be shown in Form No. 7 quoting references to form No. 7 of previous month in which the receipt of sawn timber of logs, as the case may be, has appeared.

(d) (i) For writing off losses in forest produce the following maxima of percentage of wastage are prescribed:-

(1) Conversion of trees into logs and sawn timber

(a) In Case of trees converted into scantlings:

Deodar,	35 per cent
Kail/Chil, Fir/Spruce	50 per cent
(b) In case of trees converted into logs.	15 per cent.
i) Floating from launching depot, boom under each agreement.	5 per cent.
(iii) Rafting from boom to the sale depot under each agreement.	1 per cent.
(iv) Firewood or charcoal or grass (the class will be calculated from the forest site upto sale in sale depot.	20 per cent.
(v) All other forest produce (the loss will be calculated from the stage of its collection to sale in the sale Depot).	1 per cent.

(e) All entries in the Cash Book relating to the fueling and logging of trees launching, rafting, landing, sawing and carriage, etc. of timber collection and carriage of firewood, burning of charcoal collection of resin and other minor produce etc. etc. must be supported by corresponding entries in form No. 7. The quantity of the produce for which payment has been made as per Cash Book and that shown in form No. 7 must agree excepting of course in the case of produce on which no expenditure has been incurred such as rejected scantlings, etc. The number and date of vouchers on which payments have been made and the sub-head, under which the expenditure is booked, must be quoted in the remarks column of form No. 7 opposite the respective receipt entries. If owing to the nature of the work the produce is brought on to form No. 7 in advance of payments then full detail should be given in the payment voucher, e.g. the quantity shown in each of the previous months forms should be shown separately in order to facilitate audit instead of showing the total quantity of all the previous months in one entry. For instance, if the carriage of timber from a certain, compartment is shown in form No. 7 for October, November, January and February and payment' is made in April then the timber shown in each month's form should be shown separately instead of showing it in one entry and quoting shown in form No. 7 of October to February. Under no circumstances payment may be made for any produce until it is brought on to form No. 7.

(f) In case of produce shown as received at a depot from another depot the number and quantity shown as received under columns 6-7 must, in the first instance, correspond with that shown as despatched under columns 11-12 and any shortage, or deficiency found on measurement or weighment, at the receiving depot should be shown in column 11-12 under the receiving depot. Similarly the entries relating to transfers from one class to another or from one species to another must correspond with each other.

(g) When produce is written off as lost used departmentally, broken,, lost by re-measurement, dryage, shrinkages re-checking, rotten or useless, transferred from one division to another or from one range to another in the same division, the

number and date of sanction must be quoted in the remarks column. In case of forest produce used departmentally or written off as lost its estimated value should be given in the remarks column of form No. 7. If any produce that already appears on, form No. 7 is granted free, the same should be disposed of from form No. 7 as transferred to form No. 12 and the full particulars of the free grant shown in the latter form.

If any produce is shown as disposed of from form No. 7 by sale, the same must appear in form No. 8 for the same month.

(h) The entries shown under each depot should be totaled and again grand total of each class of depot given such as 'Total sawn timber Forest Depot', 'Total sawn timber Transit Depots', 'Total Sale Depots' etc. etc.

(i) Book balance not actually in stock should be written off under the sanction of the proper authority as soon as possible. In form No. 7, for the month of March, a certificate should be given to the effect that the closing balances tally with quantities on spot and that they have been checked personally by the Range Officers.

*Form No. 8-(a)* All forest produce disposed of from form No- 7 by sale must appear in this form. The entries will be made in the order prescribed for form No. 7 according to Budget Sub-heads, i.e. (a) Sale of Timber and other forest produce by Govt. agency and by consumers and purchasers and sales from regular sale depots will be shown first and petty sale from other places shown at the end under the respective sub-heads. When there is more than one entry of any class of forest produce owing to different rates at which sale has been made a separate total for the class of forest produce will be given in order to facilitate check with form No. 7 and entries under each depot will be totalled up and a grand total of entries under each budget sub-head also given. It sometimes occurs that timber from dismantled buildings is brought on to form No. 7 and is then sold. The sale proceeds of such timber should be credited to (b) other receipts and not (a) (i) This timber should not appear in form No. 8.

(b) Columns 9 and 10 must always be filled in. On the one hand they show the state of affairs in a depot so far, as removals are concerned and on the other hand they show that timber, etc. is not removed before it is fully paid for.

(c) If the sale price of any item is not realised in full the name or names of the purchasers from whom any payment is due should be noted in the remarks column opposite the item concerned in order to facilitate check with form No. II.

(d) Sanction of competent authority for sale booked in the form must be quoted in remarks column opposite the entries concerned.

(e) Sometimes sale price is realised in advance. In such cases the amount realised in advance should be shown in columns 7 and 8 of the form with the name of the purchaser and other remarks explaining when the disposal of the forest produce will be shown. When the disposal of the forest producers shown in a subsequent form No. 8 previous references of the forms should be quoted.

*Form No. 9-(a)* Receipts shown from places other than 'Chhandas' or if the collection, rafting, etc. rates for the timber salvaged from various places in chhandas are different then the entries shown in column 4 must be marked by letter (a), (b), etc. and names of places whence salvaged, quoted at the foot of the page. This will help in checking the payments.

In the remarks column reference should invariably be given to the Cr. voucher number in which collection, rafting etc. has been paid. If payment is held over or if it is not to be made, the fact should, be recorded in the remarks column.

(b) The date of issue of a notice under section 46 of the Indian Forest Act for the timber salvaged during the month shown in column 4 may be quoted in order to see when action under section 48 of the Indian Forest Act is due to be taken.

(c) Salvage fees realised for timber made over to claimants (column 6) must be noted in the remarks column opposite the entry concerned. If in any case timber released without realising any salvage fees, the reasons for non-recovery must be briefly stated.

(d) Timber transferred to Government Account (column. 7) must appear in form No. 7 for the same month (a)(ii).

*Form NO. 10* - (a) the entries in this form should be made by sub-heads, viz. (a)(ii) and (a)(iii) and again by working prices. In column 2 the name and class of forest should both be given. In the case of sales of trees in column 3 the species, girth or diameter class according to the working plan and green or dry as the case,) may be, must be stated and in column 4 both number and volume should be given. The working plan prescription under which trees are sold should be quoted in the remarks column. In the case of trees sold from forests for which a working plan has not been prepared, the volume should be calculated according to local standing orders.

(b) When in the case of sales of leases for removal of dead and dry wood, etc. the quantity of forest produce to be removed is not definitely known, the estimated quantity should be quoted in column 4. Sometimes the sales of firewood are made by head-loads, donkey-loads, camel-loads, cartloads, etc. etc. on permits and in such cases the estimated volume of wood should be given in column 4 with the number of loads.

(c) The sanction of the competent authority for each sale should be quoted in column 10.

(d) In the case of sales of grass on grass cutting permits The No. and class of grass loads to be removed should be mentioned in column 4. In the case of leases for grazing, grass cutting etc. the area leased should be quoted in column 4 and the period for which lease is given noted in the remarks column.

(e) The individual items of amount actually realised shown in column 7 should not be repeated in column 8, but only the total amount realised under each budget sub-head will appear under this column.

(f) When leases are granted for certain fixed periods to collect produce, and the revenue is payable in investments, an estimate quantity should, as far as practicable, be made of the quantity of produce removed and the total estimated quantity should be shown in form No. 10 once only, when the first installment of revenue due is entered in that form as having been received.

(g) The sale of such drift and waif wood and confiscated forest produce as is collected by consumers and Purchasers will be shown in form No. 10. Sometimes it may happen that such Produce is not sold the same month in which the Department takes over its Possession in such cases it may be entered in the books of the depot in which it is stored, pending sale and ultimately in form No. 7, but later on when it is sold even without any cost to Government, the sale will appear in form No. 9 which will be quoted in the disposal entry in form No. 7.

*Form No. 11* - All outstandings of revenue whether for sales of Forest produce shown in forms Nos. 8 and 10 or otherwise must be shown in this form. Entries should be made by sub-heads and totals of each sub-head and the grand total of all outstandings given. The date on which each item is due to be realised must be quoted

in the remarks column in order to watch recoveries. If any outstanding revenue becomes irrecoverable, the sanction of the competent authority should be obtained to its being written off and when the sanction is received the amount should be entered in red ink in the column 'Recoveries- during the month' a reference being made to the sanction under which the entry is made.

*Form No. 12* - (a) The entries relating to forest produce granted to right holders and that to free grantees should be shown as separate sheets of form No. 12 and in each case the authority under which granted must invariably be quoted in column.

(b) The value of trees granted and shown in form No. 12 should be calculated at the market rates prevalent in the district. In certain cases (such as the price of the deodar trees) the sale proceeds are credited to Government, the amount shown in column 8 should be the full market value less the amount credited to Government. The amount credited to Government will be shown in the remarks column.

The total amount realised in each Range will be given at the end of form No. 12. In some divisions the value of trees sold to right holders is credited to local Funds and not to Government. In such cases the full market value of trees will be given in columns 8 of form No. 12 and the amount credited to the local Fund will be shown in the remarks column against each entry. At the end of form No. 12, the total amount, credited to the local Fund will be given by Ranges in order to facilitate check with the local Fund accounts.

(c) Forest produce granted to right holders under permits should be shown in the Form for the month on which permit is issued, but in other cases in which removals by right-holders are not controlled under any system of permit, etc., the estimated quantity and value should be calculated annually according to the local standing orders and shown once in the form for March.

(d) In many cases the right-holders have to pay fees for the grant of licenses to fell and remove trees. In such cases the license fee should be noted in the remarks column and reference to the form quoted in the Range Cash Book against the items in which fee is credited.

(e) The rate at which value shown in the column 8 has been charged must be quoted in the remarks column.

#### **SEIZURE AND DISPOSAL OF FOREST PRODUCE AND OTHER PROPERTY (FORM No. 17)**

(a) A return (form No. 17) of forest produce and Other property seized and disposed of otherwise than under section 68 of the Indian Forest Act (or under corresponding sections in other forest laws) during the month, in accordance with the Forest Law or rules in force, will be prepared monthly by Range Officers and maintained only in the Range Office where it is will be inspected each year by the Divisional Forest Officer at the time of the Range Office inspection. Produce and property connected with cases which are taken to court or with cases of which the offenders are unknown or untraced should be shown in Form 17, but produce and property connected with cases compounded under section 68 of the Indian Forest Act will not be shown in this form.

Entries relating to cases not disposed of within the month need not be carried forward to the next and future months except in the April form in which all entries will be carried forward.

(b) Sometimes it happens that the forest produce or other property stored at the place, where it was seized, is subsequently taken to another place for production in a court etc. but the form does not provide columns for showing such transactions. In such cases the forest produce or other articles will be brought forward in next month's form showing the name of the new place and the new person to whom entrusted in column 3 in red ink and the fact of the change briefly explained in a footnote. Payment for carriage, if any should be stated in the note, and if no payment has been made or is to be made, then the fact should be mentioned.

(c) If the property confiscated is not made over to the Department but is disposed of otherwise by order of court, it will appear in column 6 but not in column 7 and in that case the fact must be briefly mentioned in the later column. Such cases are, however, rare. In all other cases the entries in column 6 & 7 must agree. The forest produce shown in column 7 must appear in form No. 7 for the same month. Tools and implements, etc., when confiscated, will be shown in column 6 and appear in detail under b (iii) 3 of the Revenue sheet of Form No. 14, if directly sold, otherwise they will be taken on the Range Material Form pending disposal and reference to these forms will be quoted in column 7.

(d) Reference to court cases pertaining to forest produce or other property shown in the form must be quoted in the remarks column.

(e) The stolen forest produce in respect of a case charged by the police, on release after the decision of the case, should be directly shown in form No. 7, quoting the No. and date of the court's decision as authority in the remarks column. Such forest produce should not appear in form No. 17 at all.

## **GENERAL INSTRUCTIONS**

**2.3. Authority of "Depot Officer"** - All forest officials working within the limits of a "forest" "intermediate" or "sale" depot are under the immediate orders of the "Depot Officer", subject to the overriding powers of the Divisional Officer or any other forest officer authorised to act for him.

**2.4. No produce to be removed from a depot without taking receipts** - A depot officer may not allow any forest produce to be removed from his depot without obtaining a receipt in triplicate therefor (save that in the case of catching depot the depot copy of the rafting permit shall be deemed sufficient to cover for the removal of produce therefrom). The original receipt will be kept by the party from whose custody the produce is removed, the duplicate thereof will be attached to the depot register concerned in support of disposals therefrom and will ultimately be submitted with the monthly abstract of the depot register (Form No. 7) in support of the disposal entries thereon; while the triplicate will be sent to the depot of destination of the produce to enable receipts thereof to be checked.

**2.5. Forest produce not to be "launched" until checked** - No forest produce may be launched into a river or stream until it has been checked in the presence of the person responsible for its transport by water by the Divisional Officer or by a Forest Officer of not lower rank than a Forest Ranger duly authorised by the Divisional Officer and until a full receipt for the produce obtained from such person.

Note: - In the case of launching into a main river the check should ordinarily be made by an officer other than the officer responsible for the forest produce before it reached the launching depot and preferably by the Divisional Forest Officer or some gazetted officer who will give a certificate to this effect. A copy of the launching list should be supplied direct to the depot officer in charge of sale in the plains.

**2.6. Sale depot dimensions to be used in all classes of depot:-**Notwithstanding any allowance made in the dimension of forest produce extracted to allow for shortage or other factors, the dimensions shown against produce in all depot registers and in form No. 7 will be those adopted in 'sale depot'.

**2.7 Forest Produce in 'Sale depot' to be measured and marked on receipt:-**All logs and scantlings will be measured and marked as soon as possible after arrival at a Sale depot, in the manner prescribed in the 'Depot and Sale Rules'. All other forest produce will be counted measured or weighed as the circumstances may require immediately on arrival at a 'Sale depot'.

**2.8. Where possible forest produce to be sale hammer marked when sold and paid for:** - When logs and scantling are sold and paid for they will at once be marked with the sale mark. Whichever practicable other forest produce sold and paid for will be marked in an appropriate manner to show that it has been sold and paid for.

**2.9. Rules for the supply of firewood to forest officials:-**

(1) Non-gazetted forest officials, touring or living in or immediately adjacent to the forest, may remove for their personal use, dry and fallen wood fit only for fuel, free of cost, making their own arrangement for collection.

(2) For non-gazetted forest officials living at a distance from the forest, the Divisional Forest Officer may, if the demand is sufficient, open a small fire- wood depot. Forest Officials requiring firewood will be allowed to purchase wood from this depot at a price to be calculated by the Divisional Forest Officer and sufficient to cover the following charges:-

Cost of cutting and carriage, with octroi or other incidental charges, plus 50 paise per quintal of fire- wood to cover loss by dryage and loss in retailing.

The direct supply of firewood from the forest to the residence of a forest officials without passing through the depot is prohibited unless full rates per cart-load or per camel-load or per mule-load etc. have been paid in advance.

(3) The following scale is fixed as the maximum quantity per mensem which may be purchased as above:-

Class of official	Firewood		
	Summer	Winter	Charcoal if available
	Qtls	Qtls	Qtls
Rangers and Clerks	4	5	1
Deputy Rangers and Foresters	3	4	1
Guards, Peons, etc.	1	2	0.50

(4) For the purpose of rule 2.9 the Divisional Forest Officer will fix the months to be considered as summer months and as winter months respectively according to local conditions.

(5) The practice of marking un-saleable trees in thinnings and distributing them free of cost to forest officials at headquarters, who then make their own arrangements for cutting and carriage may continue. The Divisional Forest Officer will see that the supply of trees is not sufficiently liberal to allow part to be given away in exchange for free labour on cutting and carriage and does not as far as possible exceed the limits laid down in rule 3.



(6) If gazetted officials purchase firewood and charcoal through Forest Department Agency they will pay at wholesale market rates.

2.10. The value of produce removed under rights or granted free or at reduced rates should be calculated at full market rates prevalent in the liabilities in which such produce is removed.

**2.11. Permits for timber or forest produce not brought to depots (form No. 15) – (i)** For all timber or other forest produce sold otherwise than from a depot, a permit must be given before any of the aforesaid produce can be removed by the purchaser. This permit or license will be issued under such Rules and in such form as Himachal Pradesh Government may from time to time prescribe. These shall be kept in triplicate in bound books, bear printed serial numbers and the words "original", "duplicate" and "Triplicate". Each permit or license issued will be filled in by the officer issuing it in the original as well as in the counterfoils and provided with a serial annual number. All amounts of produce as well as money will be written in words as well as in figures.

(ii) The permit books should be periodically examined by the Divisional Officer, the returned permits, if any being checked with, their counterfeits and with the entries of the amounts realised on their account in the cash book or in the original accounts of the officer who issued the same, and, an explanation call for as regards any licenses missing or unduly delayed.

**2.12. Taking of stock in forest and sales depots:** - The stock at each depot must be checked by the Divisional Officer or a gazetted officer attached to the division at least once a year, the depot books being balanced at the time of counting.

## **CHAPTER - III**

### **CASH ACCOUNT**

#### **Introductory:**

The Drawing and Disbursing Officers, and Principal Chief Conservator of Forests will ensure that the accounts are maintained strictly in accordance with the instructions contained in this Chapter. The instructions land down in H. P. Financial Rules, Treasury Rules, as also the instructions issued from time to time will also be the guiding factor in this behalf,

The Range Officer/ Disbursers will submit accounts to the Divisional Forest Officers, by the scheduled date with vouchers complete in all respect, allied timber forms and schedules. No "To follow" voucher is to be allowed No incomplete account is to be entertained. If any voucher(s) cannot be submitted with the accounts due to some unavoidable reason, the same must reach the Divisional Office by the time the detailed account is sent to Accountant General.

As the timber accounts are filed in the Controlling Office i.e. office of the Conservator of Forests, the timber accounts should be checked monthly thoroughly in the office of Conservator of Forests so that discrepancies/omissions, if any, are pointed out immediately and got rectified. The submission of timber forms by the D.F.Os to CF/CCF and their checking in Circle Office monthly should be ensured by the Conservator of Forests. All pending timber accounts need to be brought upto date and this important work is not to be allowed to go in arrears. This aspect should also be checked by the Conservator of Forests at the time of annual office inspection of Divisions.

#### **3.1. *Fundamental Canons of Financial propriety-***

In incurring and sanctioning expenditure from the revenues of the State the disbursing officers, and sanctioning authorities should be guided by the following fundamental canons of financial propriety:-

- (1) Same vigilance should be exercised in respect of expenditure incurred from Government revenues as a person of ordinary prudence would exercise in respect of the expenditure of his own money.
- (2) Money borrowed on the security of allocated revenues should be expended on those objects only for which money is borrowed.
- (3) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- (4) Government revenues should not be utilised for the benefit of a particular person or section of the community unless-
  - (i) the amount of expenditure involved is insignificant, or
  - (ii) a claim for the amount could be enforced in a court of law, or
  - (iii) the expenditure is in pursuant of a recognized policy or custom.
- (5) No authority should sanction any expenditure which is likely to involve at a later date expenditure beyond its own powers of sanction.
- (6) The amount of allowances, such as traveling allowances, granted to meet expenditure of a particular type, should not on the whole be sources of profit to the recipients.

3.2. In addition to compliance with the canons enunciated above, the authorities incurring expenditure should further see:-

- (1) that special or general sanction of the competent authority for the expenditure exists;
- (2) that necessary funds to Cover the charge exist; that expenditure does not exceed these funds; and that the disbursing officer will be responsible for any excess over the sanctioned funds and that expenditure in anticipation of funds is incurred only in authorised cases;
- (3) that all charges incurred are drawn and paid at once and are not held up for want of funds and allowed to stand over to be paid from the grant of another year; that money indisputably payable is not left unpaid; and that an inevitable payments are ascertained and liquidated at the earliest possible date;
- (4) that money actually paid is under no circumstances kept out of account a day longer than is absolutely necessary even if it has been paid without proper sanction;
- (5) that no money is withdrawn from the treasury unless it is required for immediate disbursement or has already been paid out of the permanent advance and that is not permissible to draw advances from the treasury for the execution of works the completion of which is likely to take a considerable time.

3.3. *Deleted*

3.4 *Deleted*

### **Capital and Revenue expenditure**

3.5. The estimates of expenditure fall under two divisions

(a) Revenue.

(b) Capital.

3.6. The Revenue Account is the account of the current income and expenditure of the State. The capital account is the account of expenditure of a capital nature and its main features are that it must either involve construction or acquisition of a work or permanent asset of a material character in connection with a project of lasting public utility or to meet expenditure on irrigation or be intended to finance the Provincial Loan Account or to repay or consolidate debts. Such expenditure is generally met from resources other than the current revenues, e.g., loans, surplus revenues of the previous years, if any, and capital receipts.

### **FUNDS**

3.7. Funds are supplied to officers in the Forest Department by means of cheques drawn on civil treasuries, either within or outside their jurisdiction with which the drawing officers may be placed in account by the Accountant General.

3.8. When Government servants of other Civil Departments are authorised to incur charges on account of the Forest Department, they will do so as Forest-Disbursers. They can, therefore, obtain funds from the treasury for such expenditure only under the rules applicable to the Government servant of the Forest Department.

3.9. The Treasury officer will cash against the drawing account of a Divisional Officer, a cheque drawn by a Government servant holding charge of a Forest Division or Range provided that he has received from the Conservator instructions to that effect in writing. Such instructions must empower the officer personally and may

specify the extent to which he may draw. That Government servant must not use the same cheque book as the Divisional officer.

3.10. Cash may if required, be obtained by Government servants of the Department by cheque drawn on the sub-treasuries subordinate to the district treasuries. The departmental officer should in such cases advise the District Treasury officer, from time to time, of the probable amount of his drawings on each sub-treasury in order that funds may, if possible, be duly provided. He should also communicate to the sub-treasury Officer through the treasury officer the number of cheque book to be used.

### ***Cheques***

**3.11** All payments, which Government servants authorised to draw cheques have to make, should as far as possible, be made by cheques.

The following rules relate to cheques-

- (a) Cheque Books required by Disbursing Officers authorised to draw on treasuries and sub-treasuries should be obtained by them direct from the head treasury concerned, cheque books required for use on the bank are also obtained from the treasury Officer and not from the bank. The treasury Officer will supply a cheque book only on receipt of the printed requisition form which is inspected in each book towards the end, and never more than one cheque book will be supplied on a single requisition. The requisition should be signed by the Disbursing officer.
- (b) Cheques from books obtained from a particular treasury should not be drawn on other treasuries or sub-treasuries of other districts.
- (c) A separate cheque book should be used for each head treasury or sub-treasury. Each cheque book must be kept under lock and key in the personal custody of the drawing officer, who, when relieved, should take a receipt for the correct number of cheques made over to the relieving Government servant. The loss of a cheque book or blank cheque form should be notified promptly to the Treasury Officer with whom the disbursing officer concerned has a drawing account.
- (d) No advise of the issue of any cheque need be sent to the treasury, but all cheques drawn will be entered in the register of Cheques, Form 4.
- (e) When a Government servant is authorized to draw cheques on sub-treasuries he should give notice to the Treasury Officer from time to time, of the probable amount of his drawing on each sub-treasury in order that funds may be provided as far as possible.

Cheques drawn on sub-treasuries should be distinguished by different number and letters from those drawn against the head treasury.

3 12. All cheques should have written across them in words, at right angles to the type a sum a little in excess of that for which they are granted; thus under thirty rupees' will mean that the cheque is for a sum not less than Rs. 20 but less than Rs. 30; and similarly under eight hundred rupees' will mean that it is for less than Rs. 800, but not less than Rs. 700. No abbreviations such as "eleven hundred" for "one thousand one hundred" should be used. The amount should be written in the manner prescribed for vouchers. In drawing or cashing a cheque, it should be remembered that a common form of fraud consists in altering the word one into four by prefixing an "f" and changing the "e" into an "r" the figures being easily altered to correspond. The word twenty if written carelessly has also sometimes being changed into seventy.

The drawer of a cheque in which these words occur should, therefore, so write as to make the fraud impossible and the treasury should examine the words and corresponding figures with special care,

**NOTE :-**(1) The Cross entry is not necessary if the amount in words is typed perforated by a special cheque writing machine.

(2) All cheques should be written in Calcutta Stationery office Registration ink obtainable from the Controller of Stationery and Printing.

(3) All corrections and alterations in cheque should be attested by drawing officers by their full signature.

3.13. Every cheque in favour of a Government servant must be made payable to order only, but when the payee is not in Government employee, the drawer may, at his request, make the cheque payable to bearer. Treasury Officers will therefore, cash cheques payable to "A", "B" or "bearer" or payable to such Person or to such person "or bearer" or payable to such Person or to such person "or order" is presented, the 'Treasury Officer may decline to pay, if he is unable to satisfy himself of the identity of the person claiming payment, or in the case of a cheque payable to order; of the completeness of the chain of endorsements, if any, by which such person has become the holder of the cheque.

3.14. Ordinarily, a cheque payable to order is not cashed by the Treasury Officer, unless it is receipted by the payee himself or other person in whose favour it is regularly endorsed for payment. In special cases, where the head of an office is unable himself to receipt cheques payable to his order owing to his being absent on tour or for other causes, and when he considers that strict compliance with the writing ordinary rule would cause inconvenience, he may specially authorise in writing a subordinate gazetted Government servant to endorse for him cheques drawn in his favour by his official designation."

3.15. Cheques should invariably be written in English.

3.16. When a public officer sends a cheque to a treasury not for cash payment, but for credit of its amount in the treasury accounts, he must, before endorsing the same, add the Word 'Received payment by transfer credit to..... . Omission to do this facilitates fraudulent appropriation of money.

3.17. As a rule no cheque should be drawn until it is intended to be paid away, and cheque drawn in favour of contractors and others should be made over to them by the disburser direct. The occasional delivery of cheques through a subordinate may be permitted at the discretion and on the responsibility of the disburser In such cases, the subordinate should make no entry in any accounts which he keeps as a payment made by cheque should appear in the cash ac- count of the disbursing officer, who draws the cheque, and the subordinate's record will be in his correspondence.

**NOTE : -** (1) It is a serious irregularity to draw cheques and deposit it them in the cash chest at the close of the year for the purpose of showing the full amount of grant as utilized.

(2) Whenever a cheque is drawn and entered in the cash book, but not paid out on the day on which it is drawn, a note must be made in the cash book against that entry explaining why it has not been possible to deliver the cheque to the payee.

3.18. As a general rule petty sums under ten rupees should not be paid by cheques unless it is permissible under any law or a rule having the force of law for the disbursement of these and other charges which naturally are paid in cash, e.g., wages of labourers and of establishment charges directly to works, and value payable, postage, etc. It is permissible to draw money from time to time from the treasury by cheques to replenish the cash chest. Whether there be a guard or not, disbursers must draw cheques for the minimum of cash actually required to meet current disbursements.

3.19. Cheques remain current for three months only counting from the date of issue. If the currency of a cheque should expire owing to its not being presented at the treasury for payment within three months from the date of its issue, it may be received back by the drawer but it should not be re-issued by altering the date. The drawer should destroy it and draw a new cheque in lieu of it the fact of the destruction and the number and date of the new cheque should be recorded on, the counterfoil of the old cheque, and the number and date of the old cheque that is destroyed should be entered on the counterfoil of the new one. The fact of the new cheque having been issued should be entered on the date of issue in red ink in the cash book, but not in the column for payment, a note being made at the same time against the original entry in the cash-book.

3.20 When it is necessary to cancel a cheque, the cancellation should be recorded on the counterfoil and the cheque, if in the drawer's possession, should be destroyed. If the cheque is not in his possession, he should promptly request the Treasury Officer to stop payment of the cheque and, on ascertaining that payment has been stopped, he should write back the entry in his cash book by being the amount of the cheque as a minus figure on the payment side in the "Bank, or Treasury," column. A counter-reference should be given in the cashbook against the original to the second entry of the cheque. A cheque remaining unpaid from any cause for twelve months from the date of its issue should be cancelled and its amount written back in a similar manner.

3.21 If a Disbursing Officer be informed that a cheque drawn by him has been lost, he may address the Treasury Officer drawn on, forwarding for signature a certificate in the form given below. If, after search through the list of cheques paid, the Treasury Officer finds that the cheque has not been cashed, he will sign and return the certificate. The Disbursing Officer will enter in his account the original cheque, as cancelled, and may issue another.

Certified that cheque No ..... dated ..... for Rs. .... reported by the (Disbursing Officer) to have been drawn by him on the treasury in favour of ..... has not been paid, and will not be paid if presented hereafter ..... Treasury.

The ..... 20

3.22. If a cheque is issued by Government in payment of any sum due by Government and that cheque is honoured on presentation to Government's bankers, payment shall be denied to be made-

- (a) If the cheque is handed over to the payee or his authorized messenger, on the date, it is so handed over, or
- (b) If it is posted to the payee, on the date when the cover containing it is put into the post.

The rule applies *mutatis mutandis* to a cheque in payment of Government dues or in settlement of other transactions received and accepted in accordance with the provisions of Subsidiary Treasury Rule 2.5.

NOTE :-Cheques marked as not payable before a certain date should not be charged to the accounts until the date on which they become payable.

### ***Adjustment in the Cash Book of Cancelled,***

#### ***Lost or Lapsed Cheques***

3.23. If a cheque which has been drawn and entered in the Cash Book has to be cancelled subsequently, the amount of it should be accounted for on the creditor side as a "cancelled cheque", the cancelled cheque being treated as a voucher. Simultaneously, an entry should be made on the debtor side as indicated below

- (a) *If the cancelled cheque is replaced immediately by a fresh cheque* – The fresh cheque should be shown as a "Forest Remittance", the number and date of the cheque in lieu of which it is drawn being quoted in the entry.
- (b) *If the cancelled cheque is not replaced immediately*-The expenditure in payment of which it was drawn should be written back by making an entry of the cancelled cheque on the debtor side as for a cash recovery of a service payment.

3.24. A lost cheque should be treated in all respects like a cancelled cheque ..... the treasury certificate of non-payment being regarded as a voucher in support of the entry of cancellation on the, creditor side of the Cash Book.

3.25. A lapsed or time-expired cheque, if renewed should be treated as a cancelled cheque and the fresh cheque issued in its place entered in the Cash Book.

#### *Cash and Cash Books*

##### *A-Cash*

### **Definition of the term "Cash"**

3.26. "Cash" includes legal tender coin, currency and Bank notes, cheque payable, on demand, remittance transfer receipts, and demand drafts and also twenty paise revenue stamps. Government securities, deposit receipts of banks, debentures and bonds accepted as security deposit are not treated as cash.

3.27. Departmental receipts may ordinarily be realised in legal tender, coin or currency notes only. Government currency notes of the denominations of Rs. 5, 10, 20, 50 and 100, which are designated universal currency notes may be received by all Government officers in payment of Government dues or in settlement of other transactions, irrespective of the Circles from which the notes may have been issued.

3.28 At places where treasury business is conducted by a branch of the State Bank of India, cheques on banks, which have clearing accounts with the State Bank will be accepted in a payment of Government dues, or in settlement of other transactions. Such cheques must be crossed in all cases. Until, however, a cheque has been cleared the Government cannot admit that payment has been received and consequently final receipts will not be granted when the cheque is tendered. A receipt for the actual cheque only will be given in the first instance, but, if the person asking payment in this manner so desires, a final payment receipt will be sent by post to his address after the cheque has been cleared.

(1) In the event of such a cheque being dishonoured by the bank concerned on presentation, the fact will be intimated at once to the tenderer, but Government cannot accept any liability for loss or damage may possibly occur as a result of delay in intimating that the cheque has been dishonoured.

(2) Certain special arrangements will be necessary when Government dues which have to be paid by Certain fixed dates are paid by cheque, and persons desiring to make such payments in this manner without risk must take precautions to ensure that their cheques reach the treasury at the latest on the day before the date on which the payment is to be made. Cheques received on the last day of payment of Government dues will be liable to be refused, and those received later will not be accepted.

### **Custody of Government Money**

3.29. Every Officer, who is authorised to receive and disburse Government money should keep a cash chest for the custody of the Government money in his charge and keep the key of it in his own possession. The contents of the chest must be counted at least once a month and the amount compared with the cashbook balance. If any excess or deficit be found an entry of it should be made at once in the cash book and a report forwarded to the departmental superior.

3.30 Under no circumstances shall any Forest Officer or subordinate place any private money in his Government cash chest.

### **Maintenance of cash book**

3.31 Every Officer, who is authorised to receive and disburse Government money should maintain a cashbook in Form 6 in which he should enter all money transactions as they occur. When a cheque is drawn in favour of self or order to replenish the cash chest, the amount of it should at once be entered as a receipt. This entry must not be delayed until the money has been received after the encashment of the cheque at the treasury.

### **Items to be shown in cash book**

3.32. All receipts, disbursements and charges of whatever sort connected with public service must be, and no other may be shown in the 'cash book. Sufficient details should be given in the column "Particulars" to admit of the main points of each transaction being readily ascertained without reference to the detailed vouchers. All items of revenue must be fully detailed; the forest from which the revenue is realised, the person, who, pays it, and the articles and quantities removed should be stated wherever the information is available.

(1) A cheque drawn in order to be paid away should be entered simultaneously on both sides of the cashbook, once as a receipt of money from the treasury and once as a payment to the payee concerned, the number and distinguishing letter of the cheque being specified in both the entries.

(2) Similarly, all book transfers, i.e. transactions in which no actual payment or receipt of cash involved, should be entered simultaneously, on both sides of the cash book, the credit or debit of Book transfer ..... appearing on one side and an equivalent debit to an expenditure head or credit to a revenue head, or credit to a revenue head, on the other.

(3) All entries of advances on both sides of the cash book must be made in red ink.



### **Divisional Officer's Cash Book**

3.33. The cash book of the Divisional Officer is primarily the detailed record of his own transactions written up day by day, but the transactions of his Sub-Divisional Officers and subordinates, whether rendered through cash books or otherwise, should also be incorporated therein. All items of classified revenue realised and expenditure incurred by subordinate officers should be posted in totals only; other items of receipts and charges and recoveries of service payments should be entered in detail.

### **Cash book of other disbursers**

3.34. The Cash book of other disbursing officers shall contain a detailed record of their daily transactions and shall be written up daily.

### **Vouchers**

3.35. All vouchers for payments, including advances, except treasury challans or advice lists and acknowledgements of transfers to other dependents, must bear the dates of payments and they must be passed for payment, in words as well as in figure by the Divisional Officer, who thereby assumes the responsibility for the charge. Disbursement certificates are required on all vouchers.

### **Classification of transactions**

3.36. The classification of receipts and charges should, be given 'in the column 'Head of Service' on both sides of the Cash Book. Revenue and Charges falling under the Major Heads respectively, should be classified in detail in accordance with the sanctioned accounts, classification as given in the preceding paras. All sums paid into the treasury by a departmental officer or on his account should be debited to "Forest Remittances" even though the remittance be made by a cheque and not in Cash. Similarly, the value of all cheques drawn should be credited to 'Forest Remittances', irrespective of whether or not they are cashed at once. Advances and recoveries thereof should be shown under the head "Forest Advances" or "Work advances" as the case may be and deductions made from Salary bills, etc. should be recorded as pertaining to Service, Funds, G.P.F./CPS Income tax, etc. as the case may be. Value of bills accepted by other departments and of bills of other departments accepted by the Divisional Officer and all other items of receipts and charges adjustable by book transfer should be classified under 'Book Transfers. Recoveries of service payments should be dealt with as prescribed in paragraph 3.37.

- (1) When revenue on account of timber or other forest produce is paid in advance, the amounts should be at once credited as revenue to the appropriate sub-head in the cash books.
- (2) Advances to contractors, suppliers and labourers in connection with the execution of works are classified under the suspense head "Work Advances" subordinate to the minor head "Conservancy; Maintenance and Regeneration" of the major head and under the minor head.

### **Recoveries of service payments**

3.37. Recoveries of service payments should be dealt with as under

(a) If made before the close of the year in which payment was charged in the accounts –

- (1) When the recovery is in adjustment of an overcharge on account of pay or travelling allowance, and is made by deduction from a bill STR 6. 1(9) the net amount only of the bill should be charged in the cashbooks and the

amount recovered should not be shown as separate item of receipt therein. The amount deducted, with necessary particulars, should be noted in ..... the "Remarks" column of ..... the Classified Abstract of Expenditure Form 14.

- (2) In all other cases, the amount recovered should be entered on the debtor side of the cash book as "Recoveries of Service payments", but not remitted into the treasury as revenue receipts. In the Classified Abstract of Expenditure, Form 14, the amounts should be shown as minus entries in red ink-under the sub-heads to which they were originally charged, so that the total of Form 14. It would be correspondingly reduced, as also the amount of the lump-sum entry to be made in the monthly Cash Account. Form 6, as the expenditure charged during the month.

(b) If made after the close of the year in which the payment was charged in the accounts, the amount recovered should be credited in the Cash Book as miscellaneous revenue under "b(iii)" and paid into the treasury.

### **Division as unit of control**

3.38. (a) All revenue and expenditure must be recovered at once in the accounts of the division within which it is collected or incurred, without reference to its origin or object.

NOTE:- Inter Divisional adjustments are allowed in the case of advances of pay, traveling allowances, etc. made to officers on transfer from one division to another.

(b) The Himachal Government have determined that the Forest Division should be the unit for the purpose of ascertaining the result of the working of the forests. To enable the results of the working of each unit to be accurately ascertained, adjustment must be made between different divisions.

(c) In other cases when a division incurs expenditure for another division for which there is no budget provision in the former division the adjustment should be made as occasion arises without waiting till close of the year.

### **Instruction regarding the preparation of Range Accounts**

3.39 Every Range Officer will keep his accounts in a bound cashbook (Form No. 5) in which he will enter all money transactions as they occur. Sufficient details should be given in the column "particulars" to admit the main points of each transactions being readily ascertained without reference to the detailed vouchers or permit and receipts books etc. Over writings and erasers are strictly prohibited.

### **Revenue**

3.40. All items of revenue must be fully detailed, the name and the compartment of the forest from which the revenue is realized or the name of the sale depot from which forest produce is sold, the person who pays it, the description and class of the forest produce or other articles and their quantities in numbers and cft., solid or stacked, quintals, acres, etc., as the case may be, should invariably be stated and the number of permit for all kinds of forest produce, sold and removed by purchasers and right holders or for grazing cattle and number of the bill and the receipt in the case of sales from depots must be quoted. At the end of each entry of revenue the number and, the date of the Authority sanctioning the item must, invariably, be quoted in budget. The number of the project to which the item belongs should also be quoted with the budget sub-head in column 5 of the Cash Book, such as (a) (ii)

..... A reference to the monthly accounts form in which the sale has been shown should invariably be given in the Cash Book.

(b) In cases compounded under section 68 of the Indian Forest Act, the yearly case No., sanction No. and date, receipt No. and date for the amount realized, value of articles seized and released and amount of compensation will suffice.

(c) When a sum previously shown outstanding in Form No. 11 is realized the description of the entry in cash Book should be "To outstanding realized from ..... on account of ..... as per receipt No....."

(d) Usually purchasers pay money due on their purchases direct into the treasury, for which purpose printed treasury challans should be supplied to them by Range officers. In exceptional cases when the circumstances so required or when the amount due is less than Rs. 100 the amount may be realised in cash which should be remitted into the treasury as soon as possible.

(e) A bill book (Form No. 13) must be used for timber and other produce sold from depots. For every transaction taking place a bill will be given to the purchaser and a copy will be forwarded to the Divisional Forest Officer with accounts. The counterfoil will form the depot copy.

(f) A receipt on Form No. 14 of the Forest Department Code, 6th edition must be granted to every person from whom any amount is realized on behalf of Government. No receipt on unprinted paper or on any form other than that prescribed shall be held to be a legal and formal receipt for revenue money paid. However, in cases where Permits for petty quantities of forest produce or for grazing are issued immediately on receipt of payment such permits shall be considered as the payees receipt.

(g) All money received as revenue must be entered in the Cash Book immediately on its realization, and must be remitted into a treasury with the least possible delay. If for any valid reason it is not possible to remit the money in the same month in which it is collected, a certificate of un-remitted revenue together with the necessary explanation must accompany the Range accounts.

(h) In the, case of remittance of revenue, the name of the treasury must be quoted in the "Particulars" column.

(i) Revenue money collected cannot ordinarily be spent for current expenses. In emergent cases, however, when money is wanted immediately and the Range Officer has no funds in hand he may spend the revenue received provided that he remits the amount so spent into the treasury as soon as he obtains funds from the Divisional Forest Officer.

(j) A recovery of the service payment if made before the close of the year in which the payment was charged in accounts should not be remitted into the treasury, but should be included in the cash balance and an FA voucher for the amount furnished to the Divisional Forest Officer with the Range accounts in which the recovery is shown. If the recovery is made after the close of the financial year in which the payment was made, then it should be treated as revenue and remitted into the treasury.

(k) Revenue from sales to Public Departments will be realised by Book Transfer Bills, and adjusted direct in the Divisional Forest Officer's Cash Book. There is no need to show these transactions in the accounts of the Range Officer concerned, who will, of course, be informed of the recovery in a separate memo, so that he may make the necessary entries in the Range Forms.

(l) Recoveries on account of subscriptions to the General Provident Fund or other funds or on account of 'Advances Repayable' when made by deduction from pay bills, should be distinctly shown on the Dr. side of the Cash Book, quoting name and account No. of the Fund. Under the rules, these recoveries are made by the deductions from pay bills, and there is no need to furnish a Forest Advance voucher for the same.

Income tax will be recovered at the rates communicated from time to time.

(m) At the end of the cash book after closing the accounts the following certificate should be given:-

"Certified that the cash balance has been counted personally and found correct".

### **Expenditure**

3.41. (a) Funds to meet current expenses must be obtained by a cheque from the nearest treasury. Applications for cheques should be made in time to reach the Divisional Officer on the date to be fixed by the Divisional Forest Officer. The application should state, briefly, the particulars of expenditure likely to be incurred in order to satisfy the, Divisional Forest Officer that the money is wanted for legitimate Government expenses. The memo, for funds should be prepared by the sub-heads and projects as given in the Range Budget Control Form. Range Officers should have as little cash balance in hand at the time of closing monthly accounts as possible. A cheque received for Forest advance must be entered in the Range Cash Book at once and a voucher signed and submitted to the Divisional Forest Officer immediately; it should not be delayed until the cheque is actually cashed. If a cheque is lost or not honoured for any reason and has to be cancelled subsequently, the necessary entry of cancelled or lost cheque can be made on the Credit side of the Range Cash Book.

(b) Range Officer must see that proper estimated are prepared for all works prescribed for his range, and that the sanction of the competent authority is obtained before the work is actually taken in hand. This sanction should be quoted in red ink both in the vouchers and the items in which payments for the work done are charged. If any work is carried out in more than one month the sanctioned amount and expenditure charged in a previous month or months must be carried over to the next month in order to avoid the possibility of exceeding the sanctioned amount, and must be entered in red ink opposite to the first item in which payment concerning that work is charged.

(c) All works should be carried out punctually, and should not be left until the closing months of the financial year. When any work is one and passed for payment by a competent authority, payment for the same must be made promptly and expenditure pertaining to various sub-heads should not be grouped together on one voucher.

(d) Full details of the work done, the rate and the quantity in cubic meter, ha. or km. etc. as the case may be should be given and reference to the page No. of the measurement book, where measurements have been recorded, must invariably be quoted both in the vouchers and the items of the Cash book where the payment is charged. The name and compartment No. of the forest in respect of which the expenditure is incurred should also be stated.

(e) All vouchers of over Rs. 500 and vouchers for rent, rates and taxes, must be prepared on the prescribed printed form and receipts for amounts under that sum should be taken on plain paper and should bear the signatures of the payee, and witnesses if the payee is illiterate and date of disbursement. A disbursement

certificate must be recorded on all vouchers. Thumb impressions on vouchers must be attested by a responsible person. Vernacular and Nagri signatures on the vouchers to be submitted to the Accountant General must be translated into English. In the case of daily labour vouchers, disbursement certificate must be given on all vouchers. A certificate to the effect that the labour was actually employed and paid must also be given.

(f) If payments are made on account of felling, sawing, collection, or carriage, etc. of timber fire- wood or other produce, a reference to form No. 7 in which the produce has been shown should be quoted in addition to that of the measurement book. Similarly in the case of the purchase or carriage, etc. of other materials, or of seed and other minor produce collected for departmental use, which are shown in the material form, a reference to the material form should be quoted. Material purchased for immediate use and used during the same month should not be shown in the Material form, only cross reference to the various vouchers of purchase and use of material being sufficient.

(g) When payments are made for carriage of forest produce or other materials the distance in miles or stages must be given,

(h) Amounts disbursed on account of pay and allowances other than travelling allowance should be shown separately for each budget sub-head and entered as separate items for permanent and temporary establishments. The names and rates of pay should be entered in the Acquaintance Rolls and in the column "Particulars" of the Cash Book, If the pay or allowance of a subordinate is held over for future payment or is paid for a broken period of a month, the reasons for the same must be briefly noted on the Acquaintance Roll as well as in the Cash Book, Similarly if the pay of a subordinate is charged for the first time in the Range Accounts the date of his appointment or transfer with the name of the office or range from which he was transferred and the authority for the appointment and transfer must be quoted in the Acquaintance Roll.

Pay, Officiating pay and leave salary should be shown separately in the Cash Book as well as in the pay bill. When any subordinate is on leave, a note to this effect should be given in the remarks column of the pay bill, i.e. the date of commencement of leave, period of leave and nature of leave, etc. In case of transfer of forest subordinates etc. whose pay is charged by the Range Officer in his account for the first time, he should furnish with the bill, last pay certificate issued by the previous Range Officer.

(i) In the vouchers for the construction and repairs of roads, the length of the road constructed or repaired must be quoted besides other details of the work done. Similarly in the case of expenditure on the demarcation of forests the length of the boundary concerned should be entered.

Detailed information about the area gone over, length of the fences repaired, etc., under the above heads must invariably be stated in the Cash Book.

For all entries in the Cash Book under 'head loads & buildings the name of a road or inspection path repaired must be written clearly. If only a section of a road for an inspection path is repaired the name of that section should also be given, the number of culverts and bridges repaired must invariably be stated in the Cash Book.

(j) Payments to contractors may not be made before work is completed to the satisfaction of the Divisional Forest Officer. But sometimes under the provisions of agreements payments are made in part before the completion of work. These should

not be charged finally to the budget sub-head of expenditure but should be treated as work advances and should be recovered in the usual way when the work is completed and paid for.

Daily labour employed on works must, however, be paid promptly.

(k) The number of the budget project to which the item belongs should be quoted in brackets with the budget sub-head in case of all items relating to works, i.e. other than establishment charges.

(l) A budget Control Form for Revenue and expenditure (excepting items relating to pay, etc.) is prepared by the Divisional Office and supplied to each Range Officer early in April each year. This must be posted each month from the Range Cash Book and submitted with accounts to the Divisional Officer for check and also incorporation of any expenditure pertaining to a Range which is charged direct to the Divisional Cash Book such as payments of large sums made to contractors by cheques issued direct by the Divisional Forest Officer, etc. It will be returned within a week by the Divisional Office initialed by the Superintendent and must be examined by the Range Officer immediately on receipt in order to see what additional payments have been made therein, and, what is left for his future requirements. A Range Officer should not incur expenditure in excess of the budget allotment showing in the Control Form and if the amount allotted is not sufficient he should apply for an additional grant as soon as the need for the same is apparent.

(m) A Range Officer may not make any cash advance to a contractor without the sanction of the Divisional Forest Officer. He may, however, make "advances on account" up to 90 per cent of the Work done with the express permission of the Divisional Forest Officer. Such advances and the advances referred to in (i) above, when made, should be shown in form No. 13, a copy of which will be submitted with the monthly accounts. Bills of contractors against whom advances are outstanding should be prepared for the full amount of work done, and receipted for the same without deducting the amount advanced. Payment should, however, be made for the net amount due and a note to this effect given at the end of the bill as below:-

Paid in Cash

Adjusted against advance or advances outstanding against him.

The amount of advance thus adjusted will be shown on the drawn side of the Cash as recovered by work done.

(n) A Range Officer is not permitted to make advances to another Range Officer or other disbursers without the written permission of the Divisional Forest Officer.

(o) Item numbers shown in the Cash Book should be marked on all vouchers, which should be serially arranged on a tag.

(p) At the end of the cash book the abstract of revenue and expenditure should be given by budget sub-head and projects.

(q) All vouchers above Rs. 5000 must be stamped and signed 'in such a way that the payee's signature defaces the stamp. If Payment to a daily labourer exceeds Rs. 5000 a stamped receipt must be taken from him.

(r) When the payment to a daily labour is made through proxy, the exact relationship which the proxy bears to the real payee, should invariably be stated, the word 'Major' should also be written in addition to the name, of the proxy. In no case whatever may the payment be made through a minor.

## ***Checking and Balancing***

### **Checking of entries in cash Book**

3.42. All entries in the cash book must be checked by the disbursing officer as soon as possible, after the date of their occurrence, and he must see that all receipts have been properly credited in it and that the payments are supported by vouchers which have been passed by him. The Cash book should be initialled (and dated) under the last entry checked.

### **Closing of monthly Cash Accounts**

3.43. The Cash book should be closed and balanced monthly. Divisional Officers should close their books on the last working day of each month, but subordinate officers may do so on the 27th or such earlier date as may be necessary in order to ensure that the officer in charge of the division in which they are serving or in which their accounts are compiled may receive by the last day of the month, a copy of the cash book with the original vouchers and such other accounts as may be prescribed.

### **Checking of Cash Book**

3.44. In the case of Divisional officers, the cash balance on hand should be counted on the last day of each month and certificate to the effect that it agrees with the computed balance should be recorded in the Cash Account in Form 6. They must, when at headquarters, always verify the cash balance in person and sign the accounts to be rendered to the Accountant General. When the Divisional officer is absent on tour the duties may be entrusted to the senior gazetted assistant of the Divisional staff present at headquarters, but without the special sanction of the local Government not more than two months may be allowed to elapse without a personal verification of the balance by the Divisional officer.

### **Correction of wrong classification to another head**

3.45. If an item in the Forest Accounts which property belongs to one head is wrongly classified under another head, the error may be corrected in the following manner-

- (a) If the error is discovered before the close of the month's accounts, the necessary correction should be made in the original entries before the accounts are closed. The mistake should be corrected by drawing the pen through the incorrect entry and inserting the correct one in red ink between the lines. The disbursing officer should initial every such correction and invariably date his initials
- (b) If the error is discovered after the close of the month's accounts, but before the accounts for March final are closed, the correction should take the form of a fresh entry in the current Cash Book.
  - (1) Errors effecting only revenue or expenditure (service.) Heads, where the amounts involved do not exceed Rs.10 need no formal correction.
  - (2) If the error affects one or more heads on each side of the cash book, the correcting entry should be made on both sides in the manner indicated in Rule 2 to paragraph 3.32 but if it affects only receipt or expenditure heads on one side of the cash book, the entry should be made on the one side affected, the amount (plus or minus) pertaining to each head being specified in the column headed particulars and the column 'Receipts' or 'Disbursement' as the case may be, being left blank. At the same time a suitable remarks

should be made in red ink against the original incorrect entries in all accounts, quoting reference to the correcting entry.

- (3) No correcting entry should be made unless supported by the orders of the Divisional Forest obtained on Transfer Entry memo in the form below:

Particulars of the original transactions, with reasons for the proposed adjustment	Debits		Credits	
	Head of account	Amount	Head of account	Amount

Divisional Forest Officer.

- (c) If the error is discovered after the accounts for March final have been closed and despatched to the Accountant General (Paragraph 3) it should be reported by letter to the Accountant General who will deal with it in accordance with the rules in the Account Code and advise to the Divisional Forest officer the corrections (if any) which he should make in his accounts.
- (d) In all cases in which a formal correction is not permissible, it is sufficient to make a suitable note (in red ink) in all the accounts concerned.

### **ADVANCES TO DISBURSERS**

#### **Cash advances to disbursers**

3.46. A subordinate officer who is not authorised to draw cheques may be given a cash advance of suitable amount to enable him to make the disbursements entrusted to his charge.

#### **Advance to be entered in Cash Book**

3.47. When such a cash advance is made to a subordinate officer, the amount of it must be charged at once in the cash book of the officer making the advance, under "Forest Advances" as an advance to the disburser concerned. Until cleared the advance should be held at the personal debit of the disburser.

#### **Remittance by postal money orders**

3.48. The remittance of advances to disbursers by postal money orders may be authorised by the local Govt., wherever convenient, under such rules as may be deemed necessary. In such cases a post office receipt, with the money order acknowledgement of the disburser concerned, will suffice as a payment voucher.

#### **Disburser's ledger**

3.49. A ledger account should be maintained in the Divisional Office in respect of the transactions with each disburser to whom an advance has been made, and when examining the copies of the cash book of subordinate officers it should be seen that the opening and closing cash balance in the cash account of each disburser agree with the balances shown as outstanding against him in the ledger at the commencement and the close of each month.

3.50. All disbursers Offices should be inspected by Divisional Officers at least once a year, and a written report made of such inspection which should be forwarded in original to Conservator who will return it, after perusal, with remarks, if any. A copy of the report with Conservators remarks should then be supplied to the disburser.



## RECEIPTS A-REVENUE RECEIPTS

### A. Cash Receipts

3.51. **Revenue to be remitted to treasury**- All revenue received by officers of the Department should be paid into the treasury with as little delay as possible. Each remittance should be accompanied by the usual balance from (S.T.R. 4) supplied by the treasury in duplicates and the receipted copy returned by the treasury should be treated as the voucher to the entry in the cash book.

3.52. (1) All entries in the cash book of "remittances of revenue to treasuries" will be supported by vouchers in the treasury challan or advice 1st form. The name of the treasury and the treasury number and date of each challan or advice list will invariably be entered in Cash Book in the column of "Particulars" and when revenue is remitted to a sub-treasury or tehsil, the name of the district treasury to which it is subordinate must also be given.

(2) Every challan or advice list will be examined and initialed by the Divisional Officer, who must satisfy himself that it bears the Accountant's and the Treasurer's signatures and if the sum acknowledged is Rs. 500 or more, the treasury Officer's signature also. Challans for sums paid by cheques in favour of the Treasury Officer will not be signed by the Treasurer; the second signature on such challans for sums under Rs. 500 will be that of the persons who may have been nominated to that duty by the District Officer.

(3) The following particulars will be given in English on the back of the each vernacular challan or advice list

- (1) Name of sub-treasury or tehsil.
- (2) Amount acknowledged.
- (3) Number and date of Treasury Officer's receipts.
- (4) By which Forest Officer remitted.

(4) **Remittance of revenue and advances to disbursers by postal money order**-The following rules for the remittance by means of postal money order of Forest Revenue to treasuries and of advance to disbursers will be observed.

Revenue collected outlying stations, may, however, be remitted to treasuries by means of postal money orders in such case no duplicate challan is tendered at the treasury, as the money will be received by it from the Post Office. The acknowledgment with the coupon of the money order will be forwarded by the treasury to the Divisional Officer and also an advice of all remittances received by money order on each day on which such transactions may occur.

(i) **Remittance of Revenue** : (a) Divisional Forest Officers should provide themselves as well as their range and other revenue remitting officers with ordinary inland money order forms in book, with counterfoils such as are obtainable at all Post Offices and these alone should be used, all particulars of the remittance being noted on the counterfoil.

(b) The remitter should make out, a, money order on one of these forms, filling in the name of the most convenient Post Office and other particulars and making it payable to the officer in charge of the treasury and should send it with the cash to the Post Office. He should note briefly on the coupon such particulars of remittance as may be necessary for the Treasury Officer's information.

(c) The Treasury Officer on receipt from the Post Office of the money order will sign, and date the money order and return it to the Post Office after cutting off the strip containing the coupon and acknowledgement. He will forward to the Divisional Forest Officer the advice list prescribed, together with the corresponding strips consisting of the coupons and acknowledgements of all money orders received during the day.

(d) The entry in the remitter accounts will be supported by the receipt given to the remitter by the Post Office when the money order was issued.

(e) The commission paid on money orders will be charged to the budget head a(ii)(4) O.C. in the departmental accounts.

(ii) **Remittance of Advance:** (a) In remitting advances to disbursers the same procedure as that prescribed in rules (a) and (e) above should be followed, but the amount of the money orders and the commission may be paid into the Post Office either in cash or where the Post Office is at a treasury or sub-treasury. The latter course can only be adopted when the remitter has a banking account with the treasury or sub-treasury concerned.

(b) The money order will be treated by the Post Office as an ordinary inland money order and acknowledgment sent to the remitter in due course. The remitter's accounts will be supported by this acknowledgment as well as the receipt referred to in rule (a) above. (Extract front General letter No. 166, dated 3rd March, 1896, from Postmaster General Punjab. to all Postal Officers).

### 3.53. **Revenue remission to be done immediately-**

If cash be wanted for immediate expenditure locally, sums locally received may be so expended; but in all cases the gross amount of revenue received must be promptly remitted to the treasury, which may be done in cash or partly in cash and partly or wholly by Cheque, the amount paid in cash and the amount remitted by cheque being shown separately in challan or remittance note.

The following illustration is given as explaining the adjustments necessary in the Divisional cash book when revenue received is expended locally.

A subordinate's accounts show the following transactions

			Rs.
Opening balance . . . .	100	Total Expenditure .	1,150
Total revenue	1,400	Cash balance	350
	-----		-----
	1,500		1,500
	-----		-----

ENTER IN DIVISIONAL CASH BOOK ON ONE DATE

Dr.

Revenue from _ Range from to ___by 1,400	Expenditure in _ Range from ___ to 1,150
Recovered from _____expenditure 100	Advance to ___for current expenses 350
Cheque No. ____on _____treasury 1,400	Remitted -Treasury by Cheque No. 1,400

3.54. **Receipt to be obtained from Treasury Officer-** A consolidated receipt for the money remitted to the treasury by all officers of the division and credited in the treasury accounts during the months should be obtained by the Divisional Officer from the Treasury Officer on the 1st of the ensuing month.

## II. Book Transfers

3.55. **B. T. Adjustments**-Claims of the Department against other departments of the public service should be dealt with in accordance with the Rules, Recoveries made in cash under these rules should be treated like other revenue receipts realised in cash, but when a book adjustment has to be made a bill setting forth full particulars of the claim should first be sent to the officer concerned in Form 9 and on its return duly accepted, the necessary adjustment entries should be made in the cash book in the manner indicated in Account Code the accepted bill being treated as the supporting voucher. The following information should be recorded on all bills or vouchers accepted by Divisional Forest Officers.

- (1) Head of charge (Major, Minor, sub head Primary and Secondary Units).
- (2) Month and year to which the charge relates.
- (3) Designation of the Account Officer by whom the charges is adjustable.
- (4) Name of the Province to which debitible.

### B. Earnest Money Deposit

3.56. **Procedure regarding earnest money deposits**- Earnest money deposits tendered by contractors or purchasers of forest produce must be paid by them direct into a treasury or sub-treasury, where they will be treated as Revenue Deposit and not as Forest Remittances. No previous authority of a departmental officer is necessary, but the depositor must state the designation of the officer in whose favour he makes the deposit and that designation must be stated on the receipt given by the treasury. Such deposits will not appear in accounts of officers of the Department and orders authorizing repayments should be addressed to the Treasury Officer concerned.

3.57. **Refunding of earnest money deposits**-Earnest money deposits will be refunded only under the authority of an order endorsed upon the original deposit receipt of the Treasury Officer by the Divisional Forest officer in whose favour the deposit was made. It must be borne in mind that no part payment of the deposit can ever be made. If however, the Divisional Forest Officer desires that the deposit, instead of being refunded, be earned to the credit of Government, he will return the receipt with this direction, whereupon the Treasury Officer will make the necessary transfer on the authority of this voucher.

### C. Revenue received in advance

3.58. **Revenue received in advance**-When revenue on account of timber or other forest produce is paid in advance, the amounts will be at once credited to the appropriate sub-heads in the cash book entries being made in the column of "Remarks" of form No. 8 or, No. 10 as the nature of the transaction, the month in which the produce has been effected will be made to the return been entered.

## CONSERVANCY AND WORKS CHARGES

### A. Labourers

3.59. **Keeping of muster rolls** - For works executed by labourers, whether paid by the day or otherwise, muster rolls must be kept showing the names of labourers, the number of days they have worked, rate of pay and the amount due to each. This nominal muster roll is the initial record of the labour employed each day on each work and must be written up daily by the subordinate deputed for the purpose.

**3.60. Payments of muster rolls** - Payments of muster rolls should be made or witnessed by the officer of highest standing available, and he should certify to the payments individually or by groups by a distinctive mark, his initial or signature. The amount paid on each date should be noted in words as well as in figures at the foot of the muster roll.

**3.61 Instructions regarding preparation and disbursement of muster rolls-** The following instructions should be observed for the preparation, disbursement etc. of muster rolls

(i) Muster rolls of coolies on daily labour must invariably be kept on the usual printed forms (form No. 23) and must remain in the possession of the officer-in-charge of the works until submitted to his superior.

Muster rolls are to be prepared daily on the work. Guards or other officer in charge of works will always have these bills with them on the work and will produce them for check whenever required to do so.

Guards or other officers in charge of works will keep these muster rolls in their own handwriting in any language and when a guard is illiterate he will himself record the number of coolies present daily.

(ii) The officer in charge of the work will call the roll in the morning and will make a mark- thus "I" against the name of each coolie who is present. Should any coolie whose name is entered not arrive by mid-day he will be marked absent thus "a" and should he arrive subsequently he will not be allowed to work. Should a coolie arrive late, but before mid-day, a mark will be made against his name thus "I". The Guard will again call the roll in the evening when work is stopped and will then complete the marks against each man's name thus "X" or "I" as the case may be. The days total will be entered at the foot of the last entry for the day and initialed by the officer in charge of the work in the evening.

(iii) The official, who prepares the muster roll, must certify on it that the bill is for the actual number of men employed on the work, and must sign and date the bill.

(iv) The officer disbursing the money should obtain receipts of the payees in the muster roll and will certify that he has disbursed the stated sums to the proper persons.

(v) Range Officer should, when on tour inspect the works being done, check the muster rolls with the actual number of men present, initial it and should satisfy himself that the muster rolls are being properly kept.

(vi) On completion of work, or at the close of the month, whichever date is earlier, the muster roll containing a full report of the work carried out must be submitted to the Range Officer. Muster rolls are to be disbursed without fail within one month. Promptness will keep the labour satisfied. No muster roll may be disbursed in part.

(vii) Muster rolls when sent to the Divisional office must contain the following information in English :-

1. Name of work.
2. Name of officer in charge of work.
3. Detail of Work carried out.
4. Amount of materials used.
5. Date of submission of muster roll to Range Officer by officer in charge of work.
6. Date of receipt of muster rolls by Range Officer.
7. Date of submission of muster roll by Range, Officer to Divisional Forest Officer.
8. When submitted with accounts they must also show the date of payments and the names of officer making payments.

(viii) In accordance with Government of India Resolution No. 198-S. R., dated 17th. January, 1905, printers ink is to be used in taking finger impressions on muster rolls. The Divisional Forest Officers, after due warning to every disbursing officer and after satisfying themselves that the disbursing officers have a satisfactory apparatus for taking thumb impression, should refuse to pass sums covered by bad impressions.

(ix) Payments to "proxies" and through subordinates should be discouraged. In cases in which payment to a proxy is unavoidable, the signature or thumb impression of the proxy shall be entered in the remarks column of the muster -roll, under the initials of the disbursing officer.

**3.62. Abstract of the muster rolls** - After payment, an abstract should be prepared in form 10, wherein the amount paid should be certified; this abstract-will be the voucher in support of the charge in the cash book.

The bills should be supported by a certificate that the coolies were actually entered and paid. If a bill be for amount for exceeding Rs. 25 and is not, there- fore, to go to Accountant General, with accounts, the certificate should be recorded on the classified, abstract of expenditure (form 14) opposite the payment entry,

Paid muster rolls should after scrutiny and check be cancelled and filed in the Divisional Office. They will periodically be called in by – Accountant General, for check in his office.

## **B. CONTRACTORS**

### **1. Agreements**

**3.63. Drawing up of agreements**—When a contract of work or supply is of sufficient magnitude to require a written agreement, care must be taken to frame such as agreement so that, in the event of a dispute, it could be maintained in a court of law. Care must also be taken that if necessary the document is stamped and registered according to the law in force for the time being.

### **General rules and principles relating to contracts**

3.64. The following fundamental principles for the guidance of authorities, who have to enter into contracts or agreements, are laid down by the Government:-

- (i) The terms of a contract must be precise and definite, and there must be no room for ambiguity or misconstruction therein.

NOTE-(i) In making agreements with or in favour of any person, firm, company, syndicate, municipality or other public body for any concession, grant or lease of land, of minerals of forest rights, or of right to water power or of right of way or other easement, of any privilege in respect of land of mineral or forest rights, of right to water payer, or of any easement, the deed of concession or agreements if the rights under it are transferable must be so framed that it will be beyond the power of the grantees to transfer their rights or any part of them except with the sanction of the competent authority.

All such concessions and agreement will further be subject to any special provisions made by the competent authority to meet particular cases or particular classes of cases.

- (ii) In all contracts enduring or likely to endure for a period of more than 5 years a provision should, where feasible, be included for an unconditional power of

revocation or cancellation of such contracts by Government at any time during the currency of the contract on the expiry of six months notice to that effect.

- (2) As far as possible, legal and financial advice should be taken in the drafting of contracts and before they are finally entered into.

NOTE - No contract or agreement to execute a contract should be executed or entered into and no tenders for a contract should be accepted without previous consultation with the Finance Department if expenditure of money or abandonment of revenue is involved thereby for which previous consultation with the Finance Department is required.

- (3) Standard forms of contracts should be adopted wherever possible in the terms to be subject to adequate prior scrutiny.
- (4) The terms of a contract once entered into should not be materially varied without the previous consent of the competent financial authority.
- (5) No contract involving an uncertain or indefinite liability or any condition of unusual character should be entered into without the previous consent of the competent financial authority.
- (6) Whenever practicable and advantageous, contracts should be placed only after tenders have been openly invited and in cases where the lowest tender is not accepted, reasons should be recorded in selecting the tender to be accepted the financial status of the individuals and firms tendering must be taken into consideration in addition to all other relevant factors.
- (7) Even in cases where a formal written contract is not made, no order of supplies etc. should be placed without at least a written agreement of price.
- (8) Provision must be made in contracts for safeguarding Government property entrusted to a contractor.
- (9) The Accountant General has power to examine contracts, and to bring -to the notice of Government any cases where competitive tenders, have not been sought, or where high tenders have been accepted, or where other irregularities in, procedure have come to light.
- (10) The instructions given in paragraph 3.65 should be carefully observed in drawing up instruments relating to immovable property.

These principles will apply to all contracts involving expenditure from provincial revenues, and should be carefully observed by all Government Servants who have to enter into such contracts on behalf of Government.

**3.65. Instructions for the drawing up of agreements** - (1) Many of the old printed forms still in use refer to the Secretary of State for India in Council (hereinafter referred to as the vendor, lessor etc). Whenever such words occur they should be altered to. Governor of Himachal Pradesh and consequential alterations should be made throughout the draft.

(2) (i) Most standard forms refer to the other party as a single individual, with the usual particulars of parentage, caste and residence. When the instruments is in favour of a body of persons, the heading will have to be altered, and particular care is needed to ensure that his is done correctly.

(ii) In the first place, the exact nature of the body must be ascertained and the description must be entered in the draft e.g. "a firm carrying on business in partnership through Al B, one of the partners" of a company, association or society incorporated or registered under the provision of Section.

## Of Act

"When the party is a company the address of the registered office should be given.

(3) (i) If a lease is to be executed on behalf of a corporation there must be either a resolution of the governing body or some other form of authorization, and there should also be an inspection of the articles of association or the bylaws to show the execution of the document by the person signing it is in order.

(ii) When the deed is in favour of an incorporated body the agreement is with the body itself, and should be so expressed. A common mistake is to describe the agreement as being made with the Manager or managing body. Such expression should be avoided.

(4) When the deed is in favour of a firm, the agreement is with the actual partners trading under the name of the firm and not in favour of any legal person as apart from the partners individually. For this reason, it is important that the names of the partners should be known and that it should also be known whether the party executing the lease has power to bind the partners. Particular caution is needed when the deed relates to land, as the powers of partners to bind each other in this respect are strictly limited.

(5) As the standard forms usually provide for execution by a single individual on his own behalf, a copy of the more usual forms of execution for other transaction is attached. The appropriate form should be included in the draft and if any particular difficulty arises it should be specially referred to the legal Advisor to Government.

(6) All references to specified sums of moneys, terms of years and so on, should invariably be expressed in words, and not in figures. Abbreviations should be used as little as possible.

(7) Schedules, maps and plans form part of a draft, and should always be included in any draft which is to be sent to the Legal Advisor for scrutiny.

**3.66. Orders regarding securities**-The general orders regarding securities contained in the Government Securities Manual should be observed in, dealing with securities furnished by contractors. Government Paper tendered as security should be taken at its market value at the time of deposit subject to the following conditions:

- (1) The amount of Government paper taken shall be such that its market value at the time of acceptance is not less than the amount for which security is required.
- (2) When owing to depreciation in the market value of the Government paper its market value is less than, the amount of the security required by more than Rs. 100, further security shall be taken to cover the difference.
- (3) When owing to appreciation in the market value of the Government paper, its market value exceeds the amount of the security required by more than Rs. 100 and the depositor asks that part of the Government paper may be returned to him to cover this difference the request of the petitioner shall be granted so far as this is possible.

**3.67. Arbitration-Cases** are not infrequently forwarded to the Chief Conservator in which notices of suit for breach of contract have been given, such contracts containing a clause that in the event of dispute the matters in dispute shall be submitted for arbitration. Most Government contracts contain this stipulation, and there appears to be a general prevailing impression that the mere existence of such a

clause in a contract is a bar to a suit in court, and there is some danger that departments concerned relying on this impression may leave disputes outstanding too long after receipt of notice of suit to allow of resort to arbitration.

This impression is an erroneous one. Such a clause is no bar in itself to a suit; what is bar is a refusal to act on such a clause when required, i.e. of when called on to submit to arbitration in accordance with the contract, the claimant refuse§ to do so, his refusal, but not the arbitration clause itself, can be pleaded in bar under section 21 of the Specific Relief Act.

For such refusal to be complete bar it must have been made before the suit is filed, so that it is useless to rely on an arbitration clause' when a case goes into court unless there has been a refusal to act on it beforehand.

It is, therefore, of primary importance that as soon as notice of suit is received, if Government desires to avail itself of the arbitration clause, the other side should be called on to submit to arbitration. In such cases when notice to submit has been given, and the other side has refused Government can frequently proceed to an EX-PARTE arbitration and the award given EX-PARTE will be upheld. This letter, of course, is the appropriate remedy when Government is in the position of plaintiff.

As the period of filing a suit is only two months after notice, Conservators and Divisional Forest Officers are advised that action should be taken immediately on receipt of notice and that the case be submitted through the Principal Chief Conservator (HoFF) to the legal Advisor for advice as to action at the earliest possible moment in order to avoid danger of Government being deprived through inadvertence of the benefit of the arbitration clause which means not merely expedition, but a considerable saving of money in defense.

The law as to award is so very strict in its finality that the courts are exceptionally inclined to view with rigour and departure from the procedure leading up to the award, and it is all the more necessary to be careful in dealing with such agreement.

## **II. PAYMENT FOR WORK DONE OR SUPPLIES**

### **(a) Bills and Vouchers**

3.68. ***Preparation of bills and vouchers*** -Payment to contractors for work or supply can be made only by the Divisional Officer, or by an authorized subordinate officer. Claims for such payments should be prepared preferably by the claimants themselves, in form 28 and no payment should be made until the correctness of the claim, in respect of quantities and rates, as well as the quality of the work or, supply and other necessary factors has been accepted by a responsible officer.

3.69. The following general instructions regarding the preparation and form of vouchers should also be observed:-

(a) Printed forms of vouchers in English (form 11) should be adopted as much as possible; but when, from any circumstances a vernacular voucher is un- avoidably necessary, bilingual form should be used.

(b) When the use of a purely vernacular account or voucher is unavoidable, a brief abstract should be endorsed in English under the signature of the preferring officer stating the amount, the name of the payee, and the nature of the payment.

(c) All vouchers must be filled in and signed in ink. The amount of each voucher, should, as far as whole rupees are concerned, be written in words as well as in figures. The amount of paisa may always, however, be written in figures, after the



words stating the number of rupees, but in case of there being no paise the word "only" should be inserted after the number of whole rupees and care should be taken to leave no space for interpolation as in the following examples:-

"Rupees twenty six only." "Rupees twenty five paise ten."

(d), All corrections and alterations in the total of a voucher should be attested by the dated initials of the person signing the receipt as many times as such corrections and alterations are made; any in the orders of payment must be, attested in the same way by disbursing officer. No document bearing an erasure can be accepted, and payment of such vouchers should be refused by the disbursing officer and a fresh voucher called for. Corrections and alterations in orders of payments drawn by Divisional Officers on the State Bank of India and its branches should be attested by their full signature.

(e) The correct head of classification should be recorded on each voucher by the drawing officer. This classification should also show whether the expenditure is voted or charged.

(g) No payment may be made on a voucher or order signed by a clerk instead of by the Divisional Forest Officer, although in the absence of the latter the clerk be in the habit of signing letters for him. Nor may any moneys be paid on a voucher or order signed with a stamp. When the signature on a voucher is given by a mark or seal or thumb-impression, it should be attested by some known person. Vernacular signatures must always be translated.

(h) Travelling allowance bills requiring previous counter signature should, not be paid without such counter signature.

(i) When bills are presented on account of charges incurred under any special orders, the orders sanctioning the charge should be quoted. Copies of sanctions accompanying a bill must be duly certified by a gazetted officer, not by a clerk.

(j) The authority under which deductions are, made in a bill should be quoted.

(k) Dates of payment should when possible be noted by the payees in their acknowledgements in sub- vouchers, acquittance rolls, etc. If, for any reason, it is not possible for the dates of the payment to be noted by the payees, the dates of actual payment should be noted by disbursing officers on the documents under their initials, either separately for each payment or by groups as may be found convenient.

(1) In cases in which the, endorsement on a bill is unauthorised, incomplete, or otherwise irregular, the Divisional Forest Officer should refuse payment of the bill and return it to the person who presents it with a memorandum explaining why payment is refused.

Duplicates or copies of receipts or vouchers are in no case to be issued by any Government officer, on the allegation that the originals are lost or missing. If any necessity arises for such a document, a certificate may be given that, on a specified day, a certain sum on a certain account was received from or paid to a certain person. This prohibition extends only to the issue of duplicates on the allegation that the originals are lost, and, does not apply to cases, where under existing rules, duplicates are required to be prepared with the originals.

Wherever fractions of a rupee occur in the totals of contractors, bills for amounts exceeding Rs. 10 or in case of works or supplies chargeable to more than one estimate, in the totals chargeable to each estimate, fractions less than half should be disregarded and half a rupee and over taken as a rupee.

3.70. **Stamping of bills of vouchers** - Receipts for all sums exceeding Rs. 20 must be stamped unless they are exempted from stamp duty under the rules issued under the Stamp Act.

The following are some of the exemptions

- (a) Receipts given by, or on behalf of Government.
- (b) Receipts on cheques.
- (c) Receipts for interest on Government securities.
- (d) Receipts for withdrawals from Government Savings Banks.
- (e) Receipts on Postal Money Orders.
- (f) Receipts given by a Railway or an Inland Steamer Company for payments made to it on account of freight and fares and for incidental charges such as loading unloading, delivery, cranage, haulage, wharfage, demurrage, etc.
- (g) Receipts for any payment of money without consideration, such as receipts for Grants-in-aid bills, and for fees paid to Barristers-at-Law.
- (h) Receipt given by an opium cultivator or his representative or by a lambardar or khatta-dar for money paid to him by Government as an advance for the cultivation of opium.

#### **(b) Measurements**

3.71. *Measurement book* - Work done otherwise than on a lump sum contract and supplies made by a contractor, should unless impracticable, be measured (weighed or counted) before payment therefore is made. The details of the measurements made, should be systematically recorded in a book, called the Measurement Book, which will form the basis of all accounts of quantities. The description, of the work of supply must be lucid so as to admit of easy identification and check.

The pages of the books should be machine-numbered and no page may be torn out nor may an entry be erased or defaced so as to be illegible corrections must be duly attested by a responsible officer.

At present the use of measurement books for the following work is prescribed

- (1) Road and building works- (form No. 61-A).
- (2) Departmental felling (form No. 61-A).
- (3) Departmental sawing (form No. 56).

3.72. *Bills and vouchers to bear reference to measurement book* - A reference to the voucher in which the quantities are entered for payment, as well as the date of entry, should be given by an endorsement upon the original entries in the measurement book and no contract certificate or bill should be signed without this crossing off the connected entry in the measurement book. The document on which payment is made should invariably bear a reference to the number and page of the book in which the detailed measurements are recorded and should also indicate the date on which the measurement was made.

As measurement books prescribed for felling and sawing remain with the officials in charge of works, payments for felling, sawing, carriage, etc., should also be recorded in the remarks column of form No. 7. opposite receipt entries and reference of this form quoted in payment vouchers in the classified abstract of expenditure (form No. 14).

### **(c) Advance to contractors**

3.73. **Advances to contractors** - Advances to contractors may be given in exceptional cases only when no other arrangements can be made for carrying on the work. An advance can be made only under the orders of competent authority and security must be taken if possible, for its summary recovery in the event of its not being adjusted by work done.

True advances (as opposed to payments on account) whenever made should always be for a definite period, viz. either up to the date of completion of work or up to some definite date. A civil suit for recovery of the amount should ordinarily be filed for recovery of the outstanding amount plus interest after expiry of cheques months after the given period. These conditions should be made known to the contractor at the time of making advance and his acknowledgement taken in writing.

3.74 **Adjustment of advances to contractors** – The amount advanced should be charged in the cash book under “Work Advances” the entry being supported by an acknowledgement by the payee in form 11. When recovered (wholly or partially) from the contractor either by work done or in cash, the amount recovered should be credited in the cash book under “Works Advances”, the numbers and dates of the items in which the advances so recovered were originally charged being quoted in the entry on the debtor side. If the recovery is the value of work done, such value should simultaneously be charged per contract to the appropriate sub-head of accounts classification in the cash book, and the charge supported by a voucher (detailing the work done and the rates) which should be signed by the contractor in token of the correctness of the credit given in his ledger account and completed as a payment voucher in other respect.

### **(d) Record or sanction and expenditure**

3.75 *Communication of list of sanction to the Accountant General* – Works requiring the sanction of an authority higher than the Divisional Officer cannot ordinarily be commenced until the sanction has been accorded. All such sanctions will be numbered consecutively by the Conservator for each financial year and they will be communicated by him to the Accountant General in monthly lists (form No. 75). The amount sanctioned should be expressed both in figures and in words in all financial sanctions communicated to the Accountant General, Himachal Pradesh.

3.76 *Maintenance of detailed record of sanctions* – A detailed record of the sanction relating to each sanctioned work and of expenditure incurred thereon from time to time should be kept in a register in form 16.

3.77 *Submission of completion report* – When a sanctioned work is completed all outstanding liabilities should be discharged as soon as possible and the account of the work should be closed. A completion report showing the amounts sanctioned and actually expended, in the same details, as in the monthly accounts, should then be submitted through the Accountant General to the Conservator.

## **ESTABLISHMENT CHARGES**

### **Orders of Subsidiary Treasury Rules apply in preparation of salary bills, etc.**

3.78. Unless there be something repugnant in the subject or the context, the general rules of the Subsidiary Treasury Rules regarding the preparation of salary establishment and travelling allowance bills apply to the Department with this difference that Divisional Officers discharge the functions which the Treasury Officer discharges in the case of bills of other Civil Departments, and pay the charges by cheques or out of cash obtained from the treasury by cheques.

## Due date

3-79. (1) Pay bills may be signed at any time on the 1st working day of the month by the employee of which the pay is earned, and are due for payment the next working day. But pay bills payable at State Headquarters, which require to be pre-audited, and those payable at district treasuries, may be signed and presented three and two days, respectively, before the last working day of the month to which they relate. Payments of such bills, however, should not be made before the first working day of the next month. In the following cases, separate bills must be presented for pay or pension due for part of a month, and these bills may be paid before the end of the month, viz.

- (a) When a Government servant proceeds out of India on deputation, on leave, or on vacation.

NOTE-If a Government servant wishes to draw vacation pay in India or to draw his leave salary in India, he will not be paid up to the date of his relief or the date of proceeding on vacation, but will be allowed to draw his pay and allowances for the broken period of the month at the commencement of the next month along with the leave salary or vacation pay for the rest of the month.

- (b) (1) When a Government servant is transferred to another Audit Circle, or within the same Audit Circle (i) from one department to another, or (ii) from one Public Works Division to another.

NOTE-If as permitted above, emoluments up to the date of transfer are not drawn before a Government servant proceeds on transfer as also in other cases of transfer, emoluments for the whole of the month will be drawn in the new office.

- (2) The allocation of charge to the old and new posts, when the transfer involves changes in classification of the charge, should be clearly specified on bills in which the pay of Government servants transferred is drawn for the first time in the new office. This is, however, not necessary in the case of pay and travelling allowance due to a Government servant of the Forest Department on his transfer to another circle or -division which should be wholly debited against the appropriation of the new division.

- (c) When a Government servant finally quits the service of Government or is transferred to foreign service.

- (d) When a Government servant is transferred from a non-gazetted to a gazetted appointment within the Province during the course of a month, payment of his pay as non-gazetted officer may be made by the head of the office up to the date of actual relief.

- (e) When there is a variation in the rate of a pension consequent on the disbursement of the commuted value of a portion of it.

1. If the first six days of a month are public holidays, on which pay and pensions are not disbursed at the treasury, the competent authority, if it thinks fit, direct the payment on the last open day before the holidays.

- (a) of pay bills except those of gazetted Government servants, and
- (b) of pension bills of pensioners drawing pensions of Rs. 100 or less.

2. See sub-rule I under Subsidiary Treasury. Rule 4.25 and note 5 to Subsidiary Treasury Rule 4.31 regarding last payment of pay to gazetted Government servants and to non-gazetted Government servants, respectively, who quit the service of Government finally or are placed under suspension.

(2) In cases where delay or inconvenience results from the observance of the ordinary procedure prescribed in clause (1) above, pay bills, payable at State Headquarters which require to be pre-audited, and those payable at a district treasury, may, with the sanction of the competent authority, be signed and presented for payment any reasonable number of days before the last working day of the month to which they relate without regard to the limits prescribed in that clause. Payment of such bills will not of course, be made before the first working day of the next month.

A pension is payable monthly on and after the first day of the following month.

### **Death of payee**

3.80. (a) Pay, allowances or pension can be drawn for the day of a person's death; the hour at which death takes place has no effect on the claim.

(b) Pay, allowances or pensions claimed on behalf of a deceased Government servant or pensioner may be paid without the production of the usual legal authority (1) to the, extent of Rs. 500 under the orders of the Govt. servant responsible for the payment after such enquiry into the right and title of the claimants as may be deemed sufficient. (2) for the excess over Rs. 500 under the orders of Government on execution of an indemnity bond with such sureties as it may require, if it is satisfied of the right and title of the claimant and considers that undue delay and hardship would be caused by insisting on the production of letters of administration.

In any case of doubt, payment should be made only to the person producing legal authority.

(c) Any person claiming as the heir of a deceased pensioner, should be required to produce the pensioner's half of the Pension Payment Order, or if no Pension Payment Order has been issued, the copy of the order in which sanction to the pension was communicated to the pensioner or his heir.

### **Last pay certificates**

3.81. Forms of last pay certificates, to be granted in certain circumstances by the Divisional Officer are set forth in Appendix C of the Subsidiary Treasury Rules. A Divisional Forest Officer must be careful not to pay the pay and allowances to an officer to whom he has granted a last pay certificate, unless the certificate is first surrendered.

3.82. The form of last pay certificate prescribed provides for detail of the fund deductions and the officer preparing the bills is responsible for their correctness and for entering in the certificate all demands against the departing officer, including any made under an order of attachment of his pay by a Court of law, of which he may have received notice before granting the certificate, but for passing on any, of which he may afterwards receive notice to the Divisional Forest Officer from whom the officer will in future draw pay.

3.83 In all cases of transfer from one division to another within the same Audit Circle, the last pay certificate should specify the last regular or monthly payment; and the entire pay for the month in which transfer has been made should be paid on the new division except as provided in paragraph 3.79.

3.84. The duty of noting the proper deductions to be made from pay bills on account of funds devolves on the drawers of the bills, but no discretion is allowed in carrying out an order received from the Accountant General or a Fund Examiner to make any particular deduction.

### **Income-tax deductions**

3.85. The sole authority for the recovery of income- tax is contained in the Indian Income tax Act, 1922 (XI of 1922), as amended by Income-tax (Amendment) Act, 1939 and rules and orders issued under it. 'The instructions given below have 'no validity except in so far as they reproduce the exact wording or represent correctly the meaning of the Act and rules there under, and no doubtful cases should be decided except by reference to the Act and, if necessary, to the Income tax authorities.

As regards the recovery of income tax Divisional Forest and Audit offices are concerned solely with the recovery at the time of payment on "salaries" as defined in section 7 (I) of the Act and on "interest on securities". It is important to note that the income tax under the head "Salaries" has at the time of payment to be deducted, at the rate applicable to the estimated income of the assessee from the 'head "Salaries" vide section 18(2) of the Act, provided that the amount of income tax can, at the time of deduction be increased or reduced for the purpose of accounting any excess or deficiency, arising out of any previous deductions or failure to deduct.

### **Rent deductions**

3.86. Demands for rents of buildings of the Public Works Department, recoverable from Government servants, are prepared in Public Works Account Form No. 48 (Statement of rents recoverable from pay bills) and are received from Divisional Officers (Public Works Department) in duplicate towards the end of each month. The amounts specified by the Divisional Officer should be recovered without prior reference to the Government servants concerned, from the next bills in which their pay is drawn. Thereafter one copy of his demand should be returned to the Divisional Officer after noting the amounts recovered, and the other copy should be attached to the bill from which the recoveries are made. In noting the deductions in the bills, the name of the Public Works Division the major head of account to be credited and the name of the canal, etc., are given in the Divisional Officers demand should be shown.

If the rent recoverable from a Government servant is limited to a certain percentage of his emoluments, the particulars of such emoluments should be noted in the statement of rents, before its return, in the column for remarks. Where, after the return of the statement of rents the emoluments of a Government servant are changed retrospectively, such changes should either be shown in the next statement or intimated to the Divisional Officer by a special letter.

### **Form of a pay bill**

3.87. For the fixed allowances of a gazetted Government servant the adoption of bill in a form similar to Subsidiary Treasury Rules 26 is recommended, in which the whole of the fixed allowances except Sterling Overseas Pay claimable by a Government servant in respect of the same appointment are set forth. A Government servant who draw an additional allowance for a separate office need not present a separate bill for it unless it is chargeable to a Local Fund or to sources other than general revenues.

3.88. Pay and allowances may be paid only upon the personal claim of the Government servant concerned, and to his personal receipts, and not otherwise, except under the special authority in each case of the Government of India or the

Auditor General. At the written request or order of the Government servant, the pay bill may be made payable to some well known banker or agent.

(1) Under the above Article the receipt of the banker or agent cannot be accepted as a final acquittance unless the bill itself is endorsed in favour of his banker or agent by means of a distinct pay order which need not be stamped. The receipt of the banker or Agent will be stamped, whether it is in the body of the bill itself or separate.

(2) A Government servant or any other single person cannot be constituted an "Agent" for the purposes of the above rule, except when he holds a legally valid power-of-attorney to act for the Government servant concerned.

(3) The ruling in this article applies to all payments in India, whether on account of pay, travelling or other allowances, which under the rules are made to Government servants on their personal account.

(4) When the endorsement on a bill is incomplete or irregular, the procedure laid down in paragraph 3.69 should be followed. When payment is made by cheque, it is not correct to disregard the endorsement and issue cheque in favour of the drawer.

### **Alterations of pay**

3.89. No gazetted officer may draw an increased or a changed rate of pay, leave salary or fixed allowance unless the bill on which he draws is accompanied by a letter, of the Accounts Officer authorising the amounts to be drawn.

NOTE.-Except in cases of Clerks who have to pass certain departmental examinations and tests at certain stages of the different grades and the annual increments next above the efficiency bar or where they are withheld, they should ordinarily be drawn as a matter of course without any sanction of the competent prescribed above.

3.90. In the case of time-scales, of pay with efficiency bars at certain stages, Accounts Officer Will not authorize any Government servant to draw pay at a rate above the stage at which an efficiency bar is fixed until he has received a declaration from the authority empowered to make the promotion that it has satisfied itself that the Government servant in question is fit to pass, the bar.

In order to prevent the passing of an efficiency bar becoming a mere matter of form, it is imperative that every case should be carefully scrutinized by the sanctioning authority before signing the declaration above.

### **Transfer of office**

3.91. Every transfer of charge of a gazetted officer should be reported by post on the same day to the Accountant General, H.P., in Form S.T.R. 2.

### **Pay of officers in England**

3.92. If pay be due in India to an officer absent in England, he must make his own arrangement to receive it in India.

### **Travelling Allowance Bills**

3.93. The travelling allowance bills of Gazetted Government servants should be drawn in form S.T.R. 22. When a circuitous route is taken, the reason for travelling along that route should be stated on the bill. When an officer is entitled to draw actual expenses they should, in the absence of orders to the contrary, be set forth in detail.

3.94. Travelling allowances of establishments, other than permanent or fixed allowances, should be charged in a separate bill (S.T.R. 27). When actual expenses are drawn on account of the carriage of horses or conveyance details of the horses or conveyances transported should be forwarded in the travelling allowance bill. For the

purpose of drawing the allowances on account of a family, or the higher mileage allowance, a certificate must be furnished by the officer of the number and relationship of the members of his family for whom the allowance is claimed. No other details in these or other cases need be furnished but every claim for the cost of carriage of personal effects, horses and conveyances should be supported by a certificate that the actual expenses incurred was not less than the sum claimed. Audit Officers are at liberty to call for details or for evidence of expenditure in any case in which the expenditure appears to be unusually large. At convenient intervals during an officer's tour, and as a general rule immediately on any return to the headquarters stations, a bill should be prepared for the travelling allowance of the clerks and others who have attended him; and after countersignature by the controlling officer the amounts distributed as in the case of the establishment bill.

### **Monthly bill**

3.95. (a) Pay in Form S.T.R. 23 bills should be prepared separately for permanent and temporary establishments and also for those classes of Government servants for whom no establishment returns are submitted and no service books are maintained. Against each post should be shown (except in cases covered by item 2 below) the names of both the substantive and officiating incumbents, and against each temporary post should also be noted the sanction thereto. When pay is drawn for a portion of a month only, the rate at which it is claimed should be stated either against the name of the Government servant in the body of the bill or in a note at foot of the page. The total of each section should be shown separately in red ink.

1. The pay of establishments, which is treated as a contingent charge, should not be included in pay bills.

2. The names of all temporary incumbents whose pay is less than Rs. 50 a month and who do not hold substantive appointments under Government may be omitted from the pay bills, as also the names of all persons in inferior service, if a certificate in the following form is endorsed on the bills

"Certified that all persons whose names are omitted from but whose pay has been drawn in this bill have actually been employed during the month."

Local Government may, in consultation with the Accountant-General extend the provisions of this rule to specified classes of establishments when the entry of names in the bills of those establishments is not essential for audit purposes.

3. The claims of Government servants whose names are omitted from the bills under Rule 2 should not be lumped together and entered as a single item in the bills. The bills in such cases should show separately the numbers' on different rates of pay, or with different designations.

NOTE-(1) If for any reason the leave salary claimed by a Government servant on leave is not known (as for example, when the kind of leave to be granted to him has not been finally decided by the sanctioning authority), the amount of pay to which he would have been entitled had he remained, on duty should be entered in the money column of the form concerned which is intended to show leave salary, the amount being left undischarged and treated as held over pending the fixation of the amount of his leave salary.

3.96. To the first bill in which a periodical increment is drawn by any officer, a certificate in Form No. 10-A (S.T.R. 26) should be appended.

### **Distribution of pay**

3.97. The head of an office is personally responsible for every pay drawn on a bill signed by him or on his behalf until he has paid it to the person entitled to receive it and obtained his receipt duly stamped where necessary on the office, copy of the pay bill. If in any of an establishment or case, owing to the large size or because certain of its men are working in out-stations, it is not found feasible or convenient to obtain the receipts of



payees on the office copy of the pay bill, the head of the office concerned may, at his discretion, maintain a separate acquittance roll in F.R. Form 1. 1. 716 leave salary: of a non-gazetted Government servant on leave in India must be drawn from the office from which his pay is ordinarily disbursed, and he must make his own arrangements for getting it remitted to him.

3.98. The head of an office is not at liberty to read just the pay of a Government servant by giving one, Government servant more and another less than the sanctioned pay of his post, nor may he distribute the pay of an absentee otherwise than as provided in the Central Civil Service Rules. But in the case of departments or establishments divided into grades there is no objection to an excess appointment being made in a lower grade against a vacancy left unfilled in a higher grade this liberty must however, not be used for the purpose of increasing the numerical strength of an office For each vacancy in a higher grade only one extra appointment in a lower grade is admissible.

NOTE.-This rule is applicable to ministerial establishment also.

#### **Arrear bills**

3.99. Arrear pay should be drawn, not in the ordinary monthly bill, but in a separate bill, the amount claimed for each month being entered separately, with quotation of the bill from which the charge was omitted or withheld, or of any special order of competent authority granting a new allowance.

#### **Procedure for charging bills in divisional Cash book**

3.100. Salary, establishment and travelling allowance charges of Divisional Officers and their subordinates should be drawn on bills, which should be charged in the cash book without further details, the entries being supported by the bills as vouchers, and the actual payees acknowledgements, in the case of payments to non-gazetted officers who do not draw their own bills, being retained in the divisional office.

#### **Payment of leave allowance**

3.101. The leave allowances of gazetted officers of the Department on leave in India at a place where there is no disbursing officer of the Department may be paid under the same rules as those of any other gazetted officer.

#### **Intimation to the Accountant-General regarding sanction of all leave**

3.102. All changes in the personnel of establishments and the -grant of all leave to subordinate employees, sanctioned by the Principal Chief Conservator and CCFs/Conservators as well as by those Divisional Officers who have been authorized to exercise such powers should be intimated by the sanctioning authority to the Accountant General in STR 25 a separate list being prepared for each class of establishment separately again for permanent and temporary.

***(Introduction of new system of payment of salary for Forest Department, H.P., has been issued by the Finance department, copy of the initial letter is annexed as Annex-‘Z’ at the end of the Chapter III of the Manual for information).***

NOTE-The Accountant-General may, with the approval of the Local Government introduce the forms of absentee statements in lieu, of the forms species in this rule.

(a) The monthly bill should ordinarily be supported by an absentee statement in Form 8, if any person in superior service was absent during the month, either on deputation or suspension or with or without leave (except on casual leave) or when a post is left vacant substantively whether any officiating arrangements have or have not been made against it.

(b) In the case, however, of provincial or amalgamated establishment, a consolidated absentee statement showing the complete chain of arrangements should be separately furnished by the controlling authority within a period fixed by the Accountant General. No separate absentee statement need be furnished by Heads of offices along with the monthly pay bills, but in cases in which the power to sanction leave and officiating

arrangements within the office has been delegated to Heads of offices within prescribed limits, the requisite absentee statement should be furnished by them along with the pay bills, and such vacancies and arrangements should not be included in the consolidated absentee statement to be furnished by the controlling authority.

NOTE – In the case of provincial or amalgamated establishments on time-scale of pay, the arrangements made by Heads of offices should be reported to the controlling authority for inclusion in the consolidated absentee statement.

If no person in superior service was absent, during the month, either on deputation or suspension, or with or without leave (except on casual leave), certificate 2 printed on the Form STR 23 should be signed by the Head of the office.

If any non-gazetted officer is allowed leave of any kind or is placed under suspension or is transferred promoted, reduced, or discharged, or if any new appointment is made during the month the number and date of the order making the change should be entered in the 'Remarks' column of the establishment bill, Form STR-23 against the name of employee to whom the order relates.

## **ACCOUNTS RETURNS**

### **Divisional officer responsible for all control**

The responsibility for the effective check and control of the accounts of the entire division, both in respect of revenue and expenditure, rests on the Divisional Officer.

### **Incorporation of Subordinate Accounts**

3.104. Before closing his accounts for the month, the Divisional Officer must satisfy himself that the accounts of his subordinate officers for the month have been duly examined and truly and accurately incorporated in his own accounts. For this purpose, the account of the latter should be received in the Divisional office in time for the preparation of the divisional monthly accounts on the due date. If they do not reach in time to be so incorporated, they may be taken in the following month's divisional accounts, but such an occurrence should be avoided as far as possible. In the case of the accounts of March, however, the Divisional Officer must keep open his own accounts until receipt of all the accounts of Range Officers and other disbursers, in order that all receipts and payments of the official year may without exception be brought into the accounts of the year.

3.105. In entering the accounts of the subordinates in the Divisional cash book amounts recovered from General Provident Fund, Income-tax etc. should be shown under the appropriate heads on the Dr. side, but no such separate entries should be shown on the Cr. side. The amount recovered by expenditure and shown as F.A. on the Dr. side should be reduced by the total amount of these recoveries. On the Cr. side, the, total expenditure incurred should be shown as 2406 Forests as per example below:-

<b>DR</b>		<b>CR.</b>
Recovered from Forest Ranger A. B. on Forest account of General Provident Fund	5 G.P. F.	Expenditure incurred 705 by Range Officer, 24063
Recovered by expenditure of Nurpur Range.	700 F. A.	Nurpur

### **Submission of monthly accounts to the Accountant General**

3.106. A copy of the monthly register of cheques, Form 4 should be submitted by the Divisional Officer to the Accountant-General on the last day of each month. The remaining accounts of the month, consisting of the following returns should be submitted on or before the 5<sup>th</sup> of the month following that to which they relate:

- (1) Monthly cash account, Form 6.
- (2) Classified abstracts of Revenue and Expenditure, Form 14.
- (3) Schedule of Remittances of Revenue to Treasuries, Form 15.

They should be accompanied by all vouchers other than those which the Divisional Officer is authorized to destroy after payment. Treasury receipts (challans) for revenue paid into treasuries are to be cancelled and filed in the Divisional Office.

### **Explanation to be furnished for delay in submitting accounts**

3.107. For special reasons, the Divisional Officer may authorize a few days delay in the submission of accounts, but if they are not dispatched on or before the 8<sup>th</sup> of the following month, an explanation of the cause of delay must invariably be forwarded to the Accountant General on that date.

### **Preparation of the divisional copy of form No. 14**

3.108. Divisional copy of Form No. 14 will be prepared and maintained as described below:-

1. The divisional copy of form 14 will be maintained in a bound register of form 6.
2. This register will be sub-divided into sub-heads, the necessary number of pages as far as can be estimated being allotted to each Revenue and Expenditure sub-head. A separate register will be opened for each year.
3. The edges of the paper will be cut to form an index, so that the necessary sub-head can be turned up at once.
4. On receipt of any single Range account that account will be checked and entered in the Divisional form No. 14 at once, each item on the account being taken in the order in which it is written in the Range accounts and entered under the appropriate sub-head.
5. The month for which the entries under each head are made will be written in red ink.
6. All entries will be made in neat handwriting and not scrawled.
7. The entries in the Divisional form No. 14 will contain all detail likely to be required by the Divisional Forest Officer for his budget and annual report.
8. When all Range accounts have been entered, the Accountant General's copy will be prepared sub-head by sub-head only such details as are required by Accountant General being given
9. Similarly the Conservator's copy of Form 14 will be prepared sub-head by sub-head for the Conservator, such details as the office of the latter requires being given and no more.
10. The practice of making a rough Form No. 14 and making copies of that for Accountant General, Conservator and the division is to cease.
11. In the Conservator's copy of Form No. 14 all details of daily labour employed should be omitted.
12. Separate monthly summary of expenditure under major head 2406-Forestry and Wildlife by sub-heads should be maintained and copies thereof sent to the Accountant General and Conservators along with Form No. 14.

### **Details to be shown in the monthly cash account**

3.109 The monthly Cash Account, Form 6 should show in respect of the following items merely the totals for the month and all other items of receipt or charge should be entered in detail:-

- (a) Debtor Side – (1) Cheques drawn; (2) Recoveries of advances from contractors and disbursers; (3) Revenue received and credited in the cash book, and (4) Refunds of Forest Revenue taken by deduction from revenue”.
- (b) Creditor Side – (1) Remittance to treasuries; (2) Advances made to contractors and disbursers; and (3) Expenditure charged in the cash book.

3.110. The Divisional Officer must sign a certificate at the foot of the Monthly Cash Account to the effect that the lump sums shown agree with the details in the cash book and also with other subsidiary returns concerned, after making allowance for –

- (1) cash recoveries of service payments noted in the cash book put not shown in the cash account, and
- (2) refunds of forest revenue charged in the cash book but taken by deduction from revenue in the cash account

3.111. When the Divisional Officer signs the accounts while on tour and cannot give the required certificate, this should be furnished separately as soon as he returns to headquarters.

NOTE- The subsidiary returns referred to are the following:

Form 4 for cheques drawn, Form 13 for payments and recoveries of advances to contractors and disbursers, Form 15 for remittances to treasuries.

3.112 To ensure the arrival of monthly accounts in the Audit Office by the 12<sup>th</sup> of the following month State Government may authorize the head clerk during the absence of the Divisional Officer from headquarters to sign and dispatch the accounts in which case the Divisional Officer should on his return to headquarters examine the accounts and submit to the Accountant General a report of such examination.

The form of the report of security of accounts may, be prescribed by the Accountant-General on the lines of Public Works Account Form 84.

### **Classified abstract of Revenue and Expenditure**

3.113. The Classified Abstract of Revenue and Expenditure should be prepared in Form 14. All items of revenue and expenditure recorded in the cashbook for the month should be classified and arranged in this return in accordance with the prescribed accounts classification, the entries being made in such detail as may be required by the Accountant-General.

### **Copies of the Classified Abstract of Revenue and Expenditure to Conservator**

3.114. Copies of the Classified Abstract of Revenue and Expenditure, Form 14, should be submitted by the Divisional Officer to the Conservator at the same time as the monthly accounts are sent to the Accountant- General.

### **Certificate to be attached to the Classified Abstract of Revenue and Expenditure**

3.115. A certificate in the following form should be attached to each Classified Abstract of Expenditure and signed by the Divisional Officer:-

"I certify that (so far as I have been able to ascertain by an examination of the accounts and vouchers and by personal inspection of the works carried out which I have been able to visit) the expenditure charged in this account could not, with due regard to the interests of the Government service, be avoided. I certify that to the best of my knowledge and belief the payments included in this account have been duly made to the parties entitled to receive them. All vouchers for payments of salaries and traveling allowances and of refunds and, advances, vouchers for all other payments above Rs. 50 in amount and vouchers for all items adjusted by book-transfer with other departments are attached to the account. I have, as far as possible, obtained vouchers for other sums, and am personally responsible that they have been so defaced that they cannot be used again".

3.116. When stores are purchased it should also be certified that-

- (i) all the articles detailed in the vouchers attached to the account and in those retained by the Drawing Officer have been duly received in good order and accounted for in the stock Register; and
- (ii) the quantities noted in the vouchers are correct, the quality is good, the rates paid are not in excess of the accepted and the market rates, and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payment.

### **Schedule of Remittances of Revenue to Treasuries**

3.117. A Schedule of *Remittances of Revenue to Treasuries* should be prepared in Form 15. The entries in this statement should show each item of remittance separately, and reference to these items should invariably be made against the entries, in the last column of *the consolidated treasury* receipt.

### **Accountant-General may ask for submission for any other accounts**

3.118. In addition to the accounts prescribed above, such accounts of revenue, due and outstanding and of timber transactions should be submitted by the Divisional Officer as the Accountant-General may from time to time direct. Copies of all such directions will be forwarded by the Accountant-General to the Conservator.

### **Statement of monthly re-venue and expenditure (Form No. 38)**

3.119. A statement (Form No. 38) showing the monthly revenue and expenditure under each budget head and subhead for each Working Unit such as railway strips. P.W.D. Road, Canals, etc., shall be kept in a book by Divisional Forest Officer. In such statements all revenue and expenditure of a general nature should be proportionately allotted to each working Unit: provided that salaries and allowances of Controlling Officers in administrative charge, as well as those of Executive Officers in charge of ranges, including in each case the salaries of their office establishments and contingent expenses of their offices shall not be sub-divided but shall be charged to the administration of the circle division, or ranges as the case may be.

### **Contractor's and Disbursers' Ledger**

3.120. A ledger should be maintained by the Divisional Officer in Form 12 for all accounts with contractors and disbursers. On the debtor side should be entered all payments made to them, and on the creditor side the amounts of all bills passed to their credit and all sums repaid by them in cash.

### **Contractors' and Disbursers' accounts or work advances**

3.121. Only one account is opened with each disburser, but in the case of contractors a separate account should be kept with each person in respect of each work.

### **All transactions of advances and recoveries to be entered at once in the ledger**

3.122. Each item charged in the cash book under "*Forest Advances*" or "*Suspense work advances*" should be posted at once in the ledger; and when any work is accepted as having been done by a contractor, or any account supported by the necessary vouchers is accepted from a disburser the amount covered by work done, or expenditure incurred should be set off against the amount due from the contractor or disburser, as shown in his account in the ledger. The ledger account will thus be a running account with each contractor and disburser, from which the amount due by him or to him can always be easily ascertained.

### **Each account to be balanced and signed every month**

3.123. The account of each contractor and disburser in the ledger should be balanced and signed by the Divisional Officer on the last day of each month till which any transaction takes place, unless the Principal Chief Conservator directs that this should be done at other stated intervals.

### **The Ledger to be paged and indexed**

3.124. The pages in the ledger should be numbered consecutively, and there should be an index to the accounts it contains. Each new account opened should be assigned a number which should be appropriate to that particular account until it is finally, closed the numbering being in a continuous sequence through successive years.

### **Submission of the monthly abstract of the ledger**

3.125. An abstract of the contractors' and disbursers ledger accounts should be prepared monthly in Form 13, F.A.C. and with the supporting vouchers it should be submitted in original to the Conservator on the same day on, which the monthly accounts are sent to the Accountant-General. In this abstract should be shown in consecutive order first the contractor's accounts under separate headings "True Advances" and "Payments on accounts" and then the disbursers' accounts. The columns should be totalled separately for contractors' and disbursers' accounts, and grand totals of all accounts should be given at the foot of the abstract. A certificate in the remarks column opposite entries under "Payments on account" should be recorded to the effect that advances made *do not exceed 90 per cent of the work done*.

### **Showing of personal advances in the Ledger**

3.126. Personal Advances will be shown in the Ledger Abstract monthly, after the ordinary entries under the heading in red. "Personal Advances". Such advances will not be totalled in the totals of ordinary contractors' and disbursers' advances.

### **Explanation to be furnished for each item, containing for more than 12 months**

3.127. The abstract for March in each year should be accompanied by a brief statement explaining the circumstances under which each item outstanding for more than twelve months remains unadjusted, and the steps which have been taken with a view to its early clearance.

### **Conservator to transmit the abstract to the Accountant-General**

3.128. The Conservator should, within ten days of receipt in his office, pass the abstracts on to the Accountant General, after examining them and making therefrom such notes, for information and guidance as might appear to him desirable or necessary.

## **CONTROL OVER ACCOUNTS**

### **Conservator's control over accounts**

3.129. The duties of the Conservator, with regard to the Forest accounts are to exercise a strict control over the export and sale of forest produce, the revenue and the whole outlay for conservancy and Works and to examine the charges on account of travelling allowance, and contingencies. To facilitate the exercise of this control, the Conservator is furnished monthly, by the Divisional Officers, with duplicate copies of the Abstracts of Receipts and Expenditure, Form 14 submitted to audit, and monthly returns and accounts of timber and other forest produce (Forms Nos. 7, 8, 9, 10, 11, 12 and 17) will be submitted to the Conservator. Form Nos. 10 and 12 must contain the information arranged according to working circles.

### **Conservator to control adjustment of advances**

3.130. The Conservator is further required specially to control the adjustment of advances, and for this purpose the monthly abstracts of the contractors' and disbursers ledger, submitted to audit by the Divisional Officer, are required to pass through the Conservator's hands.

### **Conservator may delegate power to a gazetted officer**

3.131. Under the authority of the Local Government the Conservator may, during his absence from headquarter, delegated or a portion of his duties with regard to the control of the accounts to the gazetted officer in charge of his office.

### **All letters conveying sanction to be sign by Conservator himself.**

3.132. All letters which issue from the Conservator's office sanctioning expenditure or appointments must be signed by the Conservator himself or by the gazetted officer in charge of his office, but not by the Superintendent or other office employee.

### **Scrutiny of Cash Accounts**

3.133. As soon as the Divisional Classified Abstracts of Revenue and Expenditure (Form No. 14) are received in the Conservator's office, they will be carefully examined and the Conservator will address Divisional Office direct regarding any items on which he requires further information.

### **Scrutiny of Timber Sale return**

3.134. The monthly timber and sale returns received from Divisional Officers will be scrutinised and the entries compared with the transactions shown in Form No. 14, the opening and closing balances carefully checked, and the Divisional Officers addressed in Form No. 17 (Objection Statement) regarding any discrepancies which may be noticed. If any produce is entered as received during the month, the expenditure on account of which cannot be charged off in the same month, the reason will be briefly recorded in the "Remarks" column against the entry in question.

### **Inspection of offices**

3.135. Each Divisional Forest Office will, if possible, be inspected at least once a year by the Conservator or by the officer in charge of his office such inspection should extend to records, returns and the other matters enumerated in Form No. 20. An extract of the inspection report dealing with account matters should be forwarded to the Accountant-General, Himachal Pradesh.

## **RESULT OF AUDIT**

### **Objection Statement of Accountant-General**

3.137. The result of the audit of bills and accounts will be communicated by the Accountant-General to the Divisional Officer, in Objection Statements in Form No. 18, the latter form being used in those account offices in which the system of combined objection book and objection statement is in force. Every Government servant must attend promptly to objections and orders communicated to him by the Audit Officer,

### **Return of Objection Statement duly replied.**

3.138. The Objection Statement should be returned in original within a fortnight of its receipt, through the Conservator who should note all corrections and alterations in his copies of the Divisional Classified Abstracts of Revenue and Expenditure. The fact that some of the objections are still under reference is no reason for keeping back the Objection Statement. Such cases can be extracted for subsequent explanations.

### **List of objection Statement to be sent by the Accountant-General to the Conservators.**

3.139. A list will be forwarded by the Accountant General to the Conservator each month showing the dates on which the Objection Statements were sent to each Divisional Office. The list should be completed and sent back to the Accountant-General by the Conservator after all the Objection Statements for the month have been returned. After completing the audit of the monthly accounts, of the province or circle the Accountant General, H.P., will prepare summaries of revenue and expenditure for each division (Form No. 5) and furnish to Conservators monthly who will forward them to the Divisional Forest Officers.

### **Outstandings in Accountant-General's Objection Statement**

3.140. On the last page of Accountant General's Objection Statements there are shown balances with monthly details which have not been admitted by the Audit Department. The Divisional Forest Officers Should look into these analysis of balances every month, when Accountant General's Objection Statement is received, and should attach a memo, to Objection Statements explaining the reasons for not finally disposing of objections which have been outstanding for more than two months. This is required to keep control over the disposal of Accountant General's objections.

### **Recovery of amount disallowed by the Accountant General**

3.141. (i) When the Accountant General disallows a payment as unauthorised the disbursing officer should recover the amount disallowed without listening to any objection or protest (vide S.T.R. 6.1). If an official from whom a recovery is ordered has meantime been transferred to another division the disbursing officer should, without delay, pass on the order of recovery to the other division.

(ii) Divisional Forest Officer (or the disbursing officer) must not when a retrenchment is ordered enter into any correspondence with either the Accountant General or the officer placed under retrenchment; it is his duty simply and promptly to carry out the orders he has received, and to leave the person aggrieved to refer the case to Government through proper channel.

(iii) Representations and protests against retrenchments ordered by the Accountant General will not ordinarily be considered by the administrative authorities if submitted later than three months from after the date of receipt of the intimation by the aggrieved official.

(iv) Recoveries are not ordinarily made at a rate ordinarily exceeding one-third of pay, unless the officer affected has, in receiving or taking the excess, acted contrary to orders or without due justification.



(v) If considered desirable, the recovery of a sum retrenched from, a travelling allowance bill, from the next payment of travelling allowances; but retrenchments of travelling allowances must be recovered in cash or from a pay bill when the officer concerned does not, within a month, present a travelling allowance claim from which they can be recovered.

## **GENERAL**

### **Members of office establishment not to be entrusted with Government money**

3.142. Members of the office establishment should not be entrusted with Government money, except as advances by cheque on account of the pay of office establishments and for contingent charges, which should as a rule be made payable only to the head or camp clerk, nor should they be authorised to receive payment for forest produce. All subordinates who have the custody of Government moneys or who deal with the collection of forest revenue should be made to furnish security.

3.143 Two instances have been reported in which Range Officers had deposited Government cash with shopkeepers from whom the money was recovered with the utmost difficulty after considerable delay. The following rules are, therefore, issued:-

- (i) Every Range Officer or official who is entrusted with Government funds must keep in his own personal custody all money advanced to him and also all revenue, which is temporarily in his hands pending its remittance to the Treasury.
- (ii) The depositing of Government money with outsiders, whether shopkeepers, money lenders, or others, is strictly prohibited.
- (iii) Range Officers may not advance money to subordinate officers except for petty works for which small sums may be advanced to be recovered in a few days; such advances will be at the risk and on the responsibility of the Range Officers, and will not appear in the accounts.
- (iv) Every Range Officer who keeps cash should have a proper safe which should be embedded in the floor or wall of his office.

### **Report of any defalcations of Government money to be sent to Principal Chief Conservator of Forests**

3.144. Any defalcation or loss of public money, stores or other property discovered in a Government treasury office or godown should be immediately reported to the Principal Chief Conservator of Forests, through Conservator of Forests/CCFs even when such loss has been made good by the person responsible for it. When the matter has been fully enquired into a further and complete report should be submitted of the nature and extent of the loss showing the errors or neglect of rules, by which such loss was rendered possible, and the prospects of effecting a recovery. The submission of such report does not debar the Divisional Forest Officers from taking any further action, which may be deemed necessary. Copies of the reports made to Pr. Chief Conservator or such relevant extracts from them as are sufficient to explain the exact nature of the defalcation or loss and the circumstances which made it possible should, at the same time, be forwarded to the Accountant-General, except in cases noted below:-

Exception I-Defalcation or losses of departmental revenues or receipts, the audit of which has not been entrusted to the Auditor General under Rule 12 of the Auditor General's Rules.

- Note.-All such losses exceeding Rs. 500 in amount which occur in any financial year should be reported by Principal Chief Conservator of Forests to Government in the Finance Department by the 1st June following. Divisional

Forest Officers are, therefore, required to submit reports on the 1st May and Conservators on the 15th May each year.

Exception 2. Petty cases, that is cases involving losses not exceeding Rs. 200 each, need not be reported to the Accountant General, unless there are, in any case, important features which merit detailed investigation and deterioration

**Responsibility for losses sustained by Government through fraud or negligence.**

3.145. The following general principles to regulate the enforcement of responsibility for losses sustained by Government through fraud or negligence of individuals should be carefully followed:-

- (1) Means should be devised to ensure that every Government servant realises fully and clearly that he, will be held personally responsible for any loss sustained by Government through fraud or negligence on his part, and that he will also be held personally responsible for any loss arising from fraud or negligence on the part of any other Government servant to the extent to which it may be shown that he contributed to the loss by his own action or negligence. The cardinal principle governing the assessment of responsibility in such cases is that every public officer should observe the fundamental canons of financial propriety (Paragraph 3.1 above). While, therefore, Government are prepared to condone an officer's honest errors of judgement involving financial loss provided the officer can show that he has done his best up to the limits of his ability and experience, they are determined to penalize officers who are dishonest, careless or negligent in the duties entrusted to them.
- (2) It is of the greatest importance to avoid delay in the investigation of any loss due to fraud, negligence, financial irregularity, etc. If the irregularity is detected by audit, in the first instance, it will be the duty of the audit officer to report immediately to the administrative authority concerned. If the irregularity is detected by the administrative authority in the first instance, and if it is one which should be reported to the audit officer he must make that report immediately. Every important case should be brought to the notice of superior authority, as soon as possible, the administrative authority should report to his superior and the audit authority to his superior. Should the administrative authority require the assistance of the audit officer in pursuing the investigation he may call on that officer for all vouchers and other documents that may be relevant to the investigation and if the investigation is complex and he needs the assistance of an expert audit officer to unravel it, he should apply forthwith for that assistance to Government who will then negotiate with the audit-officer for the services of an investigating staff. There after the administrative authority and the audit authority will be personally responsible, within their respective spheres, for the expeditious conduct of the enquiry.
- (3) In any case in which it appears that recourse to judicial proceedings is likely to be involved competent legal advice should be taken as soon as the possibility emerges. In the case of losses involving a reasonable suspicion of fraud or other criminal offence a prosecution should be attempted unless the legal advisers consider that the evidence available is not such as will secure a conviction. The reasons for not attempting a prosecution should be placed on record in all such cases.
- (4) In cases where loss is due to delinquencies of subordinate officials and where it appears that this has been facilitated by laxity of supervision on the part of a superior officer, the latter should also be called strictly to account and his personal liability in the matter carefully assessed.

- (5) The question of enforcing pecuniary liability should always be considered as well as the question of other forms of disciplinary action. In deciding the degree of the Officer's pecuniary liability it will be necessary to look not only to the circumstances of the case but also to the financial circumstances of the officer since it should be recognised that the penalty should not be such as to impair the Government servant's future efficiency.
- In particular, if the loss has occurred through fraud, every endeavour should be made to recover the whole amount lost from the guilty persons, and if laxity of supervision has facilitated the fraud, the supervising officer at fault may properly be penalised either directly by requiring him to make good in money a sufficient proportion of the loss, or indirectly by reduction or stoppage of his increments of pay.
- It should always be considered whether the value of Government property or equipment lost, damaged, or destroyed by the carelessness of individuals entrusted with their care (e.g. a policeman's rifle, a touring officer's tents, a factory motor lorry, an engineer's instruments) should not be recovered in full up to the limit of the officer's capacity to pay.
- (6) One reason why it is important to avoid delay (vide paragraph 2 preceding) is that in the course of a prolonged investigation Government servants who are concerned may qualify for pension, and it is held that under the rules as they now stand a pension once sanctioned cannot be reduced or withheld for misconduct committed prior to retirement. It follows from this that as a primary precaution steps should be taken to ensure that an officer concerned in any loss or irregularity which is the subject of an enquiry, is not inadvertently allowed to retiring pension while the enquiry is in progress and accordingly, when a pensionable Government servant is concerned in any irregularity or loss, the authority investigating the case should immediately inform the Accounts or Audit Officer responsible for reporting on his title to pension and the authority competent to sanction pension, and it will be the duty of the latter to make a note of the information and to see that pension is not mentioned before either a conclusion is arrived at as regards the Government servant's culpability, or it has been decided by the sanctioning authority that the result of the investigation need be awaited.
- (7) The fact that officers who were guilty of fraud or irregularities have been demobilized or have retired, and have thus escaped punishment, should not be made a justification for absolving those who are also guilty, but who still remain in service.

### **Precautions to be observed in transferring money to and from treasuries**

3.146. The officer arranging for the transmission of money to or from a treasury, or to or from other places, is personally responsible for its safety subject to his observing the following rules:-

- (i) When money is under transmission to or from a place not situated in the same station as the treasury to which it is being transmitted, it must not be placed in charge.-
  - (a) Of a single officer of the rank of Forester or above, if it exceeds the amount of the security he has furnished;
  - (b) Of a single Forest Guard if it exceeds one hundred rupees.
- (ii) The following are the escorts which should be provided
  - (a) A Forest Ranger with more than Rs. 500, but less than Rs. 1,000, one Forest Guard.
  - (b) A Forest Ranger with more than Rs. 1,000, two Forest Guards.
  - (c) A Deputy Ranger or a Forester with more than Rs. 250, but less than Rs. 500, one Forest Guard.

- (d) A Deputy Ranger or a Forester with more than Rs. 500 but less than Rs. 1,000, two Forest Guards.
- (e) A Deputy Ranger when in charge of a Range with more than Rs. 1,000 but not exceeding Rs. 2,000, two Forest Guards.
- (f) A Forest Guard with more than Rs. 100 but less than Rs. 300, one Forest Guard.
- (g) A Forest Guard with more than-Rs. 300 but less than. Rs. 500, two Forest Guards.
- (iii) A Deputy Ranger not in charge of a range or a Forester may not be given more than Rs. 1,000 nor may a Forest Guard be given more than Rs. 500 no matter what his escort may be.
- (iv) Officials employed on the temporary establishment may be employed for purposes of escort, but they must never be in charge of the money, that is to say, it must always be given to an official on the permanent establishment.
- (v) When money has to be transmitted for the pay of the office establishment or for other similar purposes to places where there is no treasury, it should always be sent through the Range Officer in charge of the range in which the office is situated.
- (vi) When the money is being transmitted to or from a place situated in the same station as the treasury to which it is being transmitted it may be sent in charge of any single officer on the permanent or the temporary establishment, provided it does not exceed Rs. 100 amount, and in charge of any two such officers; provided it does not exceed Rs. 500 in amount.
- (vii) The party conveying money must not travel between sunset and sunrise and as far as possible money should be sent so that it may reach its destination, before sunset. If a halt is made for the night, a suitable place should be chosen and the whole escort should remain present.

Range peons, special Guards and the nearest Forester should be utilised to constitute these escorts.

In the case of loss of treasure under an escort less than that indicated above the responsible Range Officer will be liable to refund the amount lost.

### **Encashment of cheque at Headquarters**

3.147. The encashment of cheques at places where there are treasuries and distribution of money obtained for establishment, pay and contingencies may be entrusted to a responsible clerk who has furnished security.

### **Gazetted officers to draw their pay by separate cheques**

31.148. Gazetted officers are not allowed to draw pay from the advances made to their head clerks or camp clerks which are meant for payment of Pay and allowances of the office establishment and contingent charges. Pay and travelling allowance should be drawn by separate cheques made out to officers concerned. **[Note: Now, pays are to be drawn from Treasuries (See Annex-Z, P-91)]**

3.149. Similarly payments to a contractor should be made ordinarily by cheque and if it is necessary for any reason to make petty payments in cash to a contractor, the sums should be disbursed by the Range Officer in whose range the contractor is working. No payment to a contractor should ever be made by any member of the office establishment. Cheques may be handed over to them by the head clerk when instructed by Divisional Forest Officer to do so, but otherwise he and other members of the office should have no concern whatever with contractors.

### **Non-recurring expenditure**

3.150. Non-recurring expenditure means expenditure sanctioned as a lump sum charge whether money be paid as a lump sum or by installments. Recurring

expenditure means all expenditure, which recurs year after year or month after month. It includes all establishment or other monthly charges sanctioned for a period of more than 6 months within the financial year.

**Condition necessary before public money can be spent.**

1 3.151. Sanction to the expenditure of money becomes operative when funds have been appropriated to meet such expenditure and does not become operative until they have been so appropriated.

There are thus two elements necessary before public money can be spent

- (1) There must be an act of sanction of an authority competent to sanction.
- (2) There must be an act of appropriation of funds for the purpose by an authority competent to appropriate.

**Sanction for recurring expenditure when effective**

3.152. Sanction to recurring expenditure covering a specified period becomes operative when funds are appropriated to meet the expenditure of the first year, and remains in operation till the end of specified period subject to appropriation in each year. Sanction to recurring expenditure terminates:-

- (a) with the expiry of its specified term whether continuously or in broken periods.
- (b) when funds are no longer appropriated.

Strictly speaking, no expenditure should be incurred after the 1st April until the budget has been communicated. The only relaxation of this, permitted are:-

- (1) bills for pay and other charges duly sanctioned for the month of March and previous months may be paid in anticipation of communication of the budget;
- (2) expenditure on departmental lumbering and exploitation works in progress from the preceding year may be incurred during the month of April in anticipation of communication and distribution of the budget grant.

**Refund of revenue.**

3.153. It is essential that every refund should be noted against the credit in the departmental accounts (Form No 14 Revenue sheet *and* Form No. 15). The voucher for refunds (S.T.R. 34) provides for a certificate of such note having been made. The Divisional Officer or the disbursing officer should fill in columns 1 to 5 of the form, sign the certificate at foot and forward it to the Treasury Officer for verification. The Treasury or Sub-Treasury Officer will verify the credit by means of the particulars in column 4 and 5, and affix his signature in column 6 in token of his having done so. On receiving back, after verification, the refund voucher the Divisional Officer the disbursing officer will accord sanction, on the voucher at the place provided for this purpose, and if it exceeds his power forward it with a letter to Conservator, explaining the circumstances under which refund is considered necessary and asking him to obtain sanction of the local Government.

Under the sanction of the competent authority the refunds should be paid and shown in the divisional accounts as *deduct entry -from the total receipt.* .

**Erasers.**

3.154. Erasers and overwriting in any account, register, schedule or Cash Book are absolutely forbidden. If any correction be necessary the incorrect entry should be cancelled neatly in red ink and the correct entry inserted. Each such correction, or any, interpolation deemed necessary, should be, authenticated by the head of the office setting his dated initials against each.

**Inevitable payments**

3.155. The want of provision in the estimate does not operate to prevent payment of any sums really due by Government, nor the want of sanction to prevent the record

of any actual payment. Money indisputably payable should never be left unpaid; and money paid should under no circumstances be kept out of the account a day longer than is absolutely necessary. It is no economy to postpone inevitable payments, and it is very important to ascertain, liquidate and record the payment of all actual obligations at the earliest possible date.

If possible, expenditure may be postponed till the preparation of a new budget has given opportunity of making provision and till the sanction of that budget has supplied means; but on no account may charges actually incurred in one year and thrown on the grant of another year.

### **Commencement of urgent works in anticipation of regularly prepared plan and estimates and sanction thereto**

3.156. No work shall be commenced until it has been sanctioned by competent authority and provision made for the expenditure involved. In the event however, of its being necessary to undertake a work for necessity for which could not be foreseen and the urgency of which is so great as to render it impossible to obtain the sanction of the appropriate authority before commencing it, such work may be undertaken in anticipation of regularly prepared estimates and sanction thereto, subject to immediate intimation to the authority to whom the officer ordering the execution of the work is immediately subordinate, that it has, been commenced in anticipation of sanction and, or, budget provision. This intimation must invariably be accompanied by an explanation of the urgency, a Statement of the probable cost of the work and a statement of when the detailed estimate will be submitted.

It will then rest with the authority to whom the report is made to stop the work to regularise its execution or to apply without delay for sanction from competent authority for its continuance or for the provision of funds in such cases as he is unable to provide for them, while in every case he will with as little delay as possible report the circumstances and the action he proposes to take to the audit officer concerned.

There will be no hesitation on the part of Government in enforcing disciplinary action against any officer administrative, or executive who may fail, or delay, to comply with these orders.

### **Non-accommodation certificate**

3.157. The first charge in every year on account of rent of any land or building occupied for public purposes should be supported by a certificate from the Executive Engineer that a suitable public building was not available for the purpose required.

### **Maintenance of Registers of fixed demands or periodic dues**

3.158. It is desirable that registers of fixed demands or periodic dues payable to the Forest Department be kept up in all divisions since it is possible without such registers that such items may be lost sight of and not realized, or that they may not be realized at the proper time.

(2) The Divisional Forest Officers are, therefore, requested to keep up for their offices and, where desirable, for Range offices two Registers in the forms prescribed.

(3) In the form of Register marked A should be entered all items of periodic dues on sales of standing trees except those of sales of standing coupes.

(4) In the forms of Register marked B should be entered all items of periodic dues on sales of standing coupes.

(5) In order to ensure the realization of such items and at the proper time, Divisional Officers or Range Officers as the case may be, should see that all such items are entered in the proper Register on or before the 1st of April annually in advance. Additional entries can of course be made afterwards when necessity, arises.

(6) Similar registers should be kept up for the fixed demands or periodic dues payable by the Department, so as to ensure payment being made at the right time.

**Register of fixed demands or periodical dues in the \_\_\_\_\_ Division for the year \_\_\_\_\_**

Particulars of the sums that will fall due and the amount	AMOUNT REALIZED IN 1967-68												Remarks
	April	May	June	July	August	September	October	November	December	January	February	March	Total
Rent of Divisional Officer's bungalow due monthly Rs. 40													
Tirni due from the Deputy Commissioner for 1967-68 due in June 1967 and March 1968													
Due from holders of grazing lease of Forests. Due Rs. 300 in June Rs. 300 in October etc. total Rs. 820													
Due for cultivation lease from E.P. Forest													
Due for share of revenue in the Kutlehr State													

**Register of Periodic dues on sales of standing coupes in the \_\_\_\_\_ Division for the year 20 \_\_\_\_\_**

Range	DETAILS OF SALE			Timber of the completion of work in the forest	Name of purchaser	DATES ON WHICH INSTALMENTS ARE DUE ACTUAL DATE OF PAYMENT AND AMOUNT SHOWN IN RED INK						Total	Remarks
	Name of forest	No. of trees	Security deposit			1 <sup>st</sup> instalment		2 <sup>nd</sup> instalment		3 <sup>rd</sup> instalment			
						Date	Amount	Date	Amount	Date	Amount		



### **Demurrage charges**

3.159. Demurrage charges are not to be charged in accounts until a full explanation of the cause of the charge, has been obtained and the Divisional Forest Officer or the disbursing officer is satisfied that neither the despatching nor the receiving officer is responsible.

### **Maintenance of travelling allowance registers**

3.160. In order to prevent fraud in the matter of travelling allowance, controlling officers will maintain a register of all bills countersigned by them in universal Form No. 94-A (Check register of travelling allowance bills). One page of the register should be allotted to each official whose bills Controlling Officers are authorized to countersign. When a travelling allowance bill is completed in all respects, it should be entered in this register and put up to the Controlling Officer who will initial each entry in column 8 at the time the bill is countersigned.

(ii) Copies of travelling allowance bills charged in accounts, should be kept for three years.

### **Submission of travelling allowance journals by Divisional Officers and other gazetted officers**

3.161. Divisional Forest Officers and all other officers whose travelling allowance bills are counter- signed by Conservators are required to submit with their travelling allowance bills a "Travelling Allowance Journal" in which they will show briefly the objects of their visits and halts to and-at various places. They will in particular explain (i) the reasons for halts, (ii) the reasons for visiting the same place or locality on more than one occasion in each month, and (iii) the reasons for making overlapping tours in the same month.

When submitting travelling allowance bills of attached officers and subordinates for countersignature by Conservator, the Divisional Forest Officer should give a certificate on the "Travelling Allowance Journal" attached to bill as follows:-

"I certify that I have fully satisfied myself that the journeys and halts for which travelling allowance is claimed, were the minimum possible in the interests of public service".

### **Charging of expenditure incurred on ceremonial occasions.**

3.162. Expenditure incurred from provincial revenues on the decorations of Government buildings, etc. on ceremonial occasions and the like, as for instance, on the visit of a distinguished personage may be charged to the contingent grant of the officer incurring it.

### **Standard list of objections**

3.163. A standard list of objections on Range accounts is given below and should be used to minimize writing work:-

### LIST OF STANDARD OBJECTIONS

	Nature of Objection	Orders and remarks of D.F.O.
	<b>GENERAL</b>	
1.	The form has not been signed	The form is returned herewith for signature and return. The objection may be noted for future.
2.	The payment exceeds Rs. 5000 as a revenue stamp must be affixed	Please furnish the stamp now to complete the voucher and note for future
3.	The opening balance differs from the closing balance of the last month's form.	Please see to this
4.	Cubical contents must always be calculated according to volume factors in the working plan	Please note and correct
	<b>CASH ACCOUNT</b>	
5.	Full particulars of the item and the details of the work done have not been given (a) Area gone over if the work is measured by area (b) Length in chains or miles if the work is measured in length (c) Detail of the material used (d) Sanction number and date	Please supply the information now and note for future
6.	Reference to F. 7 in which the use of forest produce has been shown, has not been quoted	Please do it now and note for future
7.	All F.A. or A.R. items should be shown in red.	Please note for future
8.	The opening balance does not agree with the closing balance of the last month	Please reconcile
9.	The payee's receipt in support of the payment made has not been sent with the cash account	Please do it now and note for future
10.	No disbursement certificate has been given on the voucher	The voucher is returned herewith for needful and return.
11.	The cash balance at the close of the month is very heavy	Please explain why you did not calculate your requirements properly at the time of applying for funds in order to avoid heavy cash at the end of the month.
12.	The revenue shown on the Dr. side of the cash account does not agree with the remittance on the Cr. side.	Please reconcile or explain the difference.

13.	The head of service has been omitted.	Please supply this omission now and note for future
14.	The recovery should have been shown as under: (a) The expenditure to which the recovery refers was incurred during the current year so the amount should have been adjusted as C.R.S.P. and treated as F.A. to you (b) The amount recovered forms part of expenditure incurred during the past years. So this should have been remitted into treasury as miscellaneous revenue	Please see to this  Please see to this
15.	Reference to the page and No. of measurement book is omitted.	Please give the necessary reference now and note for future
16.	The expenditure constitutes a part of a particular major project being carried out under a proper sanction. So the following information should be given in the last item of the expenditure under the same particular sanction- (a) Amount sanctioned. (b) The expenditure up to date	Please supply the information now and note for future
17.	Abstract of revenue and expenditure under various sub-heads and projects has not been given at the end of the cash account	Please supply the omission now and note for future
18.	The expenditure is not within your powers of sanction; so the sanction of the competent authority must have been obtained before incurring the expenditure	The amount has been cut down pending sanction. Please apply for the necessary sanction now and note the object for future
19.	The muster roll has been disbursed in part and in some cases, the payment has been made through proxies.	Please explain
20.	No budget provision exists for this expenditure	The expenditure is deleted from your cash account till funds are provided
<b>Form 7</b>		
21.	The various species and classification of forest produce in depots have not been arranged properly in the form.	Please see to this in future
22.	The corresponding entry of disposal is not shown in your form.	Please report the necessary entries which are to be made in the fair copy.
23.	The produce has been shown written off from 7 by departmental use. The following information should have been given in form 7:-	Please supply the information now and note for future

	(a) Name of work (b) Authority (c) Estimated value of the produce used departmentally	
24.	Reference to voucher No. and monthly account in which the payment for conversion etc. has been made has not been given in the remarks column against the receipt entry.	Please do it now and note for future
25.	Reasons for heavy wastage is not stated	Please do it now and note for future
26.	The produce written off from your form 7 due to other reasons than by departmental use should be supported by sanction.	Please obtain and supply the necessary sanction in support of the entry
27.	The produce shown as sold has not been shown in form 8 for the same month	Please see to this and explain
	<b>Form 8</b>	
28.	The produce shown as sold has not been shown as such in form 7 for the same month	Please explain the discrepancy
29.	Duplicate copy of the bill and the receipt issued for the sale shown in form 8 have not been received with the accounts	Please send them now and note for future
30.	The amount shown as outstanding in form 8 does not appear anywhere in form II for the same month	Please explain
	<b>Form 9</b>	
31.	The produce shown as disposed of by transfer to form 7 does not correspond with the entries in form 7.	Please reconcile
32.	The number and date of the voucher on which cost of salvage of timber as per column 4 has been paid is wanting.	Please state now and avoid such omissions in future
33.	The recovery of salvage charges of timber as per column 6 is not traceable in your cash account	Please see to this and explain
	<b>Form 10</b>	
34.	If the amount of sale has not been recovered in full, the name of the purchase and the sanction for deferring recovery in full should be quoted in remarks column	Please do it now and note for future
35.	The amount does not appear to have been credited in your account	Please refer to the Dr. item of the cash account in which the receipt has been shown
36.	The amount left unrealized is not shown in Form 11.	Please explain

	<b>Form 11</b>	
37.	In how many installments the balance outstanding is to be recovered and by what date/	Please state now and always give this information in the last column of Form 11
38.	The items noted in column No. 3 of the statement were due for recovery within this month but have not been recovered.	Please explain and say when these are likely to be recovered and adjusted in account
	<b>Form 12</b>	
39.	Authority under which the trees have been granted is not given	Please quote now and always in future
40.	DFO's sanction for the grant of produce has not been received with the form	Please send now and note for future.
41.	The value of grant should have been calculated at market rates.	Please correct your office copy accordingly under advice to this office
	<b>Form 17</b>	
42.	Why the produce was not shown during the month in which it was seized and the case challaned into court/	Please explain
43.	The corresponding entry of receipt is not traceable in form 7.	Please explain
44.	Why the entry of disposal was not shown in the month in which the case was decided.	Please explain
45.	The case No and year has not been quoted	Please state now and avoid such omissions in future
	<b>REGISTER OF CASES COMPOUNDED</b>	
46.	Date of payment is wanting	Please state now and avoid such omissions in future
47.	The amount has not been credited in your accounts	Please explain
	<b>REGISTER OF PROSECUTIONS</b>	
48.	The produce seized in this case has not been shown in form 17.	Please explain

## **SERVICE STAMPS**

### **PART I**

#### **Maintenance Accounts**

3.164. Every controlling or disbursing officer shall maintain an account of service stamps purchased from the treasury and of all issues made there from to official entrusted with the posting and dispatch of official communications. The account shall be kept in the form attached and the responsibility for its proper maintenance and the custody of stamps shall be entrusted to an official specially detailed for the purpose by the controlling or disbursing officer.

NOTE: -The headings of the form of account should be written by hand or type written.

3.165. All issues of stamps made by the official in whose custody they remain shall be shown as received in the out station dak book or dispatch register by the dispatcher or other official who is responsible for the dispatch and posting of official communications.

3.166. No issues of stamps shall be made under rule 5.54 to any official except on a written requisition and after the official responsible for the custody of stamps has satisfied himself by reference to the out-station dak book or dispatch register that the supply requires to be supplemented. The official responsible for the issue of stamps shall take a receipt for all issues made by him in column 4 of the form of account prescribed in rule 1 or by a separate receipt which should be posted in his stamp account register.

3.167. Ordinarily, officials entrusted with the dispatch of official letters will be entitled to draw stamps from the official custodian but the head of an office may authorise any other official to draw stamps for official use and require him to render an account to the official issuing them.

3.168. The value of stamps with a dispatcher shall be shown in the outstation dak book or dispatch register at the commencement of each day and the balance carried forward from day to day after deducting the total value of stamps used as shown against each cover dispatched in the course of a single day. This register must be checked by Divisional Forest Officers and Superintendents as the case may be when the accounts are signed.

3.169. No custodian of stamps or dispatcher may loan stamps for the use of another office.

3.170. All references by Government servants on private matters such as leave, leave salary, pay, increments, funds subscription, house rent, postings, motor car advances or advances from the General Provident Fund accounts, etc., must be submitted in covers stamped with ordinary postage and not with service postage stamps.

### **PART II**

#### **(ii) Domestic Audit**

3.171. The stamps accounts shall be audited at the end of every quarter in each financial year by a gazetted officer or other responsible official nominated by the controlling or disbursing Officer.

3.172. Such audit shall be carried out in the following order :-

- (a) Trace all purchases of stamps in the contingents register of the office for the period under audit.
- (b) See that all such purchases have been brought to account in the register prescribed by rule and that the balance with custodian is correct by actual count.
- (c) See that issues of stamps made by the custodian to the dispatcher or other authorised official have been issued under proper receipt.
- (d) See that such issues have been brought to account in the outstation dak book or dispatch registered.
- (e) To see that all issues entered in the outstation dak book or dispatch register have been duly consumed from time to time and that the balance of stamp in hand with the dispatcher is correct.

- (f) Further made a 10 percent check of daily dispatches from the outstanding book or dispatch register to see that rules 10.12(2) and 13 are being complied with and that rules in Part IV are not being disregarded by subordinates.
- (g) If the accounts of the custodian and dispatcher are correct and no irregularity has been committed by the dispatcher or other official vide clause (f) above, a certificate of correctness should be recorded at the end of the accounts maintained by the custodian and dispatcher. Should any irregularity or discrepancy be discovered the matter should be reported separately to the controlling or disbursing officer.

### **PART III**

#### **(iii) Weightment of Parcels and letters and use of the Registered post**

3.173. The dispatcher should weight every parcel and letter and then affix stamps to the required value.

3.174. The registered post should be used for the transmission of:-

- (a) Original documents of which copies cannot be obtained.
- (b) Confidential and secret Documents
- (c) Documents which are required under rule of law to be sent by registered post.
- (d) Such other documents which the head of an office or other gazetted officer may require to be so sent.

3.174. When registration cannot be effected under the foregoing rule and some measures of precaution is needed the practice of obtaining certificates of posting should be followed.

### **PART IV**

#### **(iv) Despatch**

- 3.175. (1) Urgent letters and parcels should be despatched on every working day.
- (2) Other letters and parcels, the posting of which is not a matter of urgency, should be dispatched on alternate days except when the last working day is followed by two close holidays in which case dispatch should take place on the last working day.

NOTE: - Nothing in the latter part of this rule is intended to delay the posting of communications to the Government of India and other Local Governments or of report diaries etc. which are required under rule or special orders to be sent daily.

NOTE: - The selection of the letters and parcels for dispatch on alternate days will not rest with a dispatcher letters, etc., should be so distinguished before they reach the dispatcher as to leave him no discretion in the matter of the dispatch of urgent communications.

3.176. No two or more covers should be addressed to the same officer on the same day.

3.177. Any disregard of rule 112.14(2) and 15, should be viewed as a waste of public funds all the official responsible should be dealt with accordingly.

### **PART V**

#### **(vi) Additional duty despatcher**

3.178. All registered letters parcels shall be entered by the dispatcher in red ink in his out station dak book of dispatch register.

Date of receipt of stamps from	Value of stamps received	Value of stamps issued and to whom issued
Receipt for receiving of official	Total in hand on quarter ending	Total issues during quarter ending

**Copy of letter No. Fin(TR)A(6)1/2004 dated 26<sup>th</sup> April, 2010 from the Principal Secretary (Finance) to the Govt. of HP to the Principal C.C.F. HP.**

Sub: *Introduction of new system of payment for Forest Department through Treasuries.*

It has been decided in principle to pay the salary of officials of Forest Department through Treasuries as in case of all other departments. Therefore, the database of all the employees of Forest Department will be created in Treasuries. There are two forms form I & II to be filled in and sent to Treasuries for this purpose. Form-I is to be filled by the DDOs and Form-II by the employees. Form-II shall be countersigned by the DDOs.

Therefore, kindly direct all DDOs of your Department to supply the information of all the employees on enclosed Form I & II to concerned District Treasury/Sub-Treasury for creation of database of all Forest employees in the e-salary application software.

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**IMMEDIATE/TIME BOUND.**

Endst. No.Ft.A-31/2005 (Lekha)

Dated the, 04 May, 2010.

Copy alongwith its enclosures is forwarded to:-

1. Principal CCF Wildlife, Shimla.
2. Addl. Principal CCF (CAT Plan), Shimla.
3. Chief Project Director, Mid-Himalaya Watershed Dev. Project, Solan.
4. C.C.F. Working Plan, Mandi.
5. C.C.F. (FD & NTFP), Sundernagar.
6. C.C.F. (FC&FP), Bilaspur.
7. All CFs (Territorial) in HP.
8. Project Director, Swan Project, Una.
9. C.F. (MIS) O/O Principal CCF HP

for information and immediate necessary action. They are requested to please direct all the DDOs under them to supply the requisite information in respect of all the employees on the enclosed Forms I&II to the concerned District Treasury/Sub-Treasuries for creation of database of all Forest employees in the e-salary application software.

2. Copy forwarded to Addl. Principal CCF (HRD & Admn.) O/O/ Principal CCF HP for conveying the allocation of posts for the year 2010-11 to all concerned at the earliest.

Principal C.C.F. HP.



## CHAPTER IV

### DELEGATION OF POWERS

#### DELEGATION OF FINANCIAL POWERS:

H.P. Financial Rule under which powers delegated.			Definition/Explanation.	Delegation of Financial Powers subject to Budgetary provision.
Rule	Sl. No.	S.O.E.		
19.5	1	<b>Salary</b>	It includes pay, allowances in all forms to personnel including leave encashment but not travel expenses (other than leave travel concession).	Full powers to DDO level for payment of salary and allowances of all staff in position against both permanent and temporary posts subject to the condition that:- (i) No vacant post shall be filled by direct recruitment without concurrence of F.D. (ii) No new post is to be created without prior concurrence of Council of Ministers. No payment of any new allowances shall be permitted without prior approval of CMM with concurrence of F.D.
19.5	2	<b>Wages</b>	It includes payments to daily rated staff, whole time or part time (other than those charged to SOE Maintenance, Minor and Major Works).	(i) Full powers upto DDO level for all daily waged/part time employees in position as on 28 <sup>th</sup> February of the preceding financial year. Provided that this power shall not confer the right to fill up any vacancies in daily waged personnel resulting from any cause whatsoever without concurrence of F.D. Provided further that this restriction will not apply to sanctioned posts of part time sweepers. (ii) No new posts on daily wages/part time shall be created without prior concurrence of F.D. Provided that any temporary posts created for fixed periods such as coal boys, shall continue to be paid only for the specified periods within the sanctioned limit of engaging such personnel fixed once with prior concurrence of F.D. Provided further that the instructions issued by the Department of Personnel vide their letter No. PER (AP-II) B (2)5/86-III dated will remain the guiding principle for governing the service conditions of daily waged personnel.

19.5	3	<b>Travel Expenses</b>	It includes all expenses on account of travel on duty. This will also include TA/DA to non-official members.	<p>Full powers to the designated Controlling Officers for tours within the State (for this purpose tours upto Chandigarh/Pathankot will count as tours within the State).</p> <p>(i) Full powers to Administrative Secretary for tours outside the State but within the Country.</p> <p>(ii) Secretaries to the Government will inform the C.S. about their tour programme.</p> <p>ii) provides for tour outside the state but within country and the Administrative Depts have full powers delegated to them against above SOE, Besides the aforesaid delegation, the HOD shall henceforth be competent to approve the tour programmes of the staff under them with respect to trainings which fall outside the State but within country, as per approved training schedule(s) subject to condition that boarding/lodging, to and fro expenses, are borne by the institute concerned.</p> <p><i>vide govt. letter Fin(C) A(2)-1/2004 dated 18<sup>th</sup> November, 2010</i></p> <p>(iii) All foreign tours shall be subject to clearance by F.D. through the A.D.</p> <p>(iv) Touring by private vehicles shall be governed by instructions issued from time to time and instructions already issued shall continue to apply till such time they are revised.</p> <p>Provided that the delegation provided here may at any time be curtailed by administrative instructions such as the instructions issued by Department of Personnel regarding restrictions on touring during the Vidhan Sabha Session.</p>
19.5	4	<b>Livery</b>	It includes expenditure on liveries as approved by Government.	Full powers to the Controlling Officers for purchase of livery articles on the rate and pattern approved by Government.ma

19.5	5	<p><b>Office Expenses</b></p> <p>It includes all contingent expenses for running an office such as furniture, postage, purchase and maintenance of office machines and equipment (e.g. photocopiers, fax machines, typewriters, computers, heaters, locks, clocks etc.) hot and cold weather charges, telephones, electricity and water charges, stationary other than that received directly from the Controller Printing and Stationery, expenditure on labour for carriage of office record materials etc. (where it is not paid out of wages), purchase of books, journals and new papers for use in office/ libraries, demurrage/ wharfage, printing other than that through Controller, Printing and Stationery.</p>	<p>Furniture: (i) Total ban on purchase of furniture except in cases where a new office or additional staff is created. In these cases, full powers to AD. Purchase of furniture will be according to the norms decided by the Govt. Where norms do not exist the AD shall get these notified with the prior concurrence of F.D.</p> <p>(ii) In the case of replacements of furniture, full powers to the Heads of Department subject to condemnation of old furniture in accordance with the laid down procedure and replacement as per approved norms. <u>All purchase of furniture including those by replacement for condemned furniture shall be done with the prior concurrence of the Finance Department as per economy instructions vide Govt. letter number Fin-I (C) 14-1/92-Vol-II dated 22<sup>nd</sup> April, 1999.</u></p> <p><b>PCCF Wildlife: In the case of replacement of furniture subject to condemnation of old furniture in accordance with the laid down procedure and replacement as per approved norms : Upto Rs. 25,000/-</b></p> <p>Vide PCCF office letter number Fst.29-83/48 (Bud) dated 15<sup>th</sup> August, 2009</p> <p><b>Postage:</b> Full powers upto DDO level.</p> <p><b>Purchase of office machines and Equipment.</b></p> <p>All purchases of individual items costing above Rs. 20000/- shall be effected with prior approval of Finance Department.</p> <p>Pr.CCF H.P. upto Rs. 20,000/-</p> <p>PCCF Wild Life upto Rs.10,000/-</p> <p>Vide PCCF office letter number Fst.29-83/48 (Bud) dated 15<sup>th</sup> August, 2009</p> <p>Addl. PCCFs upto Rs. 17,500/-</p> <p>CCFs upto Rs. 15,000/-</p> <p>CFs upto Rs. 10,000/-</p> <p>Heads of offices/DDOs Rs. 5,000/-</p> <p>for any one item. Powers delegated vide PCCF office Endst. number Fst.29-83/48(Bud) Vol XIV dated 16<sup>th</sup> October, 2007.</p> <p><b>Maintenance of Office Machines.</b></p> <p>Full powers to HODs/Controlling Officers.</p> <p>APCCF (Fin. &amp; Planning = upto Rs 30,000/- in each case. Vide Principal CCF HP letter number Fst.29-83/48(Bud) Voll.XIV dated 19<sup>th</sup> March, 2011</p> <p>Heads of Offices/DDOs upto Rs. 5,000/- in each case.</p>
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			<p><b><u>Hot and Cold Weather charges.</u></b> Full powers to HODs/Controlling Officers. <i>Full powers to Heads of offices/DDOs according to approved norms.</i></p> <p><b><u>Electricity and Water Charges.</u></b> Full powers to HODs/Controlling Officers. <i>Full powers to Heads of offices/DDOs.</i> <i>Powers delegated vide this office Endst. number Fst.29-83/48(Bud)</i> <i>Voll.XIV dated 16<sup>th</sup> October, 2007</i></p> <p><b><u>Telephones/EPABX</u></b> (i) No new telephones/EPABX for the existing establishment without prior concurrence of the Finance Department. (ii) For new establishment/offices, telephones may be sanctioned by the concerned AD on the basis of norms notified with prior concurrence of Finance Department.</p> <p><b><u>Telephone bills.</u></b> Full powers to the HOD subject to the limits of free telephone calls on official phones installed at residences as per Instructions issued from time to time.  APCCFs                      Rs. 25,000/-  CCFs                         Rs. 20,000/-  CFs                          Rs. 15,000/-  Heads of offices/DDOs   Rs. 10,000/  <i>in each case subject to the limits of free telephone calls on official phones installed at residences as per instructions issued from time to time.</i></p> <p><b><u>Carriage of Office record.</u></b> Full powers to HODs/DDO.  <b><u>Instructions issued from time to time</u></b>  <b><u>APCCF= 25,000/-</u></b>  <b><u>CCFs upto =20,000</u></b>  <b><u>CFs upto = 15,000</u></b>  <b><u>Head of offices/DDOs = 10,000/-</u></b>  <b><u>In each case</u></b>  <b><u>Carriage of office records:</u></b>  Full powers to HoD/DDOs  <b><u>Books &amp; Journals.</u></b>  (i) News Paper:  Only HOD subject to restriction of only two News Papers.</p>
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19.5	6	<b>Medical Reimbursement</b>	It includes expenditure on medical expenses of Government employees and other authorised by Government, as per procedure approved by Govt.	Full powers to DDOs subject to instructions/norms fixed by the Government from time to time.
19.5	7	<b>Rent, Rate &amp; Taxes</b>	It includes payment of rent for hired buildings Municipal rates and taxes etc. It will also include lease charges for land.	(i) Full powers to DDOs for payment of rent of buildings which have been hired by the concerned department with prior concurrence of F.D. (ii) Full powers for payment of Rates and Taxes. (iii) For hiring of new office/residential accommodation full powers to the A.D. on the basis of norms notified with prior concurrence of F.D.
19.5	8	<b>Publication</b>	It includes expenditure on printing of office codes manuals and other documents whether priced or un-priced but will exclude expenditure on printing of publicity materials. This will also include discount to agents on sale of publications.	Delegation under this head shall be same as under "Other Charges" clause (vii). Provided that wherever publications are to be printed from any agency other than through the Controller, Printing and Stationery, these shall be subject to NOC from the Controller of Printing and Stationery.  <i>Pr. CCF H.P.</i> <i>Rs. 15,000/- in a year</i> <i>Line CFs</i> <i>Rs. 10,000/-</i> <i>Power delegated vide letter number FFE-B-C(i)-22/2006 dated 30.07.2007</i> <i>Addl. PCCF Wildlife-cum Chief wildlife warden Rs.15,000/- vide Govt. letter number FFE-B-C(i)-22/2006 dated 28<sup>th</sup> January, 2008</i> <i>CCFs</i> <i>Rs. 10,000/- in a year</i> <i>PD Swan</i> <i>Rs. 10,000 per annum</i> <i>vide Govt. letter No.FFE-B-C(1)-22/2006 -loose dated 12.12.2007</i>
19.5	9	<b>Advertisement &amp; Publicity</b>	It includes costs of printing of publicity material for all Government departments. This would also include expenditure on organising of putting up stalls giving prizes etc. at exhibitions and fairs.	Full powers to the AD on the rate and pattern approved by the Government with prior concurrence of Finance Department.  <i>Addl. PCCF-cum chief wildlife warden : Rs. 25,000/- p.a.</i> <i>vide Govt. letter number FFE-B-C(i)-22/2006 dated 28<sup>th</sup> January, 2008</i>

19.5	10	<b>Hospitality &amp; Entertainment Expenses</b>	It includes expenditure on hospitality/entertainment expenses.	<p>Full powers to the AD to host official lunches/ dinners and provide refreshment at meetings, etc. subject to Budgetary provision Govt. of H.P. Finance Department Letter No. 1. C (14) 1/83 dated 6<sup>th</sup> September, 1995.</p> <p>Authority to whom Power Delegated : HOD Extent of Power – Rs. 10,000 at one time subject to maximum of Rs. 20,000/- p.a. and availability of funds and budget.</p> <p><i>Power delegated vide Notification No. Fin (C) A (2) 1/2004 dated 16<sup>th</sup> September, 2011</i></p>
19.5	11	<b>Furnishing</b>	It includes expenditure on furnishings of such residential and non-residential buildings as are specifically approved by Government in concurrence with F.D.	<p>Full powers to AD on the basis of norms notified with the concurrence of Finance Department.</p> <p><i>Principal CCF: Upto Rs.5.00 lac or 75% of budget whichever is less</i></p> <p><i>Line CFs: Upto Rs.10,000/- p.a.</i></p> <p><i>However, these powers are exercisable as per norms approved by Finance Deptt. Power delegated vide letter number FFE-B-C(i)-22/2006 dated 30.07.2007</i></p> <p><i>PD Swan Rs.10,000 per annum</i></p> <p><i>vide Govt. letter No.FFE-B-C(1)-22/2006 –loose dated 12.12.2007</i></p>
19.5	12	<b>Professional &amp; Special Services.</b>	It includes charges for legal services, consultancy fees, fees to staff artists, remuneration to examiners, invigilators etc. for conducting examinations , remuneration to casual artists etc; to other than Govt. servants.	Full powers to AD/HOD subject to norms notified in consultation with F.D.
19.5	13	<b>Fixed Travel Allowance</b>	It records expenditure on fixed traveling allowance to concerned Govt. employees	Full powers to the Controlling Officers in accordance with the rates notified with concurrence of Finance Deptt.
19.5	14	<b>Emoluments</b>	Its records the emoluments of members of the Vidhan Sabha	
19.5	15	<b>Secret Service Expenditure</b>	It records secret services expenditure	Full powers to the officers designated by the Govt. to operate this SoE.

19.5	16	<b>Other Charges</b>	It includes payment out of discretionary grants, expenditure on organising as well as paying delegate fees for Conferences, Seminars, Workshops, Short term farmer's training/Youth/NCC and other camps, gratuitous relief, compensation for loss caused by wild life. Any other expenditure which cannot be classified under any of these specified object heads will be debited to this head.	<p>(i) Discretionary grants expenditure shall be regulated as per the rules/instructions issued on the subject from time to time.</p> <p>(ii) For delegate fees for participation in conferences/seminars/workshops within the Country full powers to the A.D.</p> <p>(iii) For organising seminar/ conference/workshop by various departments within Himachal Pradesh, full powers to the A.D.</p> <p>(iv) For participation in conferences/seminars/workshops outside the Country, prior permission of the Finance Department shall be necessary.</p> <p>(v) Short-term training/camps such as farmers/Youth/NCC camps etc.' full powers to the AD subject to expenditure as per norms approved with prior concurrence of Finance Department.</p> <p>(vi) For expenditure gratuitous relief/ compensation, full powers to the Controlling Officers as per the rates/ norms notified by the Government with prior concurrence of the F.D.</p> <p>(vii) For all other expenditure not classified under any of the SOEs. The powers in each case are as under:-</p> <table><tr><td>Admn. Secretaries</td><td>Rs. 20,000/-</td></tr><tr><td>Pr. CCF H.P.</td><td>Rs. 50,000/-</td></tr><tr><td>Vide govt.</td><td></td></tr><tr><td>Adml.PCCF</td><td>Rs. 8,000/-</td></tr><tr><td>CCFs upto</td><td>Rs. 5,000/-</td></tr><tr><td>CFs upto</td><td>Rs. 3,000/-</td></tr><tr><td>Heads of offices/DDOs</td><td>Rs. 2,000/-</td></tr></table> <p>Upto Powers delegated vide PCCF office Endst. number Fst.29-83/48(Bud) Vol.IV dated 16<sup>th</sup> October, 2007</p>	Admn. Secretaries	Rs. 20,000/-	Pr. CCF H.P.	Rs. 50,000/-	Vide govt.		Adml.PCCF	Rs. 8,000/-	CCFs upto	Rs. 5,000/-	CFs upto	Rs. 3,000/-	Heads of offices/DDOs	Rs. 2,000/-
Admn. Secretaries	Rs. 20,000/-																	
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Vide govt.																		
Adml.PCCF	Rs. 8,000/-																	
CCFs upto	Rs. 5,000/-																	
CFs upto	Rs. 3,000/-																	
Heads of offices/DDOs	Rs. 2,000/-																	
19.5	17	<b>Maintenance</b>	It records expenditure on repair and maintenance of all works including wages and materials.	<p>Full powers to Controlling Officers subject to:-</p> <p>(a) the availability of LoC</p> <p>(b) the condition that no additional persons shall be engaged beyond the numbers for daily waged workers fixed with the approval of Finance Department and all purchases shall be regulated by the procedure outlined for material and supplies</p>														



19.5	18	<b>Interest</b>	It records payment of interest on loans raised by Government.	All cases to be referred to the F.D.
19.5	19	<b>Refunds</b>	It records expenditure specifically provided in budget.	All cases to be referred to the F.D.
19.5	20	<b>Write off losses</b>	It records write off of loans and advances due to Government and waiver off interest.	All cases to be referred to the F.D.
19.5	21	<b>Sumptuary allowance</b>	It includes expenditure under this head as per the pattern approved by the Government for various Government functionaries.	Full powers to the concerned officers as per the norms fixed by the Government with prior concurrence of Finance Department.
19.5	22	<b>Compensations</b>	It records expenditure specifically provided in budget.	All cases to be referred to the F.D. Chief Engineers/HODs= upto 1.00 lac Ads=Full powers except for where negligence is proved and responsibility is to be fixed in which cases it will be referred to FD vide Govt. letter number Fin-(A)-(III)-4/2004 dated 30 <sup>th</sup> April, 2005
19.5	23	<b>Motor Vehicle</b>	It includes expenditure on purchase, repair and running (including POL) of light vehicles, buses, trucks, ambulances, LCV, motor cycles, scooters but will not include earth moving and allied machinery such as dozers, rollers, hoppers, tippers, compressors and snow cutters etc.	(a) Purchase of new Vehicles including those by way of replacements only with prior concurrence of the Council of Ministers through F.D.  (b) For repairs/spare parts/ consumable accessories full powers to the Controlling Officers. as per economy instructions vide Govt. letter number Fin-I (C) 14-1/92-Vol-II dated 22 <sup>nd</sup> April, 1999.

19.5	24	<p><b>Machinery and Equipment.</b></p> <p>It includes expenditure on all kinds of equipment and machinery of a non-consumable nature relating to the functional needs of a department and shall not include any other items admissible under any other SOE (e.g. OE, MV, OC, M&amp;S etc.)</p>	<p>HOD will be competent to effect purchases upto Rupees one lakh under this SOE for purchase from sources and at rates duly approved by Government through Controller of Stores, DGS&amp;D and any specific orders in this regard. There shall be a purchase committee for all purchases and authorisation of expenditure of M&amp;E in excess of Rupees one lakh. The Purchase Committee structure shall be as under with the powers mentioned thereto:-</p> <p>(a) At the HOD level upto Rs. 50 lakh per annum cumulatively except purchase of vehicle of any kind. This Committee shall have the senior most member of the SAS in the department as its member.</p> <p>In some cases where purchases may be necessary to be effected at the District level, the AC (F&amp;A) posted in the D.C. office as Credit Planning Officer will be one of the members.</p> <p>(b) At the Administrative Department level full powers except purchase of vehicle of any kind.</p> <p>Provided that no committee shall ordinarily sanction amount exceeding <math>\frac{1}{4}</math> of the sanctioned Budget in each quarter. Exceptions involving expenditure in excess of limit, specially where purchase of M&amp;E are directly related to seasonal requirements could be laid down by the AD in consultation with F.D.</p> <p><i>Principal CCF HP: Rs.5.00 lac in a year</i>  Power delegated vide letter number FFE-B-C(i)-22/2006 dated 30.07.2007 Addl. PCCF-cum-Chief Wildlife Warden Rs.2. 00 lac in a year Govt. letter number FFE-B-C(i)-22/2006 dated 28<sup>th</sup> January,2008.</p>
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19.5	25	<b>Material and Supply</b>	<p>It includes expenditure on material and supplies of a consumable nature pertaining to the functional needs of the department e.g. diet and medicine expenses, raw material for trainees, seeds, fertilizer for farm etc. (It shall not include any item covered under any other SOE, e.g. OE, M&amp;E, MV, etc.) It should not also include expenditure on such supplies materials as are chargeable to maintenance/minor works, major works.</p>	<p>HOD will be competent to effect purchases upto Rupees one lakh under this SOE for purchase from sources and at rates duly approved by Government through Controller of Stores, DGS&amp;D and any specific orders in this regard. There shall be a purchase committee for all purchases and authorisation of expenditure of M&amp;S in excess of Rupees one lakh. The Purchase Committee structure shall be as under with the powers mentioned thereto:- (a) At the HOD level upto Rs. 50 lakh per annum cumulatively except purchase of vehicle of any kind. This Committee shall have the senior most member of the SAS in the department as its member. In some cases where purchases may be necessary to be effected at the District level, the AC (F&amp;A) posted in the D.C. office as Credit Planning Officer will be one of the members.</p> <p>(b) At the Administrative Department level full powers except purchase of vehicle of any kind.</p> <p>Provided that no committee shall ordinarily sanction amount exceeding <math>\frac{1}{4}</math> of the sanctioned Budget in each quarter. Exceptions involving expenditure in excess of limit, specially where purchase of M&amp;S are directly related to seasonal requirements could be laid down by the AD in consultation with F.D.</p> <p><i>Principal CCF/CWLW: Upto Rs. 1,00,00,000/- or 75% of budget whichever is less.</i>  <i>CF: Upto 20.00 lacs in a year</i>  <i>DFO: Upto 10.00 lac in a year</i>  <i>Power delegated vide letter number FFE-B-C(i)-22/2006 dated 30.07.2007</i>  <i>CCF PA&amp;PAN : Rs. 50.00 lac or 75% of the budget whichever is less in a year.</i>  <i>Powers delegated vide this office Endst. number Fst.29-83/48(Bud) Voll.XIV dated 9<sup>th</sup> February, 2010</i>  <i>PD Swan Rs. 50.00 lac per annum vide Govt. letter No.FFE-B-C (1)-22/2006 –loose dated 12.12.2007.</i></p>
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19.5	26	<b>Minor Works</b>	It includes expenditure on minor addition/alteration to existing works or new works classified as minor with reference to financial limits	Full powers for granting administrative approval and expenditure sanction to the HoDs. All purchases for minor works will be in accordance with the procedure explained against the SoE - Material & Supply.
19.5	27	<b>Major Works</b>	It be classified with reference to financial limits as per classification of major works in PWD Code. This will also include cost of land and structure.	Full powers to AD to sanction/incur expenditure as per Govt. orders on the subject from time to time. The AD may delegate appropriate powers to HoD. All purchases shall be in accordance with procedure laid down under Machinery & Equipment/Material & Supply. <i>*Please also see No. Fin.(C)A(3)-9/83 dated 24<sup>th</sup> June, 2010-(Annexure-A).</i>
19.5	28	<b>Pensions</b>	It includes donations to service funds and contributory provident funds in addition to payments of pensions and gratuity in all forms to Government servants and members of Vidhan Sabha.	Full powers to the Designated Officers.
19.5	29	<b>Social Security Pensions</b>	Freedom fighters/war widows /old age/widow/physically handicapped/patients of leprosy etc.	Full powers to the HODs as per scheme and rates and number approved from time to time in concurrence with F.D.
19.5	30	<b>Scholarship, Stipend and Concessions.</b>	It includes expenditure on Scholarship/stipends to students/ trainees under approved Government schemes including onetime non-recurring expenditure. This will, however, not include expenditure on short term camps (e.g. farmers training, Youth Camps, NCC etc.)	Full powers to the HODs/DDOs as per the schemes approved by the State Government from time to time, with prior concurrence of Finance Department.
19.5	31	<b>Grant-in-Aid.</b>	It includes all grants in aid and contribution by Government to any person or body where it is not a loan or subsidy. Corrected according Govt. letter dated 01.05.2003.	Full powers to the ADs subject to notification of rules/norms with concurrence of Finance Department. Wherever Utilisation Certificates are required, next quarters release shall be subject to submission of Utilisation Certificates of previous quarter, having been received by A.D. All cases to be referred to FD vide Govt. letter number Fin-(A)-(II)-4/2004 dated 30 <sup>th</sup> April, 2005.

19.5	32	<b>Subsidy</b>	It records subsidies approved by Government under schemes of various departments.	Full powers to the AD subject to notification of rates and patterns with prior concurrence of Finance Department. All cases to be referred to FD vide Govt. letter number Fin-(A)-(II)-4/2004 dated 30 <sup>th</sup> April, 2005
19.5	33	<b>Investment</b>	It includes equity contribution by State Government in any incorporated body.	All cases to be referred to F.D.
19.5	34	<b>Loans and Advances.</b>	It includes all loans and advances granted to other Governments, Public Sector Enterprises, Undertakings and other Government bodies etc. but will exclude repayments of borrowings. This will also include loans and advances to Government Servants and other categories.	All cases to be referred to F.D.
19.5	35	<b>Repayment of borrowing.</b>	It records repayments of borrowings undertaken by Govt.	All cases to be referred to F.D.
19.5	36	<b>Suspense</b>	It records material and supplies purchased for issue to maintenance minor and major works and which are not immediately charged to the works.	As per the details given against SOE, M & S/M & E.
19.5	37	<b>Honorarium.</b>	It includes disbursements to categories like Voluntary Teachers/MSK/Home Guard Jawans as well as payments of honorarium for delivery of lectures at training Institutions, setting and evaluation of examination papers, preparation of case studies, invigilation duties, honorarium for enumeration or supervision of census and similar work to Government servants.	Full powers to HODs/DDO on the rates and patterns approved by the Government with prior concurrence of w F.D.
19.5	38	<b>Rewards</b>	It records expenditure on any rewards given to government servants	As per existing provisions of HPFR 19.6
19.5	39	<b>Training</b>	Expenditure incurred on organizing trainings such as training materials, faculty honorarium etc. but excluding expenditure on TA/DA trainees etc.	Administrative Secretaries= upto Rs.5.00 lac only per training schedule. Head(s) Department(s) = upto Rs.1.00 lac only per training schedule. Vide Govt. letter number Fin-F(A)-(11)-2/2004 dated 25 <sup>th</sup> November, 2010

5	19.7	To sanction leases of the lands for agricultural purposes in Forest plantations.	Forest Department	Full powers
11		To sanction leases of sweets and fruit sellers shops attached to educational and technical institution	HOD	Upto one year
16		To sanction petty leases for specified purposes, such as water mills, shops timber depots etc.	(i) Chief Conservator of Forests (ii) Conservator of Forests (iii) Divisional Forest Officers	Upto Rs. 5,000 per annum in each case for periods not exceeding five years. Upto Rs. 3,000 per annum in each case for periods not exceeding five years. Upto Rs. 1,000 per annum in each case for periods not exceeding five years.
21		To sanction forest concessions.	Forest Department  Sub-Divisional Officer (Civil, Spiti for Spiti Valley and Sub-Divisional Officer (Civil) Lahaul for Lahaul Valley	Provided the concession is granted in accordance with the terms of Forest settlement Provided the concession is granted in accordance with the terms of the forest settlement.
22		To sanction special grants of timber or other Forest produce free or at favourable rates for special purposes of public utility.	Forest Department Chief Conservator of Forests Conservator of Forests Divisional Forest Officers	Subject to the conditions and limits aid down in the Forest Department Code Upto the value of Rs. 5,000 in each case upto Rs. 2500 in each case Upto the value of Rs. 1,000 in each case
23		To pass orders authorising the sale of forest produce, Stores, tools and plant under the Forest Department Code without payment in full of the value at the time of delivery.	Forest Department	Upto the amount of Rs. 50,000 in each case
35		To sanction the leases of canteens.	Chief Conservator of Forests & Conservator of Forests	Full powers if the lease of canteen does not involve any loss as compared with the previous year. In respect of a new lease wide, publicity would be given provided that rent per month shall not be less than the standard rent of the building so based.

1	19.10	To sanction house building advances	Chief Conservator of Forests	Subject to the conditions laid down in Chapter X and in accordance with the scheme on the subject and to the funds being available and earmarked by the Government.
2		To sanction advances for purchase of conveyances.	Departments of Government	-do-
3		To sanction advances for purchase by bicycles.	(i) All Heads of Departments and Controlling Officer	Subject to usual conditions laid down in Chapter X and to the fund being available and earmarked by the Govt.
4		To sanction expenses for purchase of typewriters.	HOD	Subject to usual conditions laid down in Chapter X and to the funds being available and earmarked by the Government.
7		To grant advances of pay to Government servants in the Forest Department	Conservator of Forests	<p>Upto one month's pay to the following classes of non-gazetted Government servants on the permanent establishment serving under them</p> <p>(a) Government servants on the executive establishment;</p> <p>(b) Clerks employed in range offices elsewhere than at the head- quarters of Divisional Offices;</p> <p>(c) Clerks and Class IV servants who are required to accompany gazetted Government servants on continuous tour likely to last for more than a month. The scope of such advances should be limited to cases where the need for it rises out of the Peculiar circumstances of service in the Forest Department; for instance advances may be granted for the following purposes:-</p> <p>(i) to meet expenses in connection with equipment and purchase of provisions before proceeding or while on tour;</p>

1	19.15	To declare articles of stores or stock surplus or unserviceable	<p>Heads of Department Administrative Department other than Public Works/MPP &amp; P Departments</p> <p>Heads of Department Head of offices PCCF, Wildlife</p>	<p>Rs. 1,000</p> <p>Rs. 4.00 lac</p> <p>Rs. 1.5 lac</p> <p>Rs. 10,000 vide Govt. Notification No. Fin.(C)A (3)-4/99 dated 14.5.99</p> <p>Rs. 25,000 Vide PCCF office letter number Fst.29-83/48 (Bud) dated 15<sup>th</sup> August,2009</p>
2		<p>To sanction sale of articles of stores or stock declared surplus or unserviceable by competent authority.</p> <p>(i) At book value or market value whichever is greater</p> <p>(ii) by private treaty at less than book value</p> <p>(iii) By public auction</p>	<p>Heads of Department Administrative Department Heads of Department Head of office Administrative Department Heads of Department Head of office Administrative Department Heads of Department Head of office</p> <p>PCCF, Wildlife</p>	<p>Full powers</p> <p>Full powers</p> <p>Full powers</p> <p>Rs. 10,000/-</p> <p>Full powers</p> <p>Rs. 1.5 lac</p> <p>Rs. 10,000/-</p> <p>Full powers</p> <p>Rs. 1.5 lac</p> <p>Rs. 10,000/-</p> <p>vide Govt. Notification No.Fin.(C)A(3)-4/99 dated 27<sup>th</sup> July, 2000</p> <p>Rs. 25,000 Vide PCCF office letter number Fst. 29-83/48 (Bud) dated 15<sup>th</sup> August,2009</p>



3.	To sanction disposal by sale or other wise of articles of stores or stock declared unserviceable by competent authority.	Administrative Department other than PWD and MPP Departments Heads of Department Head of office  PCCF, Wildlife	Rs. 4.00 lac  Rs. 1.5 lac Rs.10,000/- <i>vide Govt. Notification No.Fin.(C)A(3)-4/99 dated 27<sup>th</sup> July, 2000</i> Rs. 75,000 <i>Vide PCCF office letter number Fst.29-83/48 (Bud) dated 15<sup>th</sup> August,2009.</i>
4	To declare the stores, tools and plant livestock timber and other produce as unserviceable or surplus to requirement	Chief Conservator of Forests Conservator of Forests Divisional Forest Officers (DCF) Other DFOs  Chief Conservator of Forests	Upto Rs. 25,000 Rs. 5,000 Rs. 2,000  Rs. 500  Provided the cost of animals does not exceed Rs. 50,000 in each case
5	To sanction sales of stores, tools and plant etc. declared by competent authority as surplus to requirement at book Value or market value whichever is greater	Chief Conservator of Forests Conservator of Forests Divisional Forest Officers in the rank of (DCF) Other DFOs	Full Powers Rs. 10,000 in each case and Rs. 3,000 subject to order passed  Rs. 2,000
8	To authorize Forest Officers of and above the rank of Ranger to effect sales of stores, tools and plant without payment in full of the amount at the time of delivery	Conservator of Forests	In exceptional cases only and under such conditions regarding time of Payment as the Conservator may lay down and subject to a limit of Rs. 1,000 for any one such trans- action, provided also that every such transaction of the value exceeds, Rs. 51000 is reported to Government.



			Head of the Office/ DDO	<p>Upto Rs 50 in each individual case provided—that the loss doesnot disclose</p> <p>(i) a defect of system, the amendment of which requires the orders of the higher authority, or</p> <p>(ii) serious negligence on the part of some individual Govt. servant or servants which might possibly call for disciplinary action requiring the order of higher authority.</p> <p>Upto a limit of Rs 250 in each individual case provided—that the loss doesnot disclose</p> <p>(i) a defect of system, the amendment of which requires the orders of the higher authority, or</p> <p>(ii) Serious negligence on the part of some individual Govt. servant or servants which might possibly call for disciplinary action requiring the order of higher authority.</p>
			Divisional Forest Officer	
7		To sanction write off of books lost or rendered unserviceable in their own and in subordinate offices, if any.	Head of Department	Full Powers
8		To write off of maps (except restricted) lost or rendered; unserviceable in their own or subordinate offices.	Chief Conservator of Forests Conservator of Forests Divisional Forest Officers	<p>Upto a limit of Rs. 2,000 in each individual case.</p> <p>Upto a limit of Rs. 1.000 in each individual case.</p> <p>Upto a limit of Rs. 500 in each individual case.</p>

13		To write off accounts of their own offices or the accounts of Divisional Forest Officers, the value of stores, tools and plant, livestock, timber and other stock.	Chief Conservator of Forests Conservator of Forests Divisional Forest Officers (DCF) Other DFOs	Upto the value of Rs. 10,000. Upto the value of Rs. 2,500. Upto the value of Rs. 500.  Upto the value of Rs. 300.
39	19.17	To sanction refund of Forest revenues	Forest Department	Provided the amount in any single case does not exceed Rs. 20,000
40	19.17	To sanction the writing off of irrecoverable forest revenue	Chief Conservator of Forests Conservator of Forests (DFOs)	Up to Rs. 5,000 in each case. Up to Rs. 1,000 in each case. Up to Rs. 500 in each case.

**19.6. Contingencies, Stores, fee compensations, remuneration, etc. (rules 8.3 and 15.2)**

Sl. No.	Rule	Nature of Power	Authority to which the power is delegated	Extent of power delegated
1 to 12	19.6	Not printed see order (1) below Rule 19.5		
13		To approve of the undertaking the defence of Governments servants in criminal proceedings at the expense of Government	Not printed see order (1) below Rule 19.5 SOE-Other Charges	Full powers subject to the condition that the actual cost of the defence shall be paid as per the norms laid down by the law Deptt.
14.		To reimburse a Government servant whose conduct has been the subject of enquiry for expenditure on account of-  (i) Defence witnesses; and (ii) Fees of counsel.	Not printed see order (1) below Rule 19.5 SOE-Other Charges	Provided that:- (i) In the case of witnesses- (a) Payment of expenses to non-official witnesses summoned for the prosecution defence, should be made according to the rates specified in the High Court Rules and orders in respect of witnesses attending civil court;

			<p>(b) Govt. servants summoned as witness should be given the usual certificates of attendance to enable them to draw their normal travelling allowance and the daily allowance to which they are entitled in accordance with the provisions of the Himachal Pradesh Civil Services Rules Vol. III, Travelling allowance Rules;</p> <p>(c) The expenditure on non-official witnesses should be debited to the same head of account to which the pay of the officers/officials concerned is debitible, when an enquiry is proceeding against him;</p> <p>(d) Payment to non-official witnesses should be made out of the contingent grants of the offices/departments concerned;</p> <p>(e) The charges of those witnesses only should be paid whom the commission or enquiry officer declares to be necessary witnesses;</p> <p>ii) In case of fees of counsel-</p> <p>(a) When the Government servant is allowed to be represented by a counsel, reimbursement of the fees of the counsel, should be allowed in cases where officer/official under suspension is successful in clearing himself. In other cases the request for the reimbursement should be considered on merits; and</p> <p>(b) Reimbursement should be done at the rates specified by the Law Department for payment of fees to counsel in criminal cases.</p>
		Not printed see order (1) below Rule 19.5)	In the case of expenditure on witnesses only subject to the condition in (1) above.
15.		Not printed see order (1) below Rule 19.5)	

16.	To grant compensation to Government employees under Workmen's Compensation Act.	Not printed see order (1) below Rule 19.5)  -do- SOE- Compensation	Full powers subject to the advice of the Legal remembrance to Government being first obtained.  Upto Rs. 10,000/- subject to the advice of the Legal remembrance to Government being first obtained.
17.	To grant cash rewards to meet funeral and other unavoidable expenses to the relations of all Government servants drawing pay upto Rs 350 per menses who are killed or die of injury received as result of special risk of office in the performance of their duties.	Heads of Departments SOE-38-Rewards	Subject to a maximum of Rs 500/-
	Note: - The term "special risk" in defined in the Himachal Pradesh Civil Services Rules, Volume II.		
18 to 39	Not printed see order (1) below Rule 19.5		
40	To sanction the remittance of money order at Government expense to establishment serving at a distance of more than 8 kilometers from the nearest treasury or from the remitting office in which such charges are drawn.	Not printed, see order (1) below Rule 19.5	<p><i>Full powers</i> in respect or pay allowance, contingent charges, rewards and travelling allowance of establishment; provided the, money order commission should not amount to more than the travelling allowance payable, if a messenger were sent to encash the bill, cash order or Government draft ,as the case may be.</p> <p><i>Note-In</i> special circumstances, e.g. when a suitable messenger is not available or the journey is risky, etc. the Head of a Deptt. or Commissioners of Division may Permit such remittance even though the money order commission exceeds the travelling allowance that might be payable ,had a messenger been employed.</p>

41.	To sanction remittance of scholarships	Not printed, see order (1) below Rule 19.5	<i>Full powers</i>
42	To sanction the remittance of money at Government expense through private banks on payment of commission at the places where there is no branch of the State Bank	Not printed, see order (1) below Rule 19.5	Full powers in respect of pay, allowances, contingent charges, reward and travelling allowances of establishment.
53 to 55	Not printed, see order (1) below Rule 19.5		
56	19.6 To grant rewards in forest cases.	Magistrates deciding cases under the Indian Forest Act.	Upto Rs. 200 in each case provided that the total amount of the reward does not exceed the estimated value of the property confiscated plus the amount of any fine imposed.
		Conservators of Forests	Out of the sum accepted as compensation under Section 68 of the Indian Forest Act, provided that it does not exceed three-fourth of the amount realized. OR Upto 10% of the value of forest produce seized subject to ceiling of Rs. 1,000/- (Rupees one thousand in each case to such informer(s)/private individual(s)/non-gazetted staff of the Department on the basis of whose information illicit produce is seized or who assist in apprehending illicit timber resulting in conviction of the offender by the Court or the case is impounded.
	To grant rewards in departmental cases	Conservators of Forests, Soil Conservation	Out of the sum accepted as compensation under section 68 of the Indian Forest Act, provided that it does not exceed 3/4 <sup>th</sup> of the amount realized OR 10% of the value of produce seized subject to ceiling of Rs. 1,000 in each case to such informer, private, Individual.
57 to 61	Not printed, see order (1) below Rule 19.5		

No. FFE-B-F(11)-1/99  
Government of Himachal Pradesh  
Forest Department.

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From:

The F.C. cum-Secretary (Fts) to the  
Government of Himachal Pradesh.

To

The Pr. Chief Conservator of Forests,  
Himachal Pradesh, Shimla-1.

Dated Shimla-2, the 10-7-2001

Subject:- Acceptance of bids-sanction thereof.

Sir,

I am directed to refer to your letter No. Ft. 18-4/55-II (S) dated 28.1.2000 on the subject cited above and to say that the Finance Department has concurred in the proposal and therefore, it has been decided that the Pr. Chief Conservator of Forests, H.P. and Conservators of Forests, will be competent to accept bids in all cases up to Rs. 2 lakhs in each case and Rs. 1 lakh in each case respectively where variation in bids received is more than minus 10% of the upset prices. However, rest the cases will continue to be decided as per the prevalent practice.

The Finance Department has also suggested that the Himachal Pradesh Financial Hand Book No. 3 was published in 70's and thereafter, many changes have taken place in rules/procedure and delegations. Further, the provisions of above Hand Book are applicable for P.W.D./Forest Department. The Finance Department are of the opinion that the Forest Department may bring out a compendium incorporating specific provisions/delegations in respect of Forest Department for works/Tenders etc. with prior consultation of Finance Department.

2. In view of the above, you are, therefore requested to submit the proposals to this Department for sending the same to Finance Department accordingly.

Yours faithfully,  
Sd/  
Additional Secretary (Frs) to the  
Govt. of Himachal Pradesh.



**GOVERNMENT OF HIMACHAL PRADESH  
DEPARTMENT OF FORESTS**

No. Fin (C)A(3)9/83  
Dated Shimla-171002, the 24<sup>th</sup> June, 2010

**NOTIFICATION**

In supersession of this department Notification of even number dated 28<sup>th</sup> February, 2001 and Forest Department's Notification No. FFE-B-C (1)-22/2006, dated 04.02.09, the Governor, Himachal Pradesh is pleased to delegate financial powers to the various authorities of Forest Department in the following manner:-

<b>Sl. No.</b>	<b>Nature of Power</b>	<b>Authority to whom power delegated.</b>	<b>Extent of Power</b>
1.	<b>AGREEMENT</b> Acceptance of lowest Tender and to sanction the terms of contract or other instruments	1. Pr.CCF	Full Powers
		2. Addl. Pr.CCF	upto Rs. 50.00 lac for each work.
		3. Chief Conservator of Forests	upto Rs. 30.00 lac for each work.
		4. Conservator of Forests	upto Rs. 20.00 lac for each work.
		5. DFO	upto Rs. 10.00 lac for each work.
		6. Director Forest Training Institute	upto Rs. 10.00 lac for each work.
2.	<b>(A) ESTIMATE POWERS</b> (i) Administrative approval and expenditure sanction of works	1. Pr.CCF	upto Rs. 50.00 lac for each work.
		2. Addl. Pr.CCF	upto Rs. 30.00 lac for each work.
		3. Chief Conservator of Forests	upto Rs. 25.00 lac for each work.
		4. Conservator of Forests	upto Rs. 20.00 lac for each work.
		5. DFO	upto Rs. 10.00 lac for each work.
		6. Asstt. Conservator of Forests	upto Rs. 0.50 lac for each work
		7. Director Forest Training Institute	upto Rs. 10.00 lac for each work.
	<b>(B) TECHNICAL SANCTION OF DETAILED ESTIMATE OF ORIGINAL WORK AND SPECIAL REPAIRS.</b>	1. Pr.CCF	upto 5% in excess of the amount administratively approved by the competent authority.
		2. Addl. Pr.CCF	upto 5% in excess of Rs. 30.00 lac.
		3. Chief Conservator of Forests	upto 5% in excess of Rs. 25.00 lac.
		4. Conservator of Forests	upto 5% in excess of Rs. 20.00 lac.
		5. DFO	upto 5% in excess of Rs. 10.00 lac.
		6. Asst. Conservator of Forests	upto 5% in excess of Rs. 0.50 lac
		7. Director Forest Training Institute	upto 5% in excess of Rs. 10.00 lac for each work.
3.	<b>(C) SANCTION VARIATION.</b>	Pr.CCF	Full Powers.
<b>Note</b>	1. For the purpose of fixing the reserve price in respect of tender, calculation will be done on the basis of sanctioned schedule of rates. 2. The Power to accept Tender upto 10% above, the reserve price, shall be exercised by the next Higher Authority. 3. Full powers to accept the Tender above 10% of the reserve price shall be exercised by the Principal Chief conservator of Forests		

The above delegation is subject to the condition that all expenditure will be incurred subject to availability of budget.

These powers shall come into force with immediate effect.

BY ORDER

Principal Secretary (Finance) to the  
Government of Himachal Pradesh

No. Fin (C) A(3)9/83

Dated Shimla-171002, the 24<sup>th</sup> June, 2010

Copy to:-

1. The Addl. Chief Secretary (Forests) to the govt. of HP with 5 spare copies
2. The Accountant General (Audit) HP, Shimla-171003.
3. The Dy. AG (A&E) HP Shimla-3.
4. The Principal Chief Conservator of Forests, HP Shimla.
5. The Chief Conservator of Forests, HP Shimla.
6. All the Distt. Treasury officers/Treasury Officers in HP
7. All Sections of Finance Department, HP Sectt. Shimla.
8. Guard File.

Sd/-

Under Secretary (Finance) to the  
Government of Himachal Pradesh

**COPIES OF LETTER/NOTIFICATIONS ISSUED FROM TIME TO TIME ON  
DELEGATION OF POWERS FOR HOSPITALITY AND ENTERTAINMENT**

Extract of Govt. of H.P. Finance Department Letter No. 1. C (14) 1/83 dated 6<sup>th</sup> September 1995, in regard to delegation of financial power in respect of (HOSPITALITY AND ENTERTAINMENT)

SOE	Definition / Explanation	Delegation of Financial Powers Subject to Budgetary Provision
10. HOSPITALITY & ENTERTAINMENT	It includes expenditure on hospitality/ entertainment expenses.	a) Full powers to the AD to host official lunches/ dinners and provide refreshment at meetings, etc.

**Government of Himachal Pradesh  
Department of Forests**

**No. FFE-B-C (1)-22/2006**

**Dated Shimla-2 the 30.7.2007**

**NOTIFICATION**

In exercise of the powers conferred on me by Note-3 below Rule 19.1 & Rule 19.5 of Himachal Pradesh Financial Rules 1971 Volume-1, the powers in respect of following SOEs are further delegated to the following extent:-

SOE	Existing powers to AD	Existing powers to HOD	Powers delegated
Publication	20,000/-	10,000/-	Pr.CCF Rs.15,000/- in a year Line CFs Rs.10,000/- in a year
Hospitality & Entertainment	Full powers	Nil	Pr.CCF Rs. 50,000/- in a year
Furnishings	Full powers	Nil	Pr.CCF Rs.5. lacs or 75 % of budget whichever is less. Line CFs upto Rs. 10,000/- per annum. However, these powers are exercisable as per norms approved by Finance Department.
Machinery & Equipment	Full powers	1,00,000/-	Pr.CCF upto Rs. 5.00 lacs in a year.
Material & Supply	Full powers	1,00,000/-	Pr.CCF/CWLW upto Rs. 1,00,00,000/- or 75 % of budget whichever is less. CFs upto Rs. 20.00 lacs in a year DFO upto Rs.10.00 lacs in a year.

The Pr. Chief Conservator of Forests and CFs & Divisional Forest Officers may exercise their powers in respect of the powers delegated to them in respect of SOEs referred to above with immediate effect. For any lapses /irregularities in respect of the above delegated financial powers, the entire responsibility will rest with the Pr. Chief Conservator of Forests, Conservator of Forests and Divisional Forest Officers in this regard. All the officer will use these powers prudently and in consonance with the instructions issued by the Finance Department dated 06.09.1995 and corrigendum of even dated the 6<sup>th</sup> February, 1997.

By Order

Sd/-

Principal Secretary (Forests) to the  
Government of Himachal Pradesh.

**Government of Himachal Pradesh  
Department of Forests**

**Annexure A**

No.FFE-B-C (1)-22/2006

Dated Shimla-2 the 28th January, 2008

**NOTIFICATION**

In exercise of the powers conferred on me by Note-3 below Rule 19.1 & Rule 19.5 of Himachal Pradesh Financial Rules 1971 Volume-1, the powers in respect of following SOEs are further delegated to the following extent subject to availability of funds:-

SOE	Existing powers	Powers delegated
Publication	Addl.Pr.CCF Nil	Addl. Pr.CCF Rs.15,000/- in a year
Advertisement & Publicity	Addl.Pr.CCF Nil	Addl. Pr.CCF Rs. 25,000/- per annum
Hospitality and Entertainment	Addl.Pr.CCF Nil	Addl. Pr.CCF Rs. 5,000/- in each case subject of maximum of Rs. 50,000/-
Machinery and Equipment	Addl.Pr.CCF Nil	Addl. Pr.CCF Rs. 2.00 lacs in a year

The Addl. Pr. Chief Conservator of Forests and (Wildlife-cum-Chief Wildlife Warden, HP may exercise his powers in respect of the powers delegated to him in respect of SOEs referred to above with immediate effect. For any lapses /irregularities in respect of the above delegated financial powers, the entire responsibility will rest with him in this regard. He will use these powers prudently and in consonance with the instructions issued by the Finance Department dated 06.09.1995 and corrigendum of even dated the 6<sup>th</sup> February, 1997.

By Order

Sd/-  
Principal Secretary (Forests) to the  
Government of Himachal Pradesh.

**GOVERNMENT OF HIMACHAL PRADESH  
FINANCE (REGULATIONS) DEPARTMENT**

No. Fin (C) A (2) 1/2004 Dated Shimla 171002, the

16<sup>th</sup> September, 2011

**NOTIFICATION**

In partial modification of Finance Department Notification No. Fin-1 C (14) -1/83 dated 6.9.95 and in exercise of powers vested under Rule 12 of H.P. Financial Rules, 2009, the Governor, Himachal Pradesh is pleased to delegate financial powers under SOE-**“Hospitality and Entertainment”** in the following manner:-

Sl. No.	Nature of Power	Authority to whom power delegated	Extent of Power
10.	To host official lunches/dinners and to provide refreshment at meetings etc.	HOD	Rs. 10,000/- at time subject to maximum of Rs. 20,000/- p.a. and availability of funds and budget.

Under SOE-**“Hospitality and Entertainment”**, the existing delegation to the Administrative Department vide Notification as referred to above shall remain same. Department will ensure that expenditure is incurred within the budgetary provisions.

The above orders shall come into force with immediate effect.

BY ORDER

Principal Secretary (Finance) to the  
Govt. of Himachal Pradesh

No. As above. Dated Shimla 171002, the

16<sup>th</sup> September, 2011

Copy to:

1. All Administrative Secretaries to the Govt. of H.P.
2. The Accountant General (Audit), H.P. Shimla with 10 copies.
3. The Sr. DAG (A &E) H.P. Shimla with 10 copies.
4. All Heads of Departments in H.P.
5. The Section Officer, Finance (Exp.) Wing, H.P. Sectt. Shimla-2.
6. Guard File.

Deputy Secretary (Finance) to the  
Govt. of Himachal Pradesh

## **CHAPTER V**

### **STORES**

#### **I-General rules**

##### ***(i) Introductory***

5.1. This chapter contains the general rules applicable regarding stores required for use in the Department and for the maintenance of their accounts and other matter ancillary thereto. It does not supersede the provisions of Himachal Pradesh Financial Rules and other allied instructions issued by the Government from time to time, which should also be the guiding factor in dealing with the stores. The financial powers for the purchase of stores are given in Chapter IV "Delegation of Powers". No purchase is to be effected over and above the delegated powers without approval of the competent authority and availability of funds. The purchases are to be effected entirely from the firms on the rate contract with the Controller of Stores, Himachal Pradesh. No stores/materials should be purchased in excess of the actual requirement simply to spend the budget. Ordinarily, there should not be anything in store in hand at the end of the financial year. The store purchased in the last 3 months of the financial year but not used and required for next financial year should be consumed within 6 months from the date of its purchase. If permission for condemnation or transfer of such stores to other Divisions/Circles is required permission shall have to be obtained from the Direction Office.

The store before lifting should be inspected by a Gazetted Officer or the representative nominated by the D.F.O. and it should strictly be in accordance with the specifications approved by the Controller of Stores. The articles should be properly weighed/measured before removal from the premises of the supplier. As soon as these are received, these should be brought on the relevant record/stock register for which detailed instructions are given in the succeeding paras. Timely payment of the materials so purchased should also be ensured in accordance with the provisions of the rate contract.

The physical checking of the stores should invariably be made by the D.F.O./Gazetted Officer once in a year preferably during May or at the time of office inspection, whichever is earlier and a certificate to this effect be recorded in the stock Form No. 16. Timely submission of plus and minus memorandum as prescribed in this Chapter should also be ensured. The Controlling Officer i.e. Conservator of Forests will ensure that these instructions are complied with in right earnest and no excess stores are purchased. The un-serviceable stores should immediately be inspected by the Board and then, disposed of in accordance with the procedure laid down in this Chapter. Letters No. Ind (SP) (Disposal) F (6-5) 26/76, dated 12-8-1981, dated 26-3-1977 and 19-7-1977 from the Controller stores lying down Procedure for the condemnation and disposal of serviceable and unserviceable stores etc. are appended as Annexure 'D'.

5.2. The instructions/procedure regarding purchase/ condemnation of stores as given in H.P. Financial Rules, 1971 are reproduced below:-

5.3. The term "Stores" used in this chapter applies generally to all articles and materials purchased or otherwise acquired for the use of department including not only expendable or issuable articles in use or accumulated for specific purposes, but also articles of dead stock of the nature of plant, machinery, instruments, furniture, equipment, fixtures, etc.

5.4. The departmental officers entrusted with the care, use or consumption of stores are responsible for maintaining correct records and preparing correct returns in respect of the stores entrusted to them. They are also responsible for keeping them in proper custody and in good and efficient condition and for protecting them from deterioration. They should also take proper precautions to prevent loss of public stores by fire or other accidents. Any loss of or damage to Government stores, should forthwith be reported by them to their immediate superiors.

NOTE-Expenditure on stores incurred in civil departments is included under contingent expenditure (except where it is treated otherwise, e.g. stores relating to works) and subject to what is provided in the following rules is governed generally by the rules which apply to such expenditure.

***(ii) Purchase and acquisition of stores***

5.5. (a) Save as provided below, all purchases of stores for use in the public service, whether of indigenous origin or otherwise, should be regulated in strict conformity with the Store Rules given in Appendix 10. Subject to the provisions of those rules and other special rules in regard to particular classes of articles mentioned in notes I and 4 below rule 8.3 a competent authority may sanction the purchase of stores and other materials required for public service.

Purchase orders should not be split up so as to avoid the necessity for obtaining the sanction of higher authority required with reference to the total amount of the orders.

(b) Purchases must be made in the most economical manner, in accordance with the definite requirements of the public service. When stores are purchased from the open market the system of open competitive tender should, as far as possible, be adopted and the purchase should be made from the, lowest tendered unless there are any special reasons to the contrary which should be recorded in writing. Stores should not be purchased in small quantities. Periodical indents should be prepared and as many articles as possible obtained by means of such indents. At the same time care should be taken not to purchase stores much in advance of actual requirement if such purchases are likely to prove unprofitable to Government.

**NOTE**-All the Heads of Departments, Divisional Heads of Departments and District Heads, who are direct demanding officers on the rate contract lists, may place their orders for the purchase of the following electrical materials required for use in Government Offices, etc. direct on the firms with whom the Controller of Stores, Himachal Pradesh, has entered into rate contract:-

1. Florescent Lamp and, fittings of all sizes.
2. Tumbler Switch 5 Amp. One way or two way.
3. Tumbler Switch 10/15 Amp.
4. Lamp-holders of the type of pen dents batten and brackets.
5. 3-pin 5 amp. and 3-pin 1115 Amp. Plugs and Sockets.
6. 2-Pin 5 Amp. Plug and Sockets.
7. Ceiling roses and cut-outs.
8. Electric Table Lamps.
9. Lamp Locks.
10. Room Heaters or other heating appliances.
11. Shades, etc.
12. Call Bell, Bell Push and Bed-Switch.
13. Electric Bulbs.

***(iii) Sale and disposal of stores and write off of losses of stores***

5.6. Rules for the condemnation and disposal of unserviceable or surplus stores and for the maintenance repairs and condemnation of cycles in all departments of the Himachal Pradesh State are incorporated as Annexures 'B' and 'C' of this Chapter respectively. The Losses, thereof, if any, will be written off by the competent authority on the basis of the recommendations of the Board, constituted under the rules contained, in Annexure 'B' and 'C'.

**NOTE**-The sale-proceeds of unserviceable furniture in the official residences of the Governor should be credited to the State Revenues and not to the grant for the maintenance and repair of furniture in Government houses.

***(iv) Receipt of stores***

5.7. (a) All materials received should be counted, measured or weighed, as the case may be, when delivery is taken and they should be taken in charge by a responsible Government servant who should see that 'the quantities are correct and their, quality good, and record a certificate to this effect. The government servant receiving the stores should also be required to give a certificate that he has actually received the materials and recorded them in the appropriate Stock registers.

(b) At the time of making payment it should be seen that the rates paid are not in excess of those entered in the contract or agreement made for the supply of stores and that suitable notes of payment are recorded against the indents and invoices concerned to prevent double payments.

5.8. Sales to private persons of stores other than those which are found to have become obsolete or unserviceable are regulated by special rules and orders applicable to particular departments. When stock materials are sold to the public or any other department or authority at their full value, a suitable percentage as determined by competent authority should be added to the book value to cover charges on account of supervision, storage and contingencies. This addition may, however, be waived by the officer empowered to sanction the sale in the case of surplus stock which in his opinion would otherwise be unsaleable.

5.9. When materials are issued from stock for departmental use, manufacture or sale, etc. the Government servant in charge of the stores should see that an indent in H.P.F.R. Form 24 has been made by a properly authorised person, examine it carefully with reference to the order or instructions for the issue of stores and sign it, after making suitable alterations under his dated initials in the description and quality of materials. If he is unable to comply with the requisition in full, he should then prepare and sign the form of the invoice attached to the indent according to the supply actually made. The indent should be returned at once to the requisitioning Government servant for signature. When materials are issued, a written acknowledgement should be obtained from the person to whom they are ordered to be delivered or dispatched, or from his duly authorised agent. In case of stores issued to a contractor, the cost of which is recoverable from him the acknowledgement should give the particular of the materials issued including the recovery rates and the total value chargeable to the contractor.

*(v) Transfers of charge of stores*

5.10. Special attention should be paid by a Government servant in charge of stores to ensure that in cases of transfers the stores in his charge are made over correctly to his successor and a proper receipt taken from him. This is necessary in order to fix responsibility for the loss of stores on the particular person. Accordingly when a Government servant in direct charge of stores makes over charge to another Government servant a joint transfer report accompanied by the receiving Government servants receipt for the stores which have been in the custody of the relieved Government servant should be submitted to the next higher authority. If the relieving Government servant fails to bring to notice within a reasonable period any deficiency or defect in stores taken over from his predecessor, he will be held responsible for the same both as to quantity and quality of far as he was in a position to ascertain it.

Every departmental officer is bound to take over Charge of departmental stores which, from the date of departure of the person lately in charge or from any other cause, may be left at or near his station without adequate protection.

## **II-Custody and Accounts of Stores**

*(i) General*

5.11. The Head of an office or any other officer entrusted with stores of any kind should take special care for arranging for their safe custody, for keeping them in good and efficient condition and for protecting them from loss damage or deterioration. Suitable accommodation should be provided more particularly for valuable and combustible stores. He should maintain suitable accounts and inventories and prepare correct returns in respect of the stores in his charge with a view to preventing losses through theft, accident, fraud or otherwise and to make it possible at any time to check the actual balances with the book balances and the payments made to suppliers etc. For securing this subject it is important that all quantities received in or issued from stores are entered in the stock account strictly in accordance with the rules and in the order of occurrence on dates the transactions take place, so that it should be possible at any time to check the actual balance with the book balances.

5.12. The form of stock accounts mentioned in the preceding rule should be determined with reference to the nature of the stores, the frequency of the transaction and special requirements of each department or office in which they are used. Thus the accounts to be kept for consumable stores like dietary stores in a hospital or jail, of which there are numerous and varied transactions, differ very materially from those to be maintained of the articles of furniture in an office.



5.13. Separate stock accounts or inventories should be kept of-

- (1) "Dead Stock" such as plant, machinery, furniture, equipment and fixture; and
- (b) "Other-Stores" which consists of consumable and perishable articles.

**NOTE**-For the purpose of maintaining accounts it may in some cases be convenient to group articles of stores under different sub-heads, such as small stores, building materials, timber, metals, fuel, printers stores, etc. Where such sub-heads have been prescribed each article should be shown in the accounts under the respective head.

(ii) *Dead Stock*

5.14. An inventory of the dead stock should be maintained in all Government offices in a form prescribed by competent authority, showing the number received, the number disposed of (by transfer, side, loss, etc.), and the balance in hand for each kind of article. The instructions given below should be carefully observed by all concerned.

- (1) The inventory should be priced whenever the items have to enter into the block account maintained for a Government commercial undertaking or the value of the items is necessary in order to enable Government to calculate the charge to be levied upon private persons or bodies. As regards other items, numerical inventory would suffice, except for articles costing above Rs. 25.

**NOTE**-For the purpose of numerical inventory, articles of a similar description such as tables, durries, carpets, etc., should be put into separate categories each category comprising articles of the same measurement and value and manufactured with the same metal or wood or other material.

- (2) The inventory should ordinarily be maintained at the site of the dead stock. Whether it is desirable in any particular case, to depart from this general principle, or to maintain additional consolidated inventories elsewhere, should be decided on the merits of each case.

- 3) The inventory should be checked by the head of the department once a year and a certificate of the result of check recorded.

- (4) Articles of dead stock should be verified at least once a year and the result of verification recorded on the inventory. All discrepancies noticed must be properly investigated and brought to account immediately so that the inventory may represent the true Account.

**NOTE**-The furniture in the official residence of the Governor should be verified in accordance with the regulations given in Annexure A to the chapter.

- (5) When articles of dead stock, e.g., tools and plant are lent to local bodies, contractors and others, the hire and other charges, as determined under rules prescribed by competent authority, should be recovered regularly.

- (6) Government libraries and museums should maintain up to date catalogues as well as prescribed accounts stock and inventories.

(iii) *Other Stores*

5.15. Other Stores" will be governed by the following rules. It is not intended that these rules should replace the detailed stores accounting rules which exist at present in some of the more important departments, which have large stores transactions, e.g., the Public Works, etc. They are intended to be merely model rules to be applied, with or without modifications, as the circumstances require, at the discretion of the competent administrative authority in any department, office or institution where no such rules exist at present, or where the existing rules are defective.

5.16. A reliable list inventory or account of all stores in the custody of Government servants should be maintained, in a form prescribed by the head of the department to enable a ready verification of stores and, check of accounts at any time and transactions must be recorded in it as they occur.

5.17. Priced lists, recording both quantities and values, should be maintained in cases where the stores are intended to be converted into, money, or where it is desired to distribute their cost over the works, items or objects on which they are actually used.

In such cases, the expenditure on stores must be charged to a stores suspense head in the first instance.

5.18. Purely numerical inventories, i.e., recording quantities only, will suffice in cases when the articles are intended solely for the service of the department keeping them and it is not desired to distribute their cost. In such cases, the expenditure on stores must be charged off finally to the service head concerned.

NOTE-In some cases, it may be found necessary to show prices and measurements, etc., vide note below 6.14(l) against some articles, say, when for facility of identification or other reason, it is desirable to distinguish costly articles from cheap article bearing the same general description otherwise. Such articles should not be treated as priced articles if the requirements of this rule are otherwise satisfied.

5.19. The lists, inventories or accounts of stores should in all cases be subject to such internal check as may be prescribed by the head of the department, whether or not they are subject to any check by the Accountant General.

5.20. A physical verification of all stores should be made at least once in every under rules prescribed by the Head of the Department, and subject to the condition that the verification is not entrusted to a person:-

- (i) who is the custodian, the ledger-keeper, or the accountant of the stores to be verified or who is a nominee of or is employed under the custodian, the ledger keeper or the accountant; or
- (ii) who is not conversant with the classification, nomenclature and technique of the particular classes of stores to be verified.

The verification should never be left to low-paid subordinates, and in the case of a large and important stores it should be, as far as possible, entrusted to a responsible Government servant who is independent of the superior executive officer in charge of the stores.

A certificate of verification of stores with its results should be recorded on the list, inventory, or account, as the case may be, where such a verification is carried out.

5.21. In making a physical verification, the following instructions should invariably be observed

- (a) verification must always be made in the presence of the Government servant responsible for the custody of the stores or of a responsible person deputed by him;
- (b) all discrepancies noticed should be properly investigated and brought to account immediately, so that the stores account may represent the true state of the stores; and
- (c) shortages and damages, as well as unserviceable stores, should be reported immediately to the authority competent to write off the loss (vide rule 6.6).

5.22. Balances of stores should not be held in excess of the requirements of a reasonable period or in excess of any prescribed maximum limit. In order to ensure the observance of this rule a periodical inspection should be made by a responsible Government servant, who must submit a report of surplus, unserviceable and obsolete stores to the authority competent to issue orders for their disposal (vide rule 6.6). The inspection should, unless there be good reason to the contrary, be made six monthly in the case of perishable stores, and once a year in the case of other stores. Stores remaining in stock for over a year should be considered surplus unless there is any good reason to treat them otherwise.

5.23. Where a priced inventory is maintained, it is essential that the values recorded therein shall not be materially in excess of the market value of the stores. The Head of the Department concerned must issue instructions to govern:-

- (a) the fixation of prices with reasonable accuracy;
- (b) the periodical review and revision of rates; and
- (c) the agency to be employed in periodical revaluation,

NOTE.- The "market value" of an article for this purpose means the cost per unit at which the article, or an article of a similar description, can be procured at a given time at the stores godown from some suitable public markets. It should be inclusive of carriage and incidental charges and may even include a reasonable provision for wastage, breakage and depreciation, when these are inevitable.

5.24. (a) All profits and losses due to revaluation, stock taking or other causes should be duly recorded and adjusted where necessary. Formal sanction of the competent authority (vide rule 6.6) should be obtained in respect of losses, even though no formal correction or adjustment of accounts is involved.

(b) Losses due to depreciation should be analysed and recorded under the following heads, according as they are due to:-

- (1) normal fluctuation of market prices;
- (2) fair wear and tear,
- (3) lack of foresight in regulating purchases; and
- (4) neglect after purchase.

(c) Losses not due to depreciation should be grouped under the following heads:-

- (1) Losses due to theft or fraud;
- (2) Losses due to neglect on the part of Government servants;
- (3) Losses due to an act of God and other calamities such as fire, enemy action, etc.;
- (4) Anticipated losses on account of surplus, age of obsolete stores or of purchases in excess of requirements; and
- (5) Other losses due to damage, etc.

### **III-Audit of Accounts of Stores and Stock**

5.25. Where the audit of stores and stock accounts of any department of Government is entrusted to the Comptroller and the Auditor General, it is conducted in accordance with the regulations given below:

#### ***Regulations for the conduct of the Audit of Stores and Stock Accounts***

1. The audit of stores accounts kept in any office or department of Government shall be directed to ascertaining that the departmental regulations governing purchase, receipt and issue, custody, condemnation, sale and stock-taking of stores are well devised and properly carried into effect and to bring to the notice of the Government and any important deficiencies in quantities of stores held or any grave defects in the system of control.

2. As regards purchases of stores, audit will see that:-

(i) these are properly sanctioned, are made economically and, in accordance with the rules or orders made by competent authority for purchase of stores required for the public service in particular when stores are purchased from contractors the system of open competitive tender is adopted and the purchase is made from the lowest tenders unless there are recorded reasons to the contrary.

(ii) the rates paid agree with those shown in the contract of agreement made for the supply of stores;

(iii) certificates of quality and quantity are furnished by the passing and receiving officers before payments made except where the contrary is allowed by the rules of Government regulating purchase of stores; and

(iv) purchase orders have not been split up so as to avoid the necessity of obtaining the sanction of higher authority required with reference to the total amounts of the orders.

Audit should call attention to cases of uneconomical purchases of stores and to any losses, which may be clearly and definitely attributed to the defective or inferior nature of stores which were accepted and certified to be satisfactory in quality.

3. Audit should ascertain that the accounts of receipts of stores whether purchased or otherwise obtained, and of their issues and balances are correctly maintained. Where a scale has been prescribed by Government or other authority for issue of stores of any particular kind, it should be seen that the scale is not exceeded.

4. Stores, in many cases, represent a locking up of capital, which is not justifiable unless essential. The order to effect economy in this direction Audit will see that the balance in hand does not exceed the maximum limit prescribed by competent authority and is not in excess of requirements for a reasonable period.

5. The accounting for and maintenance of unserviceable stores which cannot be utilized by the department in whose custody they are kept, involve waste of labour and space. The retention of stores in excess of the probable requirements of the department in the near future may result in loss to Government through deterioration. Audit will, therefore, see that measures are taken to survey, segregate and consider the disposal of unserviceable surplus and obsolete stores in accordance with the procedure prescribed by Government in this behalf.

6. It is an important function of Audit to ascertain that the articles are counted periodically and otherwise examined to verify the accuracy of the quantity balances in the books. Audit shall not except when specially authorised to do so, assume responsibility for the physical verification of stores, but it has the right to investigate balances of stores, if any discrepancies in the stores accounts suggest that such action is necessary. Audit has however, to see that a certificate of verification of stores is recorded periodically by a responsible authority, that the system of verification adopted by the executive is adequate and proper, that discrepancies found on stock-taking are properly investigated and adjusted and that, wherever possible, the staff responsible for the verification is independent of the staff which is responsible for the physical custody of the stock or for keeping accounts of it. It should also be seen that, wherever practicable, verifiers of stock work directly under the control of Government, and not under the heads of individual departments.

7. Where a priced account is maintained, Audit will see that-

(i) the stores are priced with reasonable accuracy and the rates initially fixed are reviewed from time to time, are corrected with market rates, and revised where necessary,

(ii) the value accounts tally with the accounts of works and of departments connected with stores transactions, that the total of the valued account tallies with the outstanding amount in the general accounts, and that the numerical balance of stock materials is reconcilable with the total of value balances in the accounts at the rates applicable to the various classes of stores; and

(iii) steps are taken for the adjustment of profits or losses due to revaluation, stock taking, or other causes and that these are not indicative of any serious disregard of rules.

8. The procedure for the conduct of audit of any stores and stock accounts and the extent to which those accounts should be examined by audit will be such as may be agreed upon between the Government and the Accountant General.

9. The procedure prescribed by the Comptroller and Auditor General for raising and pursuance of audit objections in relation to expenditure shall generally apply in respect of audit objections on any accounts of stores and stock. Where necessary separate rules of procedure shall be laid down by the Accountant General with the concurrence of Government.

5.26. *Return of stores, tools and plant (Form No. 16)* (i)-A return (Form No. 16) of stores, tools and plant will be submitted to Divisional Officers by Range Officers once a year on the 1st April after being checked by the Range Officer personally and plus and minus entries in the Appended form should be submitted to the Conservators by Divisional Officers annually on the 15th May.

(ii) All stock, whether in Ranges or at headquarters, will be checked at least once in year by the Divisional Officer or a gazetted officer attached to the division who himself is not custodian of the stores which he is required to check.

(iii) Stores, tools and plant should ordinarily be classified as follows:-

- a) Surveying and other instruments.
- b) Machinery.
- c) Tools.
- d) Office and rest-house furniture.
- e) Tents.
- f) Marking hammers.
- g) Building materials, small stores and house fittings.
- h) Miscellaneous.

Plus and minus Memo on stock return form No. 16 of \_\_\_\_\_

\_\_\_\_\_ Division for the ending \_\_\_\_\_

**(VIDE PARAGRAPH 8.14)**

Date	Receipt Description of Stores	Number of quantity	Value Rs.	Budget Sub- head to which post was charged	Date	Description of stores	Number of quantity	Remarks
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5.27 *Instructions for preparing form No. 16-* (1) This form should be prepared annually by the Divisional Forest Officers and inspected by Conservators at the time of annual office inspection but only plus and minus entries will be submitted to Conservators annually as mentioned in paragraph 1.13(i).

(2) The names of all articles should be written in block capitals in the stock lists.

(3) In preparing the plus and minus entry register the register should be indexed. A whole page or half page should be devoted to each common article, e.g. axes, pharwas, chises, etc the axes being written in block capitals. Every entry during the 3 years period should be entered in the half page so that when a summary is prepared at the end of each year and at the end of 3 years, the office need no longer hunt for each article right through the register.

Articles of which there are only a few or those which are seldom replaced or transferred can be allotted a few lines each only.

(4) The Divisional Forest Officer will himself check all stores at divisional headquarters and at central godowns. He will also check all stock at Range headquarters at the time of office inspection and will check the receipts of all petty articles of stock with subordinates.

Petty articles of stock on works or with subordinates will be checked by the Range Officer personally at least once during each calendar year and receipts taken afresh. When the Range Officer is of a rank lower than Forest Ranger, all articles of stock will be produced at the Range headquarters at the time of the Range Office inspection for checking by the Divisional Forest Officer.

(5) A Certificate explaining the manner in which the stock articles were checked in each range and at headquarters of the division should be furnished with the plus and minus entries.

(6) Divisional Forest Officers and Range Officers must obtain receipts for all stores, tools and plant issued by them to their subordinates or contractors etc. in the prescribed form, and must check these receipts at the time of the annual inspection. In cases where articles are transferred from the charge of one person to that on another, fresh receipts must be taken from the latter. For instance if a Range Officer is transferred, the Divisional Forest Officer

should obtain fresh receipts for all the articles in that range from the new Range Officer, and should return or destroy the previous ones. No articles should be transferred from one range to another without the sanction of the Divisional Forest Officer or from the to another without the sanction of the Conservator or from one Circle to another without the sanction of the Principal Chief Conservator.

(7) Divisional Forest Officers or Range Officers when applying to higher authorities for sanction to write off any articles must give the following information:

(i) Date or year of purchase of the articles or if that is not known, the approximate length of time the article has been in use; and

(ii) Purchase value of the same, or if that is not known the current price of a similar new article. After the writing off of any article is sanctioned it must either be auctioned if saleable or destroyed in the presence of the Divisional Forest Officer or some other gazetted officer. Anything that can be burnt must be burnt and anything in the shape of marking hammers, khurpas, etc. should be destroyed in a manner that it is impossible to produce it again as unserviceable for being written off a second time. The best way of disposing of heavy articles is to throw them into a river.

**5.28 Returns of live-stock**-In those divisions where Government cattle are kept returns of livestock, together with statement of the cost of keep and of the work on which they have been employed, will be submitted to the Conservator in such forms and at such times as may be prescribed by the Principal Chief Conservator.

**5.29. Sanction required before writing off stores and live-stock**-No stores, tools and plant, excepting petty articles and no five-stock, nor any timber or other stock, should be written off the accounts without the previous sanction of the competent authority.

**6.30. Sale of forest produce stores tools or plant** - (i) No timber or other forest produce, and no live-stock, stores, tools and plant may be sold except on receipt of cash payment in full at the time of delivery. The Conservator may, however, authorize Forest Officers of and above the rank of Ranger, in exceptional cases and under such conditions regarding time of payment as he may lay down, to effect sales without payment in full at the time of delivery.

(ii) Sales to Public Department with whom the account are adjusted by book transfer, are exempted from this rule. Exception may also be authorized by Government in the case of special transactions, with other purchasers.

**6.31.** The material articles i.e. perishable stores, such as Glass tumbler, Electric tubes, and bulbs, Soap etc. etc. should be entered in material form No. 7. This form is to be posted monthly and maintained in Range Division, Circle and Direction Office. This is to be signed by the Head of Offices monthly. The specimen of the form is given below:-

S.No.	Name of articles	Balance from previous month	Purchased during the month		Total	Disposed of during the month	Balance	Remarks
1	2	3	4	5	6	7	8	9

In support of the entries made in the Column of Consumption proper receipts of the officials should be obtained and kept in a file. This with facilitate checking of disposal entries in the relevant register.

## **ANNEXURE 'B'**

*(Referred to in Rules 6.6)*

1. These rules may be called Rules for the Condemnation and Disposal of Unserviceable or Surplus, Stores.

2. Definitions:-

(a) 'Board' means the Condemnation Board appointed by the Himachal Pradesh Government under these rules.

(b) 'Indenting Officer' includes officers of the Himachal Pradesh State who are authorized to place the indents on the Himachal Pradesh Stores Department' and all other Drawing and Disbursing Officers.

(c) 'Prescribed date' means 1<sup>st</sup> January and 1<sup>st</sup> July each year.

(d) 'Stores' includes all kinds of stores including machinery and hardware articles which are purchased through the Himachal Pradesh Stores Department or otherwise.

(e) 'Surplus stores' means stores including machinery which, though in good and serviceable condition, are not required in practical use by any Department of the State.

(f) 'Unserviceable stores' means stores which are considered unfit for use by an Department of the State.

3. (i) All Heads of Departments in the State should forward to the Controller of Stores, Himachal Pradesh, twice each year by the prescribed date, a consolidated statement of unserviceable or surplus stores in the form prescribed in Appendix F. The Indenting Officers in the State should forward the particulars of these stores to their respective heads of departments a month in advance of the prescribed date.

(ii) While intimating the surplus stores to the Controller of Stores, the Head of Department will give a certificate that the surplus stores are not required by any of the office under his control.

4. No stores whose book value is more than Rs. 10,000 shall hereafter be condemned or disposed of except under order of Board constituted for the purpose under those rules.

NOTES-(i) Stores whose books value is not more than Rs.10,000 and Rs. 100 rendered unserviceable may be condemned or disposed of by the Heads of Department District Heads offices of the Department concerned, respectively.

(ii) Officers concerned shall ensure that they or their subordinates do not split up the material.

(iii) In respect of unserviceable stores whose books value exceeds Rs. 5,000 but does not exceed Rs. 10,000 which are condemned or disposed of by the Heads of Departments report should be sent to the Finance and Vigilance Departments, for information, a week of condemning the stores.

(iv) The Himachal Pradesh Transport are exempt from the operation of these rules.

5. All stores other than those covered by the provisions of note (i) below rule 4 ibid which are considered surplus or unserviceable with any Department shall not be transferred or sold without reference to the Board.

6. On receipt of the prescribed statement from the Head of Departments the Controller of Stores, Himachal Pradesh, will Constitute a Board for condemnation and disposal of all unserviceable or surplus stores.

7. The Board shall consist of five members. Three of these may be nominated out of the following officers of whom one shall be Controller of Stores, or his nominee. The fourth member will be nominated by the department concerned:-

1. Controller of Stores.
2. Chief Engineer (I) Public Works Department,
3. Chief Engineer (II) Public Works Department,
4. Chief Engineer, Multipurpose Projects and Power Department,
5. Inspector General of Police.
6. Inspector General of Prisons,
7. Director of Agriculture.
8. Director of Industries.
9. Director of Education.
10. Director of Health Services.
11. Commissioner of Transport and Tourism.
12. Chief Conservator of Forests.

The fifth member will be nominated by the District Magistrate of the district where the meeting for declaration of condemned or surplus stores is to be held. Annexure 'D' also refers in this behalf.

8. The officers mentioned in rule 7 may either attend the meeting personally or depute a representative.

9. The quorum for the Board shall be three members,

10. The Board shall meet twice every year on such date and place as may be fixed by the Controller of Stores, Himachal Pradesh.

11. The notice for the meeting shall be given to the members fifteen days in advance.

12. All unserviceable or surplus stores shall be collected at a suitable place and the officers of the departments concerned will be instructed well in advance, to produce them for inspection of the Board on the date fixed for the purpose.

13. The Board shall on inspection by itself or an officer authorised by it, decide, whether any of the stores submitted for condemnation are to be declared surplus or should be condemned or can be utilized after proper repairs and shall record their decision in writing.

14. The stores which are declared surplus by the Board may be transferred to any other department subject to payment of the price as may be fixed by the Board. The Controller of Stores will circulate the List of such stores to all heads of departments who may exercise their option of purchase at the price so fixed, within a period of two months. In the event of non-receipt of any reply for the purchase of such stores from any Head of Department, the same will be sold by the Head of Department, or his responsible nominee in the presence of a representative of the Controller of Stores by public auction to the highest bidder subject to a reserve price if any selected by the Board. The Board is to fix the reserve price and also to fix the percentage of reserve price up to which bids should be accepted by the committee.

**Example**-Suppose, the reserve price of stores is fixed by the Board of Rs. 500 and percentage, for accepting bids is fixed by the Board up to 90 per cent, the committee would be competent to dispose of stores at 10 per cent below reserved price, i.e., Rs. 450 and not below this limit although higher offer would be welcome.

15. If the Board consider that any of the stores can be utilised after proper repairs, they will be sent to the nearest Government Manufactory such as Jail, Work Centers of Vocational, Training Centre, Government Workshop or may be repaired locally whichever method is considered suitable.

16. The stores as are condemned by the Board will be put up for auction by Board or by the Head of the Department or his nominee in the presence of the representative of the Controller of Stores, Himachal Pradesh, immediately thereafter and sold to the highest bidder.

17. Sale proceeds of surplus stores be credited to Government in the following manners:

(i) Sales proceeds of condemned or surplus stores belonging to the Commercial Departments will be credited to the receipt head of account of the department concerned.



(ii) Sales proceeds of all condemned stores in case of Public Works and Multipurpose Projects & Powers Departments will be credited to the head 'Deduct Receipts and Recoveries on Capital Account' if the expenditure incurred on acquisition was charged to Capital outlay otherwise to the revenue head concerned. The sale proceeds of the stores purchased at the cost of local bodies should be credited to the relevant estimate, for the deposit work from which the original cost had been met.

(iii) Sale proceeds of condemned stores relating to all departments other than Public Works and Multipurpose Projects and Power Departments and Commercial Departments if not affected within the accounts of the year in which the expenditure was incurred should be treated as 'receipt' of the Department to which the stores belong. The sale-proceeds of stores on which expenditure had been incurred during the same year in which they are disposed off are to be accounted for in reduction in expenditure of the department concerned.

18. A copy of the proceeding of the Board will be forwarded by the Controller of Stores, to the State Government, and relevant extract to the Department to which the stores belong. On receipt of the copy of the proceedings the department concerned will take immediate steps for implementing the decisions of the Board and inform its respective officers the action taken in connection with their stores whether condemned, declared surplus, or to be sent to the nearest Government manufactory for repairs.

19. The State Government may appoint one or more auctioneers on fixed percentage of commission for the sale of stores, declared surplus or unserviceable by the Board. The sale will be arranged in presence of an official, nominee of the Controller of Stores and while 25 per cent of the accepted bid should be paid at spot, full payment of the balance shall be made within a period of one month from the date, subject to confirmation of the sale by the Controller of Stores. In case the purchaser fails to pay up the whole amount within this period 25 per cent of the accepted bid will automatically stand forfeited and the stores will again be put to auction. This rule will not be applicable where the sale value of surplus stores is less than Rs. 5,000 in which the full price shall be paid at the fall of hammer.

NOTE.-The bidder should not be allowed to remove either whole or in part stores purchased by him until he has paid in full amount of his bid.

20. Any dispute relating to the sale of these stores will be referred to the Government in the Industries Department through Controller of Stores, whose decision shall be final and binding both for the department as also the purchaser.

21. Where the book value of stores is Rs. 10,000 or more the sale will be effected by the Himachal Pradesh Stores Department by inviting open tenders and not by public auction subject to the approval of State Government.

## APPENDIX II

(Referred to in rule 3 of the Condemnation of Articles of Stores)

### REPORT OF SURPLUS OR UNSERVICEABLE STORES FOR CONDEMNATION OR DISPOSAL

Name of officer to be contacted _____			Location of Stores _____			Owing Authority _____				
Sr. No.	Particulars of Stores	Quantity	Weight	Date of purchase	Book value	Present condition	Head of account to which disposal proceeds should be credited	Head of account to which the price of the articles was debited at the time of purchase	Why such stores were intended for by the deptt. when the same were not actually needed for use on the work	Remarks
1	2	3	4	5	6	7	8	9	10	11

No. \_\_\_\_\_ Dated \_\_\_\_\_

(For use in Controller of Stores Office Disposal Section)

Forwarded in triplicate to the Controller of Stores, Himachal Pradesh, Shimla. This form has been filled in, in accordance with the instructions as under

1. Date of Receipt \_\_\_\_\_
2. Serial No. \_\_\_\_\_
3. Included for meeting fixed for \_\_\_\_\_
4. Remarks by stores Inspection Officer \_\_\_\_\_
5. Orders of the Board \_\_\_\_\_

Station \_\_\_\_\_

Signature of Reporting Officer.

### INSTRUCTIONS

1. Separate reports should be prepared for each cover items of similar type.
2. Rate and book values should always be reported. If value is not known then the column should be filled with either of the following-'Not known' or 'Will be intimated later on. This column must not be left on any account.
3. In the case of textiles in the collecting 'Condition' also be stated the matter of packing and the finish stores.
4. In column 4 weight may be expressed in tons or mounds or kilograms or fractions thereon.
5. Head of account to which the disposal proceeds shall be credited should be stated in detail viz, the major, minor and detailed head of account should be clearly stated to avoid misclassification.

### **ANNEXURE-'C'**

*(Referred to in Rules 6.6.)*

1. These rules will be called 'Rules for Maintenance, Repairs and Condemnation of Cycles in Government Departments'.

NOTE-'The Department of Police will be exempted from the operation of these rules.

2. A separate stock register of Cycles should be maintained in every State Government office. In April each year a proper stock taking of the Cycles should be done and result of verification of the stock in hand, should be noted in the column provided for the purpose.
3. The following information should invariably be entered in the stock register and certified by the senior gazetted officer:-
  - (i) Number and make of motor cycle.
  - (ii) Date of purchase
  - (iii) Original price.
  - (iv) Amount spent on repairs giving date on which each repair was made and the new parts placed stating cost of new tyres, tubes or other component parts.
  - (v) Whether the motor cycle has been constantly in use for official purpose.
  - (vi) Condition of the motor cycle.
  - (vii) Any other information in connection with the motor cycle as may be of use.
4. Cycles purchased for Government use should be marked with an engraved metal label:-
  - a) Government property for official use only.
  - b) District Court, Institution or the name of Government office.
5. The motor cycle should be put under the charge of a senior official not below the rank of the Office Superintendent or the Range Officer who will be responsible for its proper maintenance and up-keep.
6. Repairs should be attended to promptly and the expenditure on minor repairs is covered under the economy instructions and issue of financial guidelines vide Govt. letter No Fin-I-C (14)/1/83 dated 06.09.1995 as modified by Corrigendum of even number dated 6<sup>th</sup> February, 1997 regarding SOE wise delegation of financial powers & amended time to time, wherein Controlling Officers have full powers for minor and major repairs of Govt. Vehicle. Tyres and tubes should be replaced/purchased after covering of minimum mileage of 18,000 Kms & in tribal areas the limit of mileage is 15,000 Kms.
7. The minimum life for Motor cycles is fixed as 10 years or covering a mileage of 70,000 Kms. In tribal areas, the life of motor cycle is 8 years or covering a mileage of 50,000 Kms.
8. Whenever any motor cycle is considered unfit for use and required heavy repairs a report should be made to "Head of Office" who will constitute a Condemnation Board consisting of one senior gazetted officer and the Office Superintendent or Range Officer. This Board will examine the condition of the motor cycle and if it is found beyond repairs and unfit for use, it should be condemned forthwith.
9. The condemned Motorcycles should be auctioned by the Head of Office at the earliest from the date of condemnation and price realized there from should be credited in the receipt head of the department concerned.
10. A complete report about the condemnation and sale of Motor cycles should be sent for information to the Head of the Department within a fortnight from the date of condemnation.
11. The purchase of a new motorcycle to replace the condemned one will be sanctioned by the Head of the Department on receipt of report from the Condemnation Board. Heads of Departments are allowed to sanction hiring of Motor cycles with the concurrence of the GoHP.

**ANNEXURE-D**

*No. Ind (SP) (Disposal) F (6-5)26/76*  
GOVERNMENT OF HIMACHAL PRADESH  
**(INDUSTRIES DEPARTMENT)**  
**(STORE PURCHAS, ORGANISATION)**

*Shimla-171002, Dated the 12th, August 81*

FROM:

The Controller of Stores,  
Himachal Pradesh.

To

- (1) All Heads of Departments, Himachal Pradesh.
- (2) All Deputy Commissioners in Himachal Pradesh

SUBJECT: - ***Procedure for Condemnation and Disposal of Serviceable and Un-Serviceable Stores etc.***

Sir,

I am to say that it has been observed that many heads of officers in various Departments of the Pradesh approach this office for the purpose of constituting Condemnation Board for disposal of unserviceable vehicles or other articles of stores or for the purpose of deputing our representative to attend meetings of the Board convened by them. In this connection, I am to point out that the Condemnation Board stands duly constituted vide this office letter of even number dated 19th July, 1977, a copy whereof is enclosed for ready reference. Moreover, in accordance with the instructions contained in this office letter of even number dated 26-2-79 (Copy enclosed) the General Managers District Industries Centres of the respective district has to attend such meetings. Therefore, the question of making references to this office of the type described above does not arise. In order, therefore to eliminate avoidable correspondence in this behalf and to ensure speedy disposal of such Correspondence, I am to request you kindly to issue instructions to all heads of offices working under your control to take necessary action in the matter in accordance with the instructions referred to above. In the case of offices located within the municipal limits of Shimla Municipal Corporation. However, a representative of this office would be deputed and therefore, the Heads of such offices will take up the matter with the undersigned.

It has also been observed that some of the heads of office are disposing of condemned articles of stores by public auction even when the reserved price fixed for the condemned vehicle by the Board or other articles of stores condemned by it, exceeds Rs.10,000. In this connection I am to invite your attention to this officer letter of even number dated 26-3-77 according to which when the reserved assessed price of condemned stores/vehicle has been fixed by the condemnation Board exceeds Rs. 10,000, the case has to be referred to this office for taking further action in the matter in accordance with the prescribed procedure. A copy of these instructions is also enclosed with the request that these may also kindly be emphasized can all the heads of offices working under your control for being followed meticulously.

Kindly acknowledge receipt.

Your's faithfully,

Sd/-

*Controller of Stores, Himachal Pradesh.*

*No. Ind (SP) (Disposal) F (6-5)26/76*  
**DIRECTORATE OF INDUSTRIES**  
**(STORE PURCHASE ORGANISATION)**  
*Shimla-171004 Dated the 26th, March, 77*

FROM:

The Controller of Stores, Himachal Pradesh.

To

All heads of Departments in Himachal Pradesh.

SUBJECT:-*Disposal of condemned Vehicles and Stores etc.*

Sir,

I am to invite your attention to letter No. 6-15/ 73-ST(Sanction) dated 1-3-77 from the Commissioner-cum-Secretary (Ind) to Govt. of Himachal Pradesh addressed to the undersigned and copy thereof endorsed to you on the above subject, wherein the approval of the Government authorizing the Heads of Department to dispose of the condemned stores/vehicles by public auction in the presence of representative of this Organization in respect of which the reserve price/ depreciated value fixed/assessed by the Condemnation Board does not exceeds Rs. 10,000 has been conveyed.

I am therefore to request you that necessary action to dispose of the stores/vehicles etc. which have so far been condemned by the condemnation Board constituted by this office may be taken accordingly at your end.

The cases where reserved/assessed price of condemned stores/vehicles has been fixed by the Condemnation Board exceed Rs.10,000 the same, may be referred to this office afresh for taking further action in accordance with the prescribed procedure.

Jai Hind

Yours faithfully,

Sd/-

for Controller of Stores, Himachal Pradesh,

**Note:** The parameters regarding condemnation of Govt. vehicles have been notified by GoHP vide "Notification" No. GAD-A (A) 3-1/99 dated 5<sup>th</sup> May, 2000 which are as under:-

" The vehicles will be condemned after covering kilometers as shown in the column 3 & qualifying the other conditions as shown in col. 4 below :-

Sl. No.	Type of vehicle	Kilometers covered (In lacs)	Other conditions
1	2	3	4
1.	Passengers cars (Ambassadors)	1.60	8 years of services
2.	Passengers cars (Ambassadors cars with ISSUZU Engine)	2.00	8 years of services
3.	Maruti vehicles (Other than Jeeps)	2.00	8 years of services
4.	Other vehicles	2.00	8 years of services
5.	Contessa Cars	2.00	5 years of services
6.	Jeeps (All makes)	2.40	8 years of services

*Ind (SP) (Disposal) P (6-5)26/76*  
GOVERNMENT OF HIMACHAL PRADESH  
DIRECTORATE OF INDUSTRIES (STORE PURCHASE ORGANISATION)  
*Bamloe, Shimla-171001, Dated the, 19th July, 1977*

FROM

The Controller of Stores, Himachal Pradesh.

To

- (1) All Heads of Departments in Himachal Pradesh.
- (2) All Deputy Commissioners in Himachal Pradesh..

**SUBJECT:** - *Constitution of Permanent Condemnation Board.*

Sir

In terms of Rule 6 of Annexure 'B' to Rule 15.3 of the H.P. Financial Rules, 1971 Vol-1, a permanent Condemnation Board is constituted as under :-

- 1. Controller of Stores, Himachal Pradesh. or his authorized representative.
- 2. Chief Engineer, HPPWM (North) Shimla. -do-
- 3. Inspector General of Police, Shimla -do-
- 4. District Magistrate. -do-
- 5. Respective Head of Deptt. -do-

2. The quorum for the Board shall be of three members.

3. The Board shall not normally meet more than twice a year for condemning Un-serviceable and surplus stores of the same office.

4. The date for the meeting of the Board shall be fixed by the concerned department after consulting the members of the Board.

5. The particulars of Un-Serviceable/surplus stores to be condemned shall be supplied to the members of Board well in advance on the proforma prescribed as Annexure I to Rule 3 of Annexure 'B' of the aforesaid Rules.

6. All Un-serviceable or Surplus stores shall be collected at a suitable place and concerned Officers of the Department be instructed to produce the same for inspection of the Board on the date fixed for the purpose.

7. The Board shall on inspection, decide whether any of the stores submitted for condemnation, are to be declared surplus or should be condemned or can be utilised after proper repairs and shall record their decision in writing.

8. The stores which are declared surplus by the Board be transferred to any other Department subject to payment of the price as may be fixed by the Board. The concerned Department will circulate the list of such stores to all Heads of Department who may exercise their option to purchase at the price so fixed within a period of two months. In the event of non- receipt of any reply for the purchase of such stores from any head of Deptt., the same will be disposed of by the Head of Department or Controller of Stores as the case may be.

9. The Board shall fix reserve price and also the percentage of reserve price upto which bid should be accepted while putting the condemned stores for auction or inviting tenders for the same.

10. The stores as are condemned by the Board will be put for auction by the concerned Head of Department or his nominee in the presence of representative of Controller of Stores provided the reserve price of such stores fixed by the Board does not exceed Rs. 10,000.

11. Where reserve price of the condemned stores fixed by the Board exceed Rs. 10,000 the Head of Department will refer the case to the Controller of Stores for disposal along with particulars of stores on the prescribed proforma referred to above and a copy of the proceedings of the Board.

12. The Heads of the Departments shall also obtain the sanction of the competent authority for the disposal of condemned stores.

13. In view of this letter, Heads of Departments need not write to the undersigned for constitution of condemnation Board in each individual case. This letter is in supersession of all previous orders on the subject.

Yours faithfully,

sd/-

(M. KAW)

*Controller of Stores, Himachal Pradesh,*

## **CHAPTER VI**

### **H.P. GOVT. ECONOMY INSTRUCTIONS**

No. Fin.1-C(14)1/83  
Government of Himachal Pradesh  
“Finance Department”

....

From

Financial Commissioner-cum-  
Secretary (Finance) to the  
Govt. of Himachal Pradesh.

To

1. All Administrative Secretaries,  
Government of Himachal Pradesh,  
Shimla-171002.
2. All Heads of Department in Himachal Pradesh
3. All Managing Director of Himachal Pradesh
4. All Vice Chancellors of Universities in HP
5. All Spl. Secretaries/ Addl. Secretaries/  
Jt. Secretaries/ Deputy Secretaries, to the  
Government of Himachal Pradesh.
6. All the Deputy Commissioners in Himachal Pradesh.

Dated Shimla- 171002 the 06<sup>th</sup> September, 1995.

Subject: Need for economy without impeding the pace of development – revision of economy instructions and issue of financial guidelines.

Sir,

I am directed to say that a view to ensure meaningful expenditure control, Government has been reviewing economy instructions issued in the past and it has been decided to issue comprehensive financial guidelines with following objectives:-

- i) To effect economy and reduce unproductive expenditure;
- ii) To reduce procedural delays which involve hidden costs;
- iii) To make the Administrative Departments directly responsible for ensuring fiscal discipline;
- iv) To ensure expenditure is booked under appropriate account head so that it can be monitored properly;
- v) To ensure that cost effectiveness is the criteria for expenditure decisions in items like purchases of machinery equipment, material and supplies and suspense;

Accordingly, the financial guidelines contained in the enclosed annexure are being issued. These shall supersede both the earlier economy instructions issued vide letter No. fin.1-C(14)1/83 dated 12.03.90 and further amendments thereto, as well the provisions contained in chapter 19.6 of the HPFR. It may be noted that these financial guidelines are based on a clear definition of the expenditure to be booked in a particular SOE and ARE STRICTLY SUBJECT TO BUDGET PROVISION IN THE CONCERNED SOE. The power to re-appropriate between SOEs shall continue to rest with Finance Department.

These revised financial guidelines are delegating financial power to the Administrative Departments, HODs and concerned DDOs shall ensure that expenditure is authorized within the ceilings of the budget provisions which are communicated. It shall be the primary responsibility of the Administrative Departments and of the concerned DDOs to ensure compliance with these instructions.

To regulate the expenditure in a phased manner, the Administrative Departments shall ensure that both the Non-Plan and Plan budget of the respective departments is allowed to be spent in a controlled manner as follows:-

1 <sup>st</sup> Quarter	= 20%
2 <sup>nd</sup> Quarter	= 25%
3 <sup>rd</sup> Quarter	= 30%
4 <sup>th</sup> Quarter	= 25%

Wherever any deviation from the above regulation of expenditure is required by any of the Administrative Departments, the cases alongwith full justification will need to be sent to the Finance Department. The expenditure of PWD and IPH Department will continue to be regulated through the present LOC system.

Yours faithfully,

Sd/-

Fin. Commr.-cum-Secretary (Fin.)  
To the Govt. of Himachal Pradesh.

Endst. No. As above.

Dated Shimla-2, the 06<sup>th</sup> September, 1995.

Copy is forwarded to all the Distt. Treasury Officers/ Treasury Officers in Himachal Pradesh for information and necessary action.

Sd/-

Addl. Secretary (Fin.) to the  
Government of Himachal Pradesh.



## **ANNEXURE**

<b>SOE</b>	<b>DEFINITION/EXPLANATION</b>	<b>DELEGATION OF FINANCIAL POWERS SUBJECT TO BUDGETARY PROVISION</b>
<b><u>1. SALARIES</u></b>	It includes pay, allowances in all forms to personnel including leave encashment but not travel expenses(other than leave travel concession)	<p>Full powers to DDO level for payment of salary and allowances of all staff in position against bother permanent and temporary posts subject to the condition that:-</p> <ul style="list-style-type: none"> <li>i) No vacant post shall be filled by direct recruitment without concurrence of F.D.</li> <li>ii) No new post is to be created without prior concurrence of Council of Ministers.</li> <li>iii) No payment of any New allowances be permitted without prior approval of CMM with concurrence of F.D.</li> </ul>
<b><u>2. WAGES</u></b>	It includes payment to daily rated staff, whole time or part time (other than those charged to SOE maintenance Minor and O...Major works)	<p>i) Full powers up to DDO level for all daily waged/part-time employees in position as on 28<sup>th</sup> February of the preceding financial year.</p> <p>Provided that this power shall not confer the right to fill up any vacancies in daily waged personnel resulting from any cause whatsoever without concurrence of F.D. Provided further that this restriction will not apply to sanctioned posts of part time sweepers.</p> <p>i) No new posts on daily wage part-time shall be crated without prior concurrence of F.D.</p> <p>Provided that any temporary posts created for fixed periods such as coal boys shall continue to be paid only for the specified periods within the sanctioned limit of engaging such personnel fixed once with prior concurrence of Finance Department.</p> <p>Provided further that the instructions issued by the Department of Personnel vide their letter No. Per(AP-11)5(2)5/86-III, date will remain the guiding principle for governing the service conditions of daily waged personnel.</p>
<b><u>3.TRAVEL EXPENSES</u></b>	It includes all expenses on account of travel on duty. This will also include TA/DA to non-official members.	<ul style="list-style-type: none"> <li>(i) Full powers to the designated Controlling Officers for tours within the State (for this purpose tours upto Chandigarh/ Pathankot will count as tours within the State)</li> <li>(ii) Full Powers to Administrative Secretary for tours outside the</li> </ul>

		<p>State but within the country.</p> <p>(iii) Secretaries to the Government will inform the C.S. about their tour programme.</p> <p>(iv) All Foreign Tours shall be subject to clearance by F.D. through A.D.</p> <p>(v) Tours by Private vehicles shall be governed by instructions issued from time to time and instructions already issued shall continue to apply till such time they are revised.</p> <p>Providing that the delegation provided here may at any time be curtailed by administrative instructions such as the instructions issued by Department of Personnel regarding restrictions on touring during the Vidhan Sabha session.</p>
<b>4. LIVERIES</b>	It includes expenditure on liveries as approved by Government.	Full powers to the Controlling Officers for purchase of livery articles on the rate and pattern approved by Government.
<b>5. OFFICE EXPENSES</b>	It includes all contingent expenses for running an office such as furniture, postage, purchase and maintenance of office machines and equipment (e.g. photo copiers, fax machines, typewriters, computers, heater, locks clocks etc.) hot and cold weather charges, telephones, electricity and water charges, stationery other than that received directly from the controller Printing and Stationery, expenditure on labour for carriage of office record materials etc. (it is not paid out of wages), purchase of books, journals and news papers for use in offices/libraries, demurrage/wharf age, printing other than that through Controller, Printing and Stationary.	<p>Furniture</p> <p>(i) Total ban on purchase of furniture except in cases where &amp; new office or additional staff is created. In these cases, purchase of furniture will be according to the norms decided by the government. Where norms do not exist the AD shall get these notified with prior concurrence of F.D.</p> <p>(ii) In the case of replacements of furniture, full powers to the Heads of Department subject to condemnation of old furniture in accordance with the laid down procedure and replacement as per approved norms.</p>

		Postage	Full power upto DDO level.
		Purchase of Office machines and Equipment.	All purchases of individual items costing above Rs. 20,000/- shall be effected with prior approval of Finance Department. Power upto Rs. 20,000/- delegated to HOD.
		Maintenance Office machines.	Full powers to HODs/controlling Officers.
		Hot and Cold	----do--- Weather charges.
		Electricity and water charges.	---do---
		Telephones /EPABX & New connections/New EPABXs	i) No new telephones/EPABX for the existing establishment without prior concurrence of Finance Department. ii) For new establishments offices, telephones may be sanctioned by the concerned AD on the basis of norms notified with prior concurrence of Finance Department.
		Telephone bills	Full powers to the HOD subject to the limits free telephone calls on official phones installed at residences as per instructions issued from time to time.
		Carriage of record	Full powers to HODs/DDO.
		Books & Journals	Full powers to HOD.
		Stationery other than that received from CP&S.	Full powers to HOD.
<b>6. <u>MEDICAL REIMBURSEMENT</u></b>	It includes expenditure on medical expenses of Government employees and other authorized by Government, as per procedure approved by Government.	Full powers to DDOs subject to instructions/norms fixed by the Government from time to time.	

<b><u>7. RENT, RATE &amp; TAXES.</u></b>	It includes payment of rent for hired buildings Municipal rates and taxes etc. it will also include lease charges for land.	i)Full powers to DDOs for payment of rent buildings which have been hired by the concerned department with prior concurrence of F.D. ii)Full powers for payment of Rates and Taxes. iii)For hiring of new office/residential accommodation full powers to the A.D. on the basis of norms notified with prior concurrence of F.D.
<b><u>8. PUBLICATIONS</u></b>	It includes expenditure on printing of office codes manuals and other documents whether priced or un-priced but will exclude expenditure on printing of publicity materials. This will also include discount to agents on sale of publications.	Delegations under this head shall be same as under "Other Charges" clause(vii)  Provided that wherever publications are to be printed from any agency other than through the Controller, Printing and Stationery, these shall be subject to NOC from the Controller of Printing and Stationery.
<b><u>9.ADVERTISING &amp; PUBLICITY</u></b>	It includes costs of printing of publicity material for all government departments. This would also include expenditure on Organizing of putting up stalls giving prizes, etc. at exhibitions and fairs.	Full powers to the ADs on the rate and pattern approved by the Government with prior concurrence of Financial Department.
<b><u>10. HOSPITALITY &amp; ENTERTAINMENT</u></b>	It includes expenditure on hospitality /entertainment expenses.	(a)Full powers to the AD to host official lunches/dinners and provide refreshment at meetings, etc.
<b><u>11. FURNISHINGS</u></b>	it includes expenditure on furnishings of such residential and non residential buildings as are specifically approved by Government in concurrence with F.D.	Full powers to AD on the basis of Norms notified with the concurrence of Finance Department.
<b><u>12. PROFESSIONAL &amp; SPECIAL SERVICES.</u></b>	It includes charges for legal services, consultancy fees, fees to staff artists, remuneration to examiners, invigilators etc. for conducting examinations remuneration to casual artists, etc. to other than Government servants.	Full powers to A.D. / HOD subject to norms notified in consultation with F.D.
<b><u>13. FIXED TRAVEL ALLOWANCE.</u></b>	It records expenditure on fixed traveling allowance to concerned government employees.	Full powers to the Controlling Officers in accordance with the rates notified with concurrence of Finance Department.
<b><u>14. EMOLUMENTS</u></b>	It records the emoluments of members of the Vidhan Sabha.	----
<b><u>15. SECRET SERVICE EXPENDITURE.</u></b>	It records secret service expenditure.	Full powers to the officers designated by the Government to operate this SOE.
<b><u>16. OTHER CHARGES.</u></b>	It includes payment out of discretionary grants, expenditure on organizing as	i)Discretionary grants expenditure shall be regulated as per the rules/instructions on instructions

	well paying delegate fees for Conferences, Seminars Workshops, short term farmer's training/youth/NCC and other camps, gratuitous relief, compensation for loss caused by wildlife, any other expenditure which cannot be classified under any of these specified object heads will be debited to this head.	<p>issued on the subject from time to time.</p> <p>ii)For delegate fees for participation in conference/seminars/workshops with in the country, full powers to the AD.</p> <p>iii) For organizing seminar/ conference / workshop by various department with in Himachal Pradesh, full powers to the A.D.</p> <p>iv)For participation if Conference/ seminars/ workshops outside the country prior permission of the Finance Department shall be necessary.</p> <p>v)Short term training/camps such as farmers/Youth/NCC camps etc. full powers to the AD subject to expenditure as per norms approve with prior concurrence of Finance Department.</p> <p>vi)For expenditure gratuitous, full powers to the Controlling Officers as per the rates/norms notified by the government with prior concurrence of the Finance Department.</p> <p>vii)For all other expenditures not classified under any of the SOEs in this list, the powers in each such case will be as under:-</p> <p>(a) Adm. = 20,000/- Secys.</p> <p>(b) HODs = 10,000/-</p>
<b>17. <u>MAINTENANCE.</u></b>	It records expenditure on repair and maintenance of all works including wages and materials.	<p>Full powers to Controlling Officers subject to:-</p> <p>(a) The availability of LOC.</p> <p>(b) The condition that as additional persons shall be engaged beyond the numbers for daily waged workers fixed with the approval of Finance Department.</p> <p>(c) All purchases shall be regulated by the procedure outlined for material and supplies.</p>
<b>18. <u>INTEREST.</u></b>	It records payment of interest on loans raised by Government.	All cases to be referred to the F.D.
<b>19. <u>REFUNDS.</u></b>	It records expenditure specifically provided in budget.	All cases to be referred to the F.D.
<b>20. <u>WRITE OF LOSSES.</u></b>	It records write off of loans and advances due to government and waiver off interest.	All cases to be referred to the F.D.
<b>21. <u>SUMPTUARY ALLOWANCES</u></b>	It includes expenditure under this head as per the pattern approved by the Government	Full powers to the concerned officers as per the norms fixed by the Government with prior concurrence of

	for various Government functionaries.	Finance Department.
<b>22. COMPENSATIONS</b>	It records expenditure specifically provided in budget.	All cases to be referred to the F.D.
<b>23. MOTOR VEHICLES</b>	It includes expenditure on purchase, repair and running (including POL) of light vehicles, buses, trucks, Ambulances, LCV, motor-cycles, scooters but will not include earth moving and allied machinery such as dozers, rollers, tippers, compressors and snow cutter etc.	<p>(a) Purchase of new vehicles including those by way of replacements only with prior concurrence of the Council of Ministers through F.D.</p> <p>(b) For repairs/spare parts/consumable accessories full powers to the Controlling Officers.</p>
<b>24. MACHINERY EQUIPMENT.</b>	It includes expenditure on all kinds of equipment and machinery of a non-consumable nature relating to the functional needs of a department and shall not include any other items admissible under any other SOE (e.g. OE, MV, OC, M&S etc.)	<p>HOD will be competent to effect purchases upto rupees One Lakh under this SOE for purchase from sources and at rates duly approved by Government through Controller of Stores, DGS&amp;D and any specific orders in this regard. There shall be a purchase committee for all purchases and authorization of expenditure of M&amp;E in excess of Rupees One Lakh. The purchase committee structure shall be as under with the powers mentioned thereto:-</p> <p>(a) At the HOD level upto Rs. 50 Lakh per annum cumulatively except purchase of vehicle of any kind. This Committee shall have the senior most member of the SAS in the Department as its member. In some cases where purchases may be necessary to be effected at the District level, the AC(F&amp;A) posted in the D.C. office as Credit Planning Officer will be one of the members.</p> <p>(b) At the Administrative Department level full powers except purchase of vehicle of any kind.</p> <p>Provided that no committee shall ordinarily sanction amounts exceeding <math>\frac{1}{4}</math> of the sanctioned Budget in each quarter. Exceptions involving expenditure in excess of limit specially where purchase of M&amp;E are directly related to seasonal consultation with F.D.</p>
<b>25. MATERIALS SUPPLY &amp; STORE</b>	It includes expenditure on material and supplies of a consumable nature pertaining to the functional needs of the department e.g. diet and	HOD will be competent of effect purchases upto Rupees One lakh under this SOE for purchases from sources and at rates duly approved by Government through Controller of

	<p>medicine expenses, raw material for trainees, seeds, fertilizer for farms, etc. (It shall not include any item covered under any other SOE, e.g. OE, M&amp;E, M.V. etc.) it should not also include expenditure on such supplies materials as are chargeable to maintenance/minor works major works.(These should be charged to suspense till.</p>	<p>Stores, DGS &amp; D and any specific orders in this regard. There shall be a purchase committee for all purchases and authorization of expenditure of M&amp;S in excess of Rupees one lakh. The purchase Committee structure shall be as under with the powers mentioned thereto:-</p> <p>At the HOD level upto Rs. 50 lakh per annum cumulatively except purchase of vehicle of any kind. This Committee shall have the senior most member of the SAS in the department as its member. In some cases where purchases may be necessary to be effected at the distt. Level, the AC (F&amp;A) posted in the D.C. Office as Credit Planning Officer will be one of the members. At the administrative Department level full powers except purchase of vehicle of any kind. Provided that no committee shall ordinarily sanction amount exceeding <math>\frac{1}{4}</math> of the sanctioned Budget in each quarter.</p> <p>Exceptions involving expenditure in excess of limit, specially where purchase of M&amp;S are directly related to seasonal requirements could be laid down by the A.D. in consultation with F.D.</p>
<b>26.MINOR WORKS</b>	It includes expenditure on minor additions/alternation to existing works or new works classified as minor with reference to financial limits.	Full powers for granting administrative approval and expenditure sanction to the HODs All purchases for minor works will be in accordance with the procedure explained against the SOE M&S.
<b>27. MAJOR WORKS.</b>	It be classified with reference to financial limits as per classification of major works in PWD CODE. This will also include cost of acquisition of land and structure.	Full powers to A.D. to sanction/incur expenditure as per Government orders on the subject from time to time. The A.D. may delegate appropriate powers to HODs. All purchases shall be in accordance with procedure laid down under machinery and Equipment/M&S.
<b>28.PENSIONS</b>	It includes donations to service funds and contributory provident funds in addition to payments of pensions and gratuity in all forms to government servants and member of Vidhan Sabha.	Full powers to the Designated Officers.
<b>29. <u>SOCIAL SECURITY PENSIONS</u></b>	Freedom Fighter/War widows/ old age/ widow physical handicapped/patient of leprosy etc.	Full powers to the HODs as per schemes & rates and numbers approved from time to time in concurrence with F.D.
<b>30.</b>	It includes expenditure on	Full powers to the HODs /DDOs as per

<b><u>SCHOLARSHIPS/ STIPENDS</u></b>	Scholarship/ stipends to students/ trainees under approved Government schemes including one time non-recurring not include expenditure on short term camps (e.g. farmers training, Youth Camps, NCC etc.)	the schemes approved by the State Government from time to time, with prior concurrence of Finance Department.
<b><u>31. GRANT-IN-AID</u></b>	It includes all grants in aid and contribution by Government to any person or body where it is not in the nature of a loan or subsidy.	Full powers to the Ads subject to notification of rules /norms with concurrence of Finance Department. Wherever Utilization Certificates are shall be subject to submission of Utilization Certificates of previous quarter, having been received by A.D.
<b><u>32. SUBSIDY</u></b>	It records subsidies by under schemes of various departments.	Full powers to the A.D. subject to notification of rate and patterns with prior concurrence of Finance Department.
<b><u>33. INVESTMENT</u></b>	It includes equity contribution by State Government in any incorporated body.	All cases to be referred to F.D.
<b><u>34. LOANS &amp; ADVANCE</u></b>	It includes all loans and advances granted to other Governments, Public Sector Enterprises, undertakings and other Government bodies etc. But will exclude repayments of borrowings. This will also include loans and advances to Government servants and other categories.	All cases to be referred to F.D.
<b><u>35. REPAYMENT OF BORROWINGS</u></b>	It records repayments borrowings undertaken Government.	All cases to be referred to F.D.
<b><u>36. SUSPENSE</u></b>	It records material and supplies purchased for issue to maintenance minor and major works and which are not immediately charge to the works.	As per the details given against SOE, M & S/M & E.
<b><u>37. HONORARIUM</u></b>	It includes disbursements to categories like Vol. Teachers/MSK/Home Guard Jawans as well as payments of honorarium for delivery of lectures, at training Institutions, setting and evaluation of examination papers, preparation of case studies, invigilation duties, honorarium for enumeration or supervision of census and similar work to Government servants.	Full powers to HODs/DDO on the rate and pattern approved by the Government with prior concurrence of F.D.
<b><u>38. REWARDS</u></b>	It records expenditure on any rewards given to Government servants.	As per existing provisions of H.P.F.R. 19.6.



**GOVERNMENT OF HIMACHAL PRADESH  
FINANCE-E-DEPARTMENT.**

No. Fin-1-C(14)1/83-

Dated: 6-2-1997.

**“Corrigendum”**

In partial modification of this department's letter of even number dated 6.9.1995 the provisions contained against serial No.5 “OFFICE EXPENSES” may be substituted and read as under:-

5. Office Expenses	Furniture	(i) “Total ban on purchase of furniture except in cases where a new office or additional staff is created. In these cases, full powers to A.D. Purchase of furniture will be according to the norms decided by the Government. Where norms do not exist the A.D. shall get these notified with prior concurrence of F.D.”
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By order

Fin.Commr.-cum-Secy.(Finance) to  
The Govt. of Himachal Pradesh.

Endst. No. Fin-1C(14)1/83-

Dated: Shimla-2,

Feb., 1997.

Copy forwarded for information and necessary action to:-

1. All Administrative Secretaries, Govt. of Himachal Pradesh, Shimla-171002.
2. All Heads of Departments in Himachal Pradesh.
3. All Managing Directors of Boards/Corporations in Himachal Pradesh.
4. All Vice Chancellors of Universities in Himachal Pradesh.
5. All Special Secretaries/Additional Secretaries/ Joint Secretaries/ Deputy Secretaries to the Govt. of Himachal Pradesh.
6. All the Deputy Commissioners in Himachal Pradesh.

Joint Secretary (Fin. Expdt.) to  
The Govt. of Himachal Pradesh.

No. Fin.1-C(14)1/92-Vol-II  
Government of Himachal Pradesh  
Finance (Expenditure Control) Department”

From

The F C (Finance) to the  
Govt. of Himachal Pradesh.

To

1. All Administrative Secretaries,  
Government of Himachal Pradesh,  
Shimla-171002.
2. All Heads of Departments in  
Himachal Pradesh.
3. All Managing Director of Boards/corporation  
in Himachal Pradesh.
4. The Secretary, HP Public Service Commission,  
Shimla
5. All Spl. Secretaries /Addl. Secretaries/  
Jt. Secretaries/ Deputy Secretaries, to the  
Government of Himachal Pradesh.
6. All the Deputy Commissioners, in  
Himachal Pradesh.

Dated Shimla-171002 the 22nd April, 1999

**Subject:- Economy instructions –EM 99(1).**

**Sir,**

I am directed to refer to say that the need for economy in Government expenditure without hampering the pace of development had been engaging the attention of the Government and it has now been decided that the following economy measures will become operative w.e.f. 01.05.99:-

**1. Tours and mode of journey**

- (a) All journeys to Delhi by officers in the scale minimum of which is Rs. 8090/- and above shall be authorized by the Chief Secretary.
- (b) Except for the Chief Secretary /the Additional Chief Secretary, no other Government employee shall be entitled to travel by AC-I Class/Executive Class in Trains.
- (c) For attending Seminars/Workshops/Trainings, no Government employee will be entitled to travel by Air beyond Delhi. Entitlement for air travel within Himachal Pradesh from HP to Delhi and Chandigarh will remain unchanged.
- (d) All journeys by air shall be performed by economy class.

**2. Leave Travel Concession**

LTC travel will continue to be allowed. However, travel facility by AC-I Class/Executive class and by Air during LTC is suspended for one year from 1.5.99.

**3. Residential Telephone-call limits**

Call limits for residential phones will be as under w.e.f. 1.5.99:-

Hon'ble Chief Minister/other Ministers/Chief Secretary/	No limit
Addl.Chief Secretary/Principal Secretary to Chief Minister / Secretaries to Government and DG Police	10000 (annual)
Head of Departments/Addl. DGPs/Divisional Commissioner/ DIG(Range)/	8000 (annual)
DCs/SPs/Incharge of Districts//MDs/Chief Engineers/Chief Conservator Of Forests/Branch Officer Incharge of Protocol in GAD Special Secretaries / Addl. Secretaries /Joint Secretaries/PS to Ministers and Chief Secretary (Conservators, S.Es., XENs and DFO(only those who are Incharge of territorial areas)/Addl. Directors	6000 (annual)
Other Officers	4000 (annual)

The powers of Finance Department to waive off excess calls are hereby withdrawn. Any relaxation will be authorized by the Council of Ministers.

#### **4. Petrol quotas**

Attached as well as pooled Government vehicles at Shimla will be entitled to a maximum of 75 litres per month for authorized local journeys. Maximum petrol entitlement for authorised local journeys at District Headquarter will be 40 litres, at Sub-Divisional Headquarter 25 litres and at other locations it will be 15 litres. Entire case of petrol will have to be borne by the Controlling officers beyond these limits.

Officers entitled to attached vehicles and private journeys of 250 Kms. per month will pay Rs. 500/-per month and those entitled to 150 kms. will pay Rs.300/- per month. It will be compulsory for officers with attached vehicles to pay at the above scale.

Petrol consumption for private journeys in attached vehicles for the authorized limits of 150 kms. & 250 kms. and touring shall be over and above the limits or petrol quota fixed above.

To calculate petrol consumed during the month petrol tank will be filled to the maximum capacity on the evening of the last day of each month. With this mechanism the fuel filled in a vehicle during the month and on the last day of the month will obviously give the petrol consumed during the month. Besides the kms. per litre of petrol for the previous month will be taken for reckoning the relationship between kms. & literage for private journey beyond authorized limits for attached vehicles.

At the end of each month a corticated will have to be given in following format for all vehicle:-

Kms. covered during the month	---
Kms. covered in touring during the month	---
Kms. covered for officials/local Journey during the month	---
Kms. covered in authorized private Journey within limit during the month	---
Kms. covered during the month in private journey beyond limit for private journey	---
Petrol consumption during the month	---
Amount of Rs. .... for ..... kms. of private journey deposited vide Treasury Challan No. .... dated ..... at Distt./Sub-Treasury at.....	

All vehicles other than the authorized attached vehicles will be deemed to be pooled vehicles. Heads of Departments shall be controlling officers for the pooled vehicles at State Headquarters. And senior most officer of the Department in the Distt. shall be the controlling officer of the pooled vehicles in the Districts.

Log Book shall be filled by the officer in person and not by PAs./ PSs.

If any officer or official not entitled to attached Govt. vehicle, uses Govt. vehicles for private purpose only in the case of emergency, the rate for such journeys will be Rs. 4.00 per Km.

These limits will not be applicable for Ambulances/vehicles attached with Police Stations/Fire Stations. These limits will be increased by 50% during the Vidhan Sabha session for vehicles garaged within Shimla municipal limits.

#### **5. Vehicles**

No new vehicles will be purchased even for new offices beyond the sanctioned fleet strength. New vehicle requirements will be met through surplus pool creation by GAD. If a vehicle is purchased by way of replacement it will only be a Maruti-800 or Maruti Van (except for CMM).

#### **6. Contractual appointments**

All future recruitments will be made ab initio on contractual basis for all regular posts and during the years of probation a contractual salary will be paid.

#### **Furniture**

All purchases of furniture including those by way of replacement for condemned furniture shall be done with the prior concurrence of the Finance Department.

It is once again clarified that above and all previous economy instructions will apply to all Boards/Corporation/Autonomous Bodied ipso facto.

Yours faithfully

Sd/-

(Yogesh Khanna)

Fin. Commr.-cum-Secretary(Fin.)  
to the Govt. of Himachal Pradesh

No. Fin.1-C(14)1/92-Vol-II  
Government of Himachal Pradesh  
Finance (Expenditure Control) Department”

.....

From

The Financial Commissioner-cum-Secretary (Finance) to the  
Govt. of Himachal Pradesh.

To

1. All Administrative Secretaries,  
Government of Himachal Pradesh,  
Shimla-171002.
2. All Heads of Departments in  
Himachal Pradesh.
3. All Managing Director of Boards/corporation  
in Himachal Pradesh.
4. The Secretary, HP Public Service Commission,  
Shimla
5. All Spl. Secretaries /Addl. Secretaries/  
Jt. Secretaries/ Deputy Secretaries, to the  
Government of Himachal Pradesh.
6. All the Deputy Commissioners, in  
Himachal Pradesh.

Dated Shimla-171002 the 22nd April, 1999

**Subject:- Economy instructions –EM 99(1).**

Sir,

I am directed to refer to say that the need for economy in Government expenditure without hampering the pace of development had been engaging the attention of the Government and it has now been decided that the following economy measures will become operative w.e.f. 01.05.99:-

**Disposal of old unserviceable stores**

Old condemnable, furniture etc. would be disposed off within the next three months and compliance report sent to Finance Secretary.

**Stationery**

In order to save cost of stationery and postage and also to save manpower, it has been decided that endorsement of circulars/orders/notifications to various offices/authorities should be reviewed. Furthermore, possibility of introducing of inland letters and Postcards should also be examined and wherever feasible it should be introduced.

It is once again clarified that above and all previous economy instructions will apply to all Boards/Corporation/Autonomous Bodied ipso facto.

Yours faithfully

Sd/-

(Yogesh Khanna)  
Fin.Commr.-cum-Secretary (Fin.)  
to the Govt. of Himachal Pradesh

No. Fin.1 (C) 14-1/92-Vol.- II  
Government of Himachal Pradesh  
Finance-F- Section.

From

The F.C.-Cum-Secretary (Finance) to the  
Government of Himachal Pradesh.

To

1. All Administrative Secretaries  
Government of Himachal Pradesh
2. All Heads of Departments in  
Himachal Pradesh.
3. All Managing Directors of Boards and  
Corporations, in Himachal Pradesh.
4. The Secretary,  
HP Public Service Commission, Shimla.
5. All Divisional Commissioners, in  
Himachal Pradesh.
6. All the Deputy commissioners, in  
Himachal Pradesh.

Dated Shimla-171002 the 28th July 1999.

Subject:- Economy Instructions-EM 99(I)- Clarification regarding.

Sir,

In continuation of this department letter of even number dated 22nd April, 1999, it is clarified that the rate for any private journeys beyond the limit for which a fixed monthly deduction is specified shall be @ Rs. 2/- per km for officers entitled to attached vehicles.

Yours faithfully,

Sd/-  
(Deepak Sanan)  
Commr.-cum-Secretary (Finance) to the  
Government of Himachal Pradesh.

No. Fin.1(c) 14-1/92-Vol.- II  
Government of Himachal Pradesh  
Finance-F- Section.

From

The F.C.-Cum-Secretary (Finance) to the  
Government of Himachal Pradesh.

To

1. All Administrative Secretaries  
Government of Himachal Pradesh
2. All Heads of Departments in  
Himachal Pradesh.
3. All Managing Directors of Boards and  
Corporations, in Himachal Pradesh.
4. The Secretary,  
HP Public Service Commission, Shimla.
5. All Divisional Commissioners, in  
Himachal Pradesh.
6. All the Deputy commissioners, in  
Himachal Pradesh.

Dated Shimla-171002 the 28th July 1999.

Subject:- Economy instruction-EM-99(II)-Clarification regarding.

Sir,

In continuation of this department letter of even number dated 22nd April, 1999.

I am directed to clarify that entitled to attached vehicles at district Hqr other than Shimla shall be entitled to private journey of 75 kms and shall have to pay Rs. 150/- per month for this facility, and for Sub-Divisional and Block Head Quarter this entitlement will be 50 kms entitlement will be 50 kms and the Officers shall have to pay Rs.100/- per month for this facility. It will be compulsory for Officers with attached vehicles to pay these minimum monthly charges.

Yours faithfully,

Sd/-

(Deepak Sanan)  
Commissioner-cum-Secretary  
(Finance) to the Government of Himachal  
Pradesh.

No. Fin. I (C) 14-1/92-Vol-I  
Government of Himachal Pradesh  
Finance (F) Section.

From

The Financial Commissioner-cum-Secretary (Fin)  
to the Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. All Managing Directors of Boards and Corporations in Himachal Pradesh.

Dated Shimla-2, the 16th November, 1999.

**Subject:- Economy Instructions.**

Sir,

I have been directed to convey the following decisions of the Government:-

1. No calendars or diaries will be printed by the department/ Boards/ Corporation of the State Government. The only diary or calendar will be printed by the State Government Press and these will be used by all agencies after purchase from the State Government Press, if required.
2. No official greeting cards shall be got printed by any department of Board/ Corporation.
3. No lunch/dinner will be served at Government expenses at any meeting including the meetings of the Council of Ministers. Exception shall be made in the case of full daylong meetings where working lunch only will be served.

It is requested that these decisions may be implemented in letter and spirit.

Yours faithfully,  
Sd/-

Commissioner-cum-Secretary (Expdt.) to the  
Government of Himachal Pradesh.

No. Fin. I-C(14) 1/83  
Government of Himachal Pradesh  
Finance-Department.

From

The F.C.-Cum-Secretary (Finance) to the  
Government of Himachal Pradesh.

To

1. All Secretaries to the  
Government of Himachal Pradesh
2. All Heads of Departments in  
Himachal Pradesh.
3. All Managing Directors of Boards and  
Corporations, in Himachal Pradesh.
4. All Vice Chancellors of Universities in  
Himachal Pradesh.
5. The Secretary, HP Public Service Commission  
Himachal Pradesh.
6. All the Deputy commissioners, in  
Himachal Pradesh.

Dated Shimla-2, the 30.11.2000.

**Subject:- Economy instructions-EM 99(1)**

Sir,

I have been directed to invite your attention to this department letter of even number dated the 22nd April, 1999, on the subject cited above and to clarify that ban on travel facilities by AC-I Class/ Executive Class and by Air during L.T.C in operation since 1.5.1999 has always in force and will remain in force till further orders.

Yours faithfully,  
Sd/-

(Abhay Pant)  
Additional Secretary (Expdt. Control)  
to the Government of HP



सं०: फिन-1 (सी) 14-1/92-II

हिमाचल प्रदेश सरकार

वित्त विभाग ।

.....

प्रेषक:-

वित्तायुक्त एवं सचिव (वित्त)

हिमाचल प्रदेश सरकार।

प्रेषित

1. समस्त सचिव,  
हिमाचल प्रदेश सरकार।
2. समस्त विभागाध्यक्ष,  
हिमाचल प्रदेश
3. समस्त प्रबन्ध निदेशक,  
बोर्ड तथा निगम।
4. समस्त जिलाधिश,  
हिमाचल प्रदेश।
5. कुलसचि, समस्त विश्वद्यालय,  
हिमाचल प्रदेश।

दिनांक शिमला-2, जून 14, 2001

**विषय:-** शिलान्यास एवं उद्घाटनों के दौरान विभागीय भोज बन्द किये जाने बारे।

महोदय,

उपरोक्त विषय पद मुझे यह कहने का निर्देश हुआ है कि सरकार ने मितव्ययता के दृष्टिगत यह निर्णय लिया गया है कि समस्त शिलान्यासों एवं उद्घाटनों के दौरान कोई भी भोज न दिये जायें तथा इन समारोहों को यथासम्भव सादा रखा जाए।

यह आदेश तुरन्त लागु होंगे ।

भवदीय,

हस्ता०

अतिरिक्त सचिव (व्यय-नियन्त्रण)

हिमाचल प्रदेश सरकार

No. Fin. I-C(14)-1/83  
Government of Himachal Pradesh  
Finance Department.

.....

From

The F.C.-cum-Secretary (Finance) to the  
Government of Himachal Pradesh.

To

1. All Secretaries to the  
Government of Himachal Pradesh.
2. All Heads of Departments in H.P.
3. All Managing Directors of Boards and  
Corporations in Himachal Pradesh.
4. All Vice Chancellors of Universities in H.P.
5. All special Secretaries/ Additional Secretaries/  
Joint Secretaries/ Deputy Secretaries /Under  
Secretaries to the Government of H.P.
6. All Deputy Commissioners in H.P.

Dated Shimla-2, the 24th July, 2001.

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

Sir,

In continuation of this department letter of even number dated 06.09.1995, on the subject cited above I have been directed to delegate full powers to Heads of Departments for the purchase of stationery items from controller printing and Stationery from SOE 'Office Expenses' item No. 05, of above mentioned letter subject to the condition that all codal formalities before purchase must be completed.

Yours faithfully,

Sd/-

Addl. Secretary(Fin.-Exp.) to the  
Government of Himachal Pradesh.

No. Fin.-1-(C)-14-1/92-Vol-II  
Government of Himachal Pradesh  
Finance Department  
(Expenditure Control-II)

From

The Principal Secretary (Finance) to the  
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the  
Government of Himachal Pradesh, Shimla-71002
2. The Secretary to Governor, H.P. Shimla-2.
3. The Secretary, Vidhan Sabha, H.P. Shimla-4.
4. The Registrar General, H.P. High Court, Shimla-1
5. All the Heads of Departments in H.P. Secretariat
6. All Chief Executive Officers, /Managing Directors  
of H.P. Public Sector Undertakings/Boards/  
Autonomous Bodies etc.
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. All Deputy Commissioners in H.P. Secretariat
12. The Registrar, H.P. Administrative Tribunal,  
H.P.Shimla-2.
13. The Registrars of all the Universities in H.P.

Dated: Shimla-171 002 the 25th April, 2006.

**Subject:- Economy instructions-EM-99(1).**

Sir,

In partial modification of this Department's letter of even number dated 22.04.1999 on the above subject, it has now been decided to amend Para-1 "Tours and Mode of Journey" of F.D's instructions ibid to the extent that henceforth all those officers who are in the super-time scale and above are entitled to perform official tour(s)/Journey(s) by A.C.-I-Class/Executive Class in trains & even by air at their discretion. However, the procedure for seeking prior approval in such cases as elaborated in F.D.'s letter of even number dated 29.05.2003 of the competent authority will remain unchanged. I am, therefore, directed to request you to kindly ensure the strict compliance of the aforesaid instructions in all the departments/organizations working under your control.

Yours faithfully,

Sd/-

Under Secretary(Finance-Exp.) to the  
Govt. of Himachal Pradesh, Shimla-2.

No. Fin.-1-(C)-14-1/92-Vol-II  
Government of Himachal Pradesh  
Finance Department  
(Expenditure Control-II)

From

The Principal Secretary (Finance) to the  
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh, Shimla-71002
2. The Secretary to Governor, H.P. Shimla-2.
3. The Secretary, Vidhan Sabha, H.P. Shimla-4.
4. The Registrar General, H.P. High Court, Shimla-1
5. All the Heads of Departments in H.P. Secretariat
6. All Chief Executive Officers, /Managing Directors of H.P. Public Sector Undertakings/Boards/Autonomous Bodies etc.
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. All Deputy Commissioners in H.P. Secretariat
12. The Registrar, H.P. Administrative Tribunal, H.P.Shimla-2.
13. The Registrars of all the Universities in H.P.

Dated: Shimla-171 002 the 25th April, 2006.

**Subject:- Economy instructions-EM-99(1).**

Sir,

I am directed to invite your kind attention on this Department's letter(s) of even number(s) dated 22.04.1999 & 18.07.2000 respectively on the above subject and to clarify as hereunder:-

1. For all kind(s) of journey(s)/tour(s) to be performed by the Officer(s)/Official(s) **by air** for the purpose(s) except for attending Seminar(s)/Workshop(s)/Training(s), the prior approval of the Chief Secretary is essential on the relevant departmental files of the Administrative Department(s) concerned.
2. For tour(s)/ journey (s) for attending Seminar(s)/ Workshop(s)/ Training(s) etc. **by air**, the prior approval of the Chief Minister is essentially required on the relevant departmental file(s) of the Administrative Departments concerned.

Yours faithfully,  
Sd/-

Under Secretary (Finance-Exp.) to the  
Govt. of Himachal Pradesh, Shimla-

Copy of letter No. FIN-F(A) 11-4/2004 dated 27.5.2006 received from the Principal Secretary (Finance) to the Government of Himachal Pradesh addressed to all the Administrative Secretaries to the Govt. of HP, all the Heads of Departments in HP and others.

**Subject: Control of expenditure on Government vehicles.**

On the above, I am directed to refer to this Department's letter/instructions of even number dated 07.07.2004 and to intimate that the Government has reviewed its earlier decision regarding plying of Government vehicles on Monday(s) and decided that in order to bring more efficiency in administration, henceforth Government vehicles will also ply on Monday(s). However, keeping in view the economy measures, it has also been decided to reduce the present ceiling of petrol by 5 litres per month per vehicle per officer. Consequently, the new ceiling of petrol for attached as well as pooled Government vehicles at different locations henceforth would be as hereunder:-

<b>LOCATION(S)</b>	<b>PETROL CEILING (IN LITRES)</b>
At State Headquarters, Shimla	70
At District Headquarters	35
At sub-Divisional Headquarters	20
At other locations except as indicated above.	10

All the terms and conditions/procedure in this regard as laid down in this Department's letter/instructions dated 22.4.1999 would remain unchanged.

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

By order  
Principal Secretary (Finance) to the  
Government of Himachal Pradesh.

No. Fin.-1-(C)-14-1/92-Vol-II  
Government of Himachal Pradesh  
Finance Department  
(Expenditure Control-II)

From

The Principal Secretary (Finance) to the  
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the  
Government of Himachal Pradesh, Shimla-71002
2. The Secretary to Governor, H.P. Shimla-2.
3. The Secretary, Vidhan Sabha, H.P. Shimla-4.
4. The Registrar General, H.P. High Court, Shimla-1
5. All the Heads of Departments in H.P. Secretariat
6. All Chief Executive Officers, Managing Directors  
of H.P. Public Sector Undertakings/Boards/  
Autonomous Bodies etc.
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. All Deputy Commissioners in H.P. Secretariat
12. The Registrar, H.P. Administrative Tribunal,  
H.P.Shimla-2.
13. The Registrars of all the Universities in H.P.

Dated: Shimla-171 002 the 04<sup>th</sup> October, 2006.

**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 30.04.2005 on the above subject, the Government has reviewed its earlier decision and decided to amend the power(s) F.D.'s instructions ibid to the extent that henceforth, the cases seeking expenditure sanction(s) of the Government in Finance Department for release of "Grant-in-Aid"/ "Subsidy" under SOE, "Grant-in-Aid"/ "Subsidy" in respect of various Department(s)/ Organization(s) for implementation of different developmental scheme(s) in the State amounting up-to Rs. 01.00 crore (Rs. One Crore) only can be disposed of by all the Administrative Department(s) concerned subject to quarter-wise budget authorization as defined in F.D.'s main delegation(s)/guideline(s) dated 06.09.1995. Also, Administrative Department(s) would ensure the following parameters before issuance of such sanction(s) of "Grant-in-Aid"/ "Subsidy" at their own level:-

- i) No further delegation by the A.D.'s will be permitted.
- ii) A.D. will not issue more than one installment of GIA/ subsidy in one month's time for the particular budgeted purpose.
- iii) Sanction(s) be restricted to within the sanctioned/authorized budget of the Department concerned under relevant Head of Account/SOE for concerned financial year and the permissibility of the rules/norms/guidelines framed in this regard.
- iv) A.D. would ensure all the UCs along-with the detail of delineated and validated activities while making the next sanction(s).

- v) A.D. would also ensure the crediting of the central share in the State Exchequer, if the proposal/scheme is centrally sponsored.
- vi) 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,

Sd/-  
Under Secretary (Finance-Exp.) to the  
Govt. of Himachal Pradesh, Shimla-

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 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 of 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,  
Sd/-

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

PERSONAL ATTENTION  
MOST URGENT/TIME BOUND

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

From

The Chief Secretary 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 13th June, 2007.

Subject :- Need for Economy without impeding the pace of development –Economy Instructions.

Sir,

On the above subject, it is re-iterated that although, the State Government has been endeavoring to compress unproductive expenditure by adopting various austerity measure(s) yet it is appropriate to re-enforce continuity of such efforts without impeding the pace of development in the State. Thus, in order to ensure economy and to reduce unproductive expenditure vis-à-vis to save electricity, it has been decided at the Government level that all the existing electric bulbs of the Government offices may be substituted/replaced by THREADTYPE CFLs along-with their fittings as and when they get fused or go out operation, subject to the following conditions that:-

- i) Their “Fuse Report” must be certified by the authorized electrician/competent authority of the department concerned.
- ii) Branded CFLs (THREAD-TYPE) must be purchased from the R/C Firm(s) only with proper Guaranty/warranty/AMC etc., if R/C is present for these items, else from open market.
- iii) Un-necessary glowing of CFLs/Bulbs particularly during day time be avoided.
- iv) Completion of all codal formalities/procedures in advance in this regard.

In addition, A.D. should take steps at its own level to ensure adequate safety measures, wherever required, against theft of these high-cost CFLs.

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

Yours faithfully,

Sd/-

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

PERSONAL ATTENTION  
MOST URGENT/TIME BOUND

No. Fin-I-(C) - 14 -1/92-Vol.-II  
Government of Himachal Pradesh  
Finance Department  
(Expenditure Control – II )

....

From

The Chief Secretary 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/Corporations
  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 18th July, 2007.

**Subject :- Economy instructions – EM 99 (1)**

Sir,

On the above cited subject, in partial modification of this Department's letter of even number dated 22.04.1999, I am directed to say that in order to improve functional efficiency vis-à-vis ensure speedy disposal at all level(s), the Government of Himachal Pradesh is pleased to notify that :-

- (a) Journey(s) outside the State of all officer(s) in the pay scale(s) of Rs. 18,400/- and above would need approval of the Chief Secretary.
- (b) Journey(s) outside the State of officers below pay scale beginning at Rs. 18,400/- can be considered/approved by the concerned Administrative Secretaries, on functional basis.

However, it shall be ensured that officers should be available for Cabinet meeting(s), Hon'ble Chief Minister's tour(s) in the field, visit(s) of GOI Minister(s)/Secretaries and other important discussion(s).

You are, therefore, requested to kindly ensure the strict compliance of the aforesaid instructions in all the departments/organizations working under your control.

Yours faithfully,  
Sd/-

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

## **CHAPTER-6 OF HPFR, 2009.**

### **PROCUREMENT OF GOODS AND SERVICES**

#### **PART-A – PROCUREMENT OF GOODS.**

- 91. Fundamental principles of public buying.** – (1) Every authorized officer delegated with the financial powers of procuring goods in public interest shall be responsible and accountable to bring efficiency, economy and transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.
- (2) In making public procurement the following procedures shall be followed, namely:-
- (a) the specifications in terms of quality, type and quantity of goods to be procured, shall be clearly spelt out keeping in view the specific needs of the Procurement Entity. The specifications shall meet the basic needs of the Procurement Entity. Purchases shall not be made in excess of requirement to avoid inventory carrying costs;
  - (b) offer shall be invited by adopting a fair, transparent and reasonable procedure;
  - (c) the Procurement Entity shall satisfy itself that the selected offer adequately meets its requirement in all respects;
  - (d) the Procurement Entity shall satisfy itself that the price of the selected offer is reasonable and as per specified quality; and
  - (e) at each stage of procurement, the concerned Procurement Entity shall place on record, in precise terms, the points taken into consideration by it at the time of taking the procurement decision.
- 92. Authorities competent to purchase goods.**- A Competent Authority which is empowered to incur contingent expenditure may sanction the purchase of goods required for use in public service, in accordance with delegation of powers as may be prescribed.
- 93. Powers for procurement of goods.**- The single user Department shall be delegated full powers to make their own arrangements for procurement of goods. In case, a Department does not have the required expertise, it may project its indent to the Controller of Stores or any other Procurement Entity with the approval of the Government.
- 94. Rate Contract.**- The Controller of Stores shall conclude rate contracts with the registered suppliers, for goods and items of standard type, which are identified as common user items and are needed on recurring basis by various State Government Procurement Entity(s). The Controller of Stores shall furnish and update all the relevant details of the rate contracts in its web site and the Procurement Entity(s) shall follow those rate contracts.
- 95. Registration of Suppliers.**- (1) With a view to establish reliable sources for procurement of goods commonly required for Government use, the Controller of Stores shall prepare and maintain item-wise lists of eligible and capable suppliers. They shall be termed as “Registered Suppliers” on the deposit of requisite registration fee fixed by the Controller of Stores subject to fulfillment of other terms and conditions as may be specified by the State Government. The registration shall be renewed from time to time by the Controller of Stores on the deposit of renewal fee fixed by him subject to fulfillment of other terms

and conditions as may be specified for renewal. All Procurement Entity(s) shall utilize these lists as and when required. Such registered suppliers shall be prima facie eligible for consideration for procurement of goods through Limited Tender Enquiry. They shall be exempted from furnishing bid security/earnest money along with their bids. On similar lines a Procurement Entity may also register suppliers of goods which are specifically required by that entity.

- (2) Credentials, manufacturing capability, quality control systems, past performance, after-sales service and financial background of the supplier shall be carefully verified before registration.
- (3) The supplier(s) shall be registered for a fixed period (between 1 to 3 years) depending on the nature of the goods. At the end of this period, the registered supplier(s) willing to continue with registration shall apply afresh for renewal of registration. New supplier(s) may also be considered for registration at any time, provided they fulfill all the required conditions.
- (4) Performance and conduct of every registered supplier shall be watched by the Procurement Entity. The registered supplier(s) shall be removed from the list if they fail to abide by the terms and conditions of the registration or fail to supply the goods in time or supply substandard goods or make any false declaration to any Procurement Entity or for any ground which, in the opinion of the said entity, is not in the public interest:

Provided that no registered supplier who is registered by the Controller of Stores shall be removed from the list except by or with prior approval of the Controller of Stores.

- (5) The directory of the registered suppliers shall be hosted on the web site, if any, of the registering authority and a link shall also be provided in the web site of the Controller of Stores for use by any other Procurement Entity.

**96. Enlistment of Indian Agents.-** As per the compulsory enlistment scheme of suppliers, the Controller of Stores shall act as Registrar of Firms. It shall be compulsory for Indian agents, who desire to quote directly on behalf of their foreign principals, to get them enlisted with the Controller of Stores. However, such enlistment shall not be equivalent to registration of supplier as mentioned under rule 95.

**97. Purchase of goods without quotation.-** (1) Purchase of goods up to monetary value not exceeding Rs. 3000/- (Three thousand rupees) only on each occasion subject to a maximum of Rs. 50,000/- (fifty thousand rupees) in a Financial Year, may be made by Head of the Department, Controlling Officer and Drawing and Disbursing Officer without inviting quotations or bids, on the basis of a certificate to be recorded by the authorized officer in the following format:-

*"I, \_\_\_\_\_, am personally satisfied that the goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price."*

- (2) The above monetary limit(s) may be revised by the Finance Department from time to time generally or specifically.

(3) The concerned procuring officer shall keep a record of goods purchased without inviting quotations and on each such occasion, shall work out the cumulative total of such purchases made during the Financial Year.

- 98. Purchase of goods by the Purchase Committee.\_** (1) Purchase of goods costing above Rs. 3,000/- (three thousand rupees) only and upto Rs. 1,00,000/- (one lac rupees) only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as may be decided by Head of the Department. The said committee shall survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee shall jointly record a certificate as under:-

*“Certified that we, the following members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.”*

(2) The above monetary limits may be revised by the Finance Department from time to time generally or specifically.

- 99. Purchase of goods directly under rate contract.-** (1) In case a Procurement Entity directly procures rate contracted goods from suppliers, decided by the Controller of Stores or approved Public Sector Enterprises, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase shall be in line with those specified in the rate contract. The Procurement Entity shall make its own arrangement for inspection and testing of such goods where required.

(2) The Controller of Stores shall host the specifications, prices and other salient details of different rate contracted items, appropriately updated, on the web site for use by any Procuring Entity.

- 100. Avoiding of piecemeal purchases.-** A demand for goods shall not be divided into small quantities to make piece meal purchases to avoid the necessity of obtaining the sanction of the Competent Authority required with reference to the estimated value of the total demand.

- 101. Purchase of goods by obtaining bids.-** Except in cases covered under rules 97 to 99, Procurement Entity shall procure goods under the powers referred to in these rules by following the standard method of obtaining bids in, -

- (a) Advertised Tender System;
- (b) Limited Tender System; and
- (c) Single Tender System.

- 102. Advertised Tender System.-** (1) Subject to exceptions under these rules, this method shall be used for procurement of goods of estimated value of Rs. 10 lacs (ten lacs rupees) and above or such limit as may be prescribed. Advertisement in such cases shall be given in the Official Gazette of Himachal Pradesh and at least in two leading daily news papers having wide circulation.

(2) A Procurement Entity having its web site shall also publish all its advertised tender enquiries on the web site and provide a link with web site of the Controller of Stores. It shall also give its web site address in the advertisements in the Official Gazette of Himachal Pradesh and newspapers as mentioned in sub-rule(1).

(3) The Procurement Entity shall also post the complete tender documents in its web site and permit prospective bidders to make use of the documents downloaded from the web site. Specific mention shall be made in the tender documents for comprehensive maintenance contract where ever required. If such a downloaded tender documents are priced, there shall be clear instructions for the bidder to pay the amount along with the bid.

(4) The minimum time to be allowed for submission of bids shall be three weeks from the date of publication of the tender notice or availability of the tender documents for sale, whichever is later. Where the Procurement Entity contemplates obtaining bids from abroad, the minimum period shall be four weeks for both domestic and foreign bidders.

(5) Highly valuable plant and machinery of a complex and technical nature, bids shall be procured in the following manner, namely:-

- (a) technical bid consisting of all technical details along with commercial terms and conditions and financial bid indicating item-wise prices for the items mentioned in the technical bid shall be submitted separately by the bidders;
- (b) the technical bid and the financial bid shall be sealed by the bidder in separate covers duly super-scribed. Both these sealed covers shall be put in a bigger cover which shall also be sealed and duly super-scribed. The technical bids shall be opened by the Procurement Entity at the first instance and evaluated by a committee constituted by Head of the Department; and
- (c) at the second stage financial bids only of the technically acceptable offers, shall be opened for further evaluation and ranking before awarding the contract.

(6) All the terms, conditions, stipulations and information to be incorporated in the tender documents shall contain instructions to bidders, conditions of contract, schedule of requirements, specifications and allied technical details, price schedule (to be utilized by the bidders for quoting their prices), contract form and other standard forms, if any, to be utilized by the Procurement Entity and the bidders.

(7) The bids received after the date and time specified for their receipt shall not be considered.

**103. Limited Tender System.-** (1) Limited Tender System shall be adopted when estimated value of the goods to be procured is upto Rs. 10 lacs (ten lacs rupees) or such limit as may be prescribed. Preference shall be given to the supplier having depot or dumps within the territory of Himachal Pradesh. Copies of the tender documents shall be sent directly by speed post or registered post or courier or e-mail to the firms dealing in required good to obtain more responsive bids on competitive basis. The number of firms in Limited Tender System shall not be less than three.

(2) Purchase through Limited Tender System may be adopted even where the estimated value of the procurement is more than the limit specified under sub-rule (1), in the following circumstances, if, -

- (a) the Head of the Department certifies that the demand is urgent and procuring of goods through limited tender system is justified in view of urgency, indicating therein reasons why the procurement could not be anticipated for resorting to advertisement tender system;
- (b) there are sufficient reasons to be recorded in writing by the Procurement Entity that it shall not be in the public interest to procure the goods through advertised tender enquiry; and

- (c) the sources of supply are definitely known and possibility of fresh source(s) beyond those being resorted to, is remote.

**104. Single Tender System.-** (1) Single Tender System shall be adopted in case of articles of proprietary nature, which are available from single source.

(2) Articles of proprietary nature shall be purchased, after obtaining a certificate from the manufacturers or sole agents, as the case may be, to the effect that the rates quoted by them are identical to those approved by the Director General of Supplies and Disposals and / or Comptroller of Stores, Himachal Pradesh or the rates quoted by them are similar to those quoted in any other state in the country.

(3) Single Tender System shall also be resorted to for additional purchase of goods from the original suppliers, which are intended either as part replacement of existing goods, services or installations or the extension of existing goods, services or installations where such additional purchase of equipments and services shall meet the requirements of Procurement Entity for utilizing the already existing equipments or services.

Note: A certificate in the following form shall be provided by the Procurement Entity before procuring the goods from a single source:

- (a) The indented goods are manufactured by  
M/s.....
- (b) No other make or model is acceptable for the following reasons:  
.....  
.....
- (c) Approval of Competent Authority has been obtained vide.....

(Signature with date and designation of the  
procuring Officer)

**105. Maintenance Contract.-** Depending on the cost and nature of the goods to be purchased, the Procurement Entity may enter into maintenance contract(s) of suitable period either with the supplier of the goods or with any other firm. Such maintenance contracts are especially needed for sophisticated goods such as costly equipment and machinery (ies). It shall be mandatory that the equipment or machinery is maintained free of charge by the supplier during its warranty period as per terms of the contract.

**106. Earnest Money.-** (1) In the case of advertised or limited tender system, Earnest Money shall be obtained from the tenderer(s), who shall furnish the same along with the tenders in the shape of Accounts Payees Bank Draft or duly pledged Fixed Deposit Receipts. Amount of Earnest Money shall be between two percent to five percent of the estimated value of goods to be procured as determined by the Procuring Department and indicated in the tender documents. The Earnest Money of unsuccessful tenderer(s) shall be refunded to them at the earliest after the expiry of final validity period of the tender as stipulated in the tender documents and the Earnest Money of successful tenderer shall remain in the custody of Procuring Department till the entire supply of goods has been made by the contractor to the best of satisfaction of



Procuring Department; provided that the Procuring Department may retain the Earnest Money of the contractor supplying goods till further period depending upon the nature of contract.

(2) The Earnest Money deposited by the tenderer (s) shall be forfeited in the following events, namely:-

- (a) a modification or withdrawal of tender after the deadline for submission of tenders and during the validity period;
- (b) refusal by the tenderer to accept an arithmetical error or otherwise appearing on the face of tender;
- (c) failure on the part of the successful tenderer to sign the contract in accordance with the terms and conditions stipulated in the tender documents;
- (d) failure on the part of the successful tenderer to provide performance security under rule 107 for the execution of the contract; and
- (e) failure on the part of the successful tenderer to execute the contract as per terms and conditions stipulated in the tender documents.

**107. Performance Security.-** (1) Performance Security shall be obtained from the successful contractor on the award of the contract irrespective of his registration status, which shall be for an amount between five to ten percent of the value of the contract. Such security shall be furnished in the form of an Account Payee Demand Draft or duly pledged Fixed Deposit Receipt or Bank Guarantee from a commercial bank, as the case may be, in an acceptable form with a view to safeguard the interest of Procuring Department.

(2) Performance Security shall remain valid for a period of sixty days from the date of completion of contract including warranty and guarantee period to the best of satisfaction of Procuring Department.

**108. Advance or On Account payment to supplier.-** (1) Payment for services rendered or supplies made shall be released only after the services have been rendered or supplies made; provided that Advance or On Account payments may be made in the following cases namely:-

- (a) to the contractors executing maintenance contracts for servicing of machinery and electronic equipments; and
- (b) to the contractors executing fabrication contracts, or turn-key contracts.

(2) Where it is essential to make advance payment under sub-rule(1), the amount shall not exceed the following limits, namely;

- (a) thirty percent of the contract value to the private contractors; and
- (b) forty percent of the contract value to a State or Central Government Organization or a Public Sector Undertaking;

(3) Pro-rata on account payment upto 80% of the supplies made or service rendered may be made pending completion of contract, after assessing the same.

(4) The Government may relax, the ceilings (including percentage laid down for advance payment) mentioned under sub-rules (2) and (3). While making any advance payment, adequate safeguards in the form of bank guarantee shall be obtained from the contractor.

(5) Part payment to contractors may be released after he dispatches the goods from his premises depending upon the terms and conditions of the contract.

**109. Transparency, fair competition and elimination of arbitrariness in the procurement process.-** All Government contracts for procurement of goods shall be made in a transparent competitive and fair manner. The following are some of the measures for achieving these purposes,-

- (a) the text of the tender documents shall be self-contained and comprehensive without any ambiguities. All essential information shall be clearly spelt out in the tender documents in simple language. The tender documents shall contain, inter alia,-
  - (i) the criteria for eligibility of the tenderer(s) such as minimum level of experience, past performance, registration status, manufacturing, supplying, technical, professional and financial capabilities;
  - (ii) eligibility criteria for goods indicating any legal restrictions or conditions regarding manufacturing and supplying of goods which may be required to be met by the successful tenderer ;
  - (iii) the procedure for submitting the tenders;
  - (iv) the date, time and place of opening of the tenders;
  - (v) terms of delivery; and
  - (vi) any other terms for performance of contract, as may be prescribed.
- (b) provision shall be made in the tender documents to enable a tenderer to make queries about the conditions, processes and / or rejection of the tender;
- (c) provision for settlement of any dispute emerging from the contract, shall be made in the tender documents;
- (d) the tender documents shall indicate clearly that the contract shall be interpreted under Indian Laws and in case of a legal dispute the same shall be subject to local or pecuniary jurisdiction of the Courts of Himachal Pradesh;
- (e) the tender(s) shall be given reasonable time to send their tenders;
- (f) the tenders shall be opened in the presence of tenderer (s) or their authorized representatives, if present at the time of opening of tenders;
- (g) the standard specifications of the goods shall be broad based and clearly stated without any ambiguity so as to attract sufficient number of tenderer(s) with a view to safeguard the interest of State Government;
- (h) prior to inviting of tender for procurement of costly goods of highly technical nature involving latest technology or execution of costly turn-key contract(s), a conference of prospective tenderer(s) may be convened in the manner as may be prescribed for clarification of doubts and settlement of issues relating to minimum acceptable level of specifications;
- (i) factors to be taken into account for evaluating the tenders and the criteria for awarding the contract to the lowest tenderer shall be clearly indicated in the tender documents;
- (j) the evaluation of tenders shall be made strictly in accordance with terms and conditions of tender documents;
- (k) where the price quoted by the lowest tenderer is highly excessive as compared to prevalent price justification, negotiation may be held with

lowest tenderer to bring the price below justification. If the negotiation with lowest tenderer fails to result in an acceptable contract, Procurement Entity may proceed to hold negotiation with the next ranked tenderer and so on;

- (l) contract shall be awarded to the lowest tenderer; provided that where the lowest tenderer is not in a position to supply the full quantity required, the remaining quantity may be ordered to the next higher tenderer at the rates offered by the lowest tenderer on the same terms and conditions; and
- (m) where the rates of more than one firm have been approved for the same item, time and cost effectiveness may be kept in view.

**110. Efficiency, Economy and Accountability in Procurement System.-** To ensure efficiency, economy and accountability in the procurement system, the following factors shall be taken into account:-

- (a) for avoiding delay, appropriate time frame for each stage of procurement shall be specified by the Department;
- (b) for minimizing the time needed for decision making and implementation of contract, the Department shall act as per delegation of financial powers as may be prescribed; and
- (c) the Department shall award the contract within the validity period stipulated in the tender documents; provided that extension in time period in the validity period may be allowed by the Competent Authority only in exceptional circumstances for which reason shall be recorded in writing.

**111. Buy Back Offer.-** The Department may decide with the approval of the Competent Authority to replace existing old goods with new goods of better version from the contractor by adjusting the cost of existing old goods as per mutual agreement for which a clause shall be inserted in the tender documents in the prescribed manner.

#### **PART-B – CONTRACTING AND OUT SOURCING OF SERVICES**

**112. Outsourcing of Services –** A Department may outsource certain services in the interest of economy and efficiency and the detailed procedures and instructions for this purpose shall be such as may be prescribed.

**113. Preparation of Tender enquiry documents –** The Department shall prepare tender enquiry documents containing , *inter alia*,-

- (a) the details of the work or service to be done or rendered by the contractor;
- (b) the facilities and inputs which shall be provided to the contractor by the Department;
- (c) eligibility criteria for performing the contract;
- (d) statutory and contractual obligations to be complied with by the contractor;
- (e) contractor's past experience in similar work or service; and
- (f) any other condition which the Department concerned may deem fit;

**114. Identification of prospective contractors.-** The department shall prepare a list of prospective contractors on the basis of formal or informal enquiries from other Departments and Public Sector Undertakings of the Central and State

Governments involved in similar activities, scrutiny of trade journals and web sites.

**115. Invitation of bids through advertised tender system.-** (1) Subject to exceptions under these rules, this method shall be used for outsourcing of services of Rs. 10 lacs (ten lacs rupees) and above or such limit as may be prescribed. Advertisement in such cases shall be given in the Official Gazette of Himachal Pradesh and at least in two leading daily news papers having wide circulation.

(2) A Department having its web site shall also publish all its advertized tender enquiries on the web site. It shall also give its web site address in the advertisements in the Official Gazette of Himachal Pradesh and newspapers as mentioned under sub-rule(1).

(3) The Department shall also post the complete tender documents in its web site and permit prospective bidders to make use of the documents downloaded from the web site. If such a downloaded tender documents are priced, there shall be clear instructions for the bidder to pay the amount along with the bid.

(4) The minimum time to be allowed for submission of bids shall be three weeks from the date of publication of the tender notice or availability of the tender documents for sale, whichever is later.

(5) The bids shall be procured in the following manners, namely:-

- (a) technical bid consisting of all technical details of services to be provided by the contractor along with commercial terms and conditions and financial bid indicating the cost of services mentioned in the technical bid shall be submitted separately by the bidders;
- (b) the technical bid and the financial bid shall be sealed by the bidder(s) in separate covers duly super-scribed. Both these sealed covers shall be put in a bigger cover which shall also be sealed and duly super-scribed. The technical bids shall be opened by the department at the first instance and evaluated by a committee constituted by Head of the Department; and
- (c) at the second stage financial bids only of the technically acceptable offers, shall be opened for further evolution and ranking before awarding the contract.

(6) The bids received after the date and time specified for their receipt shall not be considered.

**116. Invitation of bids through limited tender system -** (1) Limited tender System shall be adopted when estimated cost of contract for outsourcing of services is up to Rs. 10 lacs (ten lacs rupees) or such limit as may be prescribed. Preference shall be given to the contractor(s) belonging to Himachal Pradesh. Copies of the tender documents shall be sent directly by speed post or registered post or courier or e-mail to the contractor(s) which deal in providing the required services to obtain more responsive bids on competitive basis. The number of contractors in Limited Tender System shall not be less than three.

(2) Outsourcing of services through Limited Tender System may be adopted even where the estimated value of the contract is more than the limit specified under sub-rule(1), in the following circumstances, if,-

- (a) the Head of the Department certifies that the outsourcing of service through limited tender system is justified in view of urgency, indicating therein reasons why the requirement of outsourcing of services could not be anticipated for resorting to advertisement tender system;
- (b) there are sufficient reasons, to be recorded in writing by the Department that it shall not be in the public interest to outsource the services through advertised tender enquiry; and
- (c) the sources of providing services are definitely known and possibility of fresh sources(s) beyond those being resorted to, is remote.

**117. Bid Security.** - (1) In the case of advertised or limited tender system, bid security shall be obtained from the bidder(s), who shall furnish the same alongwith the bids in the shape of Accounts Payees Bank Draft or duly pledged Fixed Deposit Receipts. Amount of bid security shall be between two percent to five percent of the estimated cost of contract for outsourcing of services as determined by the Department and indicated in the tender documents. The bid security of unsuccessful bidder(s) shall be refunded to them at the earliest after the expiry of final validity period of the bid as stipulated in the tender documents and the bid security of successful bidders shall remain in the custody of Department till the completion of contract of outsourcing of services by the contractor to the best of satisfaction of Department.

(2) The bid security deposited by the bidder(s) shall be forfeited in the following events, namely:-

- (a) a modification or withdrawal of bid after the deadline for submission of bid(s) and during the validity period;
- (b) refusal by the bidder(s) to accept an arithmetical error or otherwise appearing on the case of bid(s);
- (c) failure on the part of the successful bidder to sign the contract in accordance with the terms and conditions stipulated in the tender documents;
- (d) failure on the part of the successful bidder to deposit performance security under rule 120 for the execution of the contract; and
- (e) failure on the part of the successful bidder to execute the contract as per terms and conditions stipulated in the tender documents;

**118. Evaluation of Bids Received.** - The Department shall evaluate the bids received as per eligibility criteria specified in the tender enquiry documents under rule 113 and select the successful contractor for awarding the contract.

**119. Outsourcing by Choice.-** Where it becomes necessary, in an exception situation to outsource services from a specific contractor, Head of the Department may do so in consultation with the Finance Department through the Administrative Department by giving the detailed justification specifying therein the circumstances leading to the outsourcing by choice and the special interest or purpose it may serve.

**120. Performance Security.-** (1) Performance Security shall be obtained from the successful bidder on the award of the contract irrespective of his registration status, which shall be for an amount between five to ten percent of the value of the contract. Such security shall be furnished in the form of an Account Payee

Demand Draft or duly pledged Fixed Deposit Receipt or Bank Guarantee from a commercial bank, as the case may be, in an acceptable form with a view to safeguard the interest of Department.

(2) Performance Security shall remain valid for a period of sixty days from the date of completion of contract to the best of satisfaction of Department.

- 121. Monitoring the Contract.** \_ The Department shall continuously monitor the performance of the contract.

### **PART-C – HIRING OF CONSULTANCY SERVICES**

- 122. Engagement of Experts.-** A department may hire professionally qualified persons, consultancy firms or consultants having specific technical expertise(hereinafter referred to as ‘consultant(s)’) for specialized services, in which the concerned Department does not have requisite expertise, on such terms and conditions as may be mutually agreed upon.

- 123. Preparation of Tender enquiry documents.-** The Department shall prepare tender enquiry documents containing, *inter alia*,-

- (a) the details of the services to be rendered by the consultant(s);
- (b) the facilities and inputs which shall be provided to the consultant(s) by the Department;
- (c) eligibility criteria for rendering the consultancy services;
- (d) statutory and contractual obligations to be complied with by the consultants(s);
- (e) consultant’s past experience in similar work or service; and
- (f) any other condition which the Department concerned may deem fit.

- 124. Identification of consultant(s) through advertised tender system.-** (1) Subject to exceptions under these rules, this method shall be used for identification of consultant(s) for hiring of services of Rs. 10 lacs (ten lacs rupees) and above or such limit as may be prescribed. Advertisement in such cases shall be given in the Official Gazette of Himachal Pradesh and at least in two leading daily news papers having wide circulation.

(2) A Department having its web site shall also publish all its advertised tender enquiries on the web site. It shall also give its website address in the advertisements in the Official Gazette of Himachal Pradesh and newspapers as mentioned under sub-rule (1).

(3) The Department shall also post the complete tender documents in its web site and permit prospective bidders to make use of the documents downloaded from the web site. If such a downloaded tender documents are priced, there shall be clear instructions for the bidder to pay the amount along with the bid.

(4) The minimum time to be allowed for submission of bids shall be three weeks from the date of publication of the tender notice or availability of the tender documents for sale, whichever is later.

(5) The bids received after the date and time specified for their receipt shall not be considered.

- 125. Identification of consultant (s) through limited tender system.-** (1) Limited Tender System shall be adopted for identification of consultant(s) for hiring of services costing upto Rs. 10 lacs (ten lacs rupees) or such limit as may be prescribed. Preference shall be given to the consultant (s) belonging to Himachal Pradesh. Copies of the tender documents shall be sent directly by speed post or

registered post or courier or e-mail to the bidders which deal in providing the required services to obtain more responsive bids on competitive basis. The number of bidders in Limited Tender System shall not be less than three.

(2) Identification of consultant(s) for hiring of services through Limited Tender System may be adopted even where the estimated value of hiring such consultancy service is more than the limit specified under sub-rule (1), in the following circumstances, if,-

- (a) the Head of the Department certifies that identification of consultant(s) for hiring of services through limited tender system is justified in view of urgency, indicating therein reasons why the requirement of consultancy services could not be anticipated for resorting to advertisement tender system;
- (b) there are sufficient reasons, to be recorded in writing by the Department that it shall not be in the public interest to identify the consultant(s) for hiring the services through advertised tender enquiry; and
- (c) the sources of providing consultancy services are definitely known and possibility of fresh source(s) beyond those being resorted to, is remote.

**126. Short-listing of consultants.-** After complying with procedure laid down in rules 124 and 125, the consultant(s) offering for rendering services shall be short listed by the Department as per criteria laid down in rule 123.

**127. Bid Security.-** (1) In the case of advertised or limited tender system, bid security shall be obtained from the bidder(s), who shall furnish the same alongwith the bids in the shape of Accounts Payees Bank Draft or duly pledged Fixed Deposit Receipts. Amount of bid security shall be between two percent to five percent of the estimated cost of contract for hiring of consultancy services as determined by the Department and indicated in the tender documents. The bid security of unsuccessful bidder(s) shall be refunded to them at the earliest after the expiry of final validity period of the bid as stipulated in the tender documents and the bid security of successful bidder shall remain in the custody of department till the completion of contract of hiring of consultancy services by the successful bidder to the best of satisfaction of Department.

(2) The bid security deposited by the bidder(s) shall be forfeited in the following events, namely:-

- (a) a modification or withdrawal of bid after the deadline for submission of bid(s) and during the validity period;
- (b) refusal by the bidder(s) to accept an arithmetical error or otherwise appearing on the face of bid(s).
- (c) failure on the part of the successful bidder to sign the contract in accordance with the terms and conditions stipulated in the tender documents;
- (d) failure on the part of the successful bidder to provide performance security under rule 132 for the execution of the contract; and
- (e) failure on the part of the successful bidder to execute the contract as per terms and conditions stipulated in the tender documents.

**128. Preparation of Terms of Reference.-**The terms of reference for hiring consultancy services shall include the following:-

- (a) precise statement of objectives;
- (b) outline of services to be rendered;

- (c) time schedule for completion of services;
- (d) the support or inputs to be provided by the Department to facilitate the consultant(s);
- (e) the final outputs required from the Consultant (s);
- (f) the time, date and place where the bids shall be submitted by the bidder(s); and
- (g) any other condition which the Department concerned may deem fit.

**129. Invitation of Offers.-** The Department shall invite offers from short listed consultant(s) to submit their bids by taking into account the terms of reference. The bids shall be invited in the following manners, namely:-

- (a) technical bid consisting of all technical details of consultancy services to be provided by the consultant(s) along with commercial terms and conditions and financial bid indicating the cost of services mentioned in the technical bid shall be submitted separately by the bidders;
- (b) the technical bid and the financial bid shall be sealed by the bidder in separate covers duly super-scribed. Both these sealed covers shall be put in a bigger cover which shall also be sealed and duly super-scribed. The technical bids shall be opened by the Department at the first instance and evaluated by a committee constituted by Head of the Department; and
- (c) at the second stage financial bids only of the technically acceptable offers, shall be opened for further evaluation and ranking before awarding the contract.

**130. Evaluation of Technical Bids.-** The Department shall evaluate the bids received as per eligibility criteria specified in the tender enquiry document under rule 123 and as per terms of reference under rule 128 and select the successful contractor for awarding the contract.

**131. Hiring by Choice.-** Where it becomes necessary, in an exceptional situation to hire consultancy services from a specific consultant, Head of the Department may do so in consultation with the Finance Department through the Administrative Department by giving the detailed justification specifying therein the circumstances leading to



PERSONAL ATTENTION

No. Fin-F-(A)-(11)-2/2011  
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
2. Government of Himachal Pradesh.
3. The Secretary to Governor, H.P. SHIMLA -2.
4. The Secretary, H.P. Vidhan Sabha, SHIMLA-4.
5. The Registrar General, H.P. High Court, SHIMLA-2.
6. All the Heads of Departments in H.P.

Dated Shimla – 171002, the

17<sup>th</sup> February, 2012.

Subject: - Delegation of power(s) to accord sanction(s) for “Publication” Latest Instructions thereof.

Sir,

On the above subject, it has been observed at the Government level that many proposal(s) from different Administrative Department(s) are received in Finance Department for seeking concurrence for printing of Books or any other material(s) which results into unnecessary delay hampering thereby the working efficiency of the respective Department(s). With a view to accelerate efficiency in administration to ensure speedy proposals of such proposal(s), it has been decided by the Government that all the Head(s) of Department(s) would henceforth be competent to accord approval(s) up to Rs. 0.50 lakh and thereafter full powers will rest in the respective Administrative Department(s) with the approval of the Hon'ble Minister(s) concerned. The concerned Head(s) of Department(s) Administrative Department(s) will ensure that the publication of Books or any other material(s) is necessary for improving the service delivery being done by the Department. The Department will also ensure the quality, rate reasonableness of publication by a competitive process. Such approvals be accorded after assessing the total annual requirement of the material in one-go only & not in a piecemeal manner, subject to obtaining NOC (No Objection Certificate) from the Controller of Printing & Stationery and completion of all connected formalities procedurally in advance in this regard. The expenditure on 'publication' can be made from SOE "Publication" or "Other Charges"

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/](http://www.himachal.nic.in/) finance under the link "Expenditure"

Yours faithfully,

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

Endst. No. As above Dated Shimla – 171 002, the 17.02.2012.

Copy of the above is forwarded to:-

1. The All the Deputy Commissioners in H.P.
2. 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-I(c)-14-1/92. Vol.-II  
Government of Himachal Pradesh  
Finance Department  
(Expenditure Control-II)

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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 of the 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 10<sup>th</sup> July, 2012.

Subject: Economy instructions – EM 99 (1)-Clarification thereto.

Sir,

The issue regarding seeking approval of the appropriate authority for undertaking journey(s) by air by the officers/officials 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 29.05.2003, henceforth the officer(s)/official(s) can perform journey(s)/tour(s) by air as per their entitlement(s) subject to the condition that for all officers/officials up to the rank of Head of Department/Special Secretary, permission may be given by the concerned Administrative Secretary and for officers above that rank, permission to be given by the Chief Secretary, without the distinction of purposes as mentioned in this Department's instruction(s) ibid, between tours undertaken for seminars/workshops/trainings and others. In cases, where the entitlement is not there and it is necessary to undertake journey by air, all permission(s) are required to be taken from the Chief Secretary.

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

Yours faithfully,

Sd/-

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

No. Fin-I(c)-14-1/92. Vol.-II  
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 of the 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 Undertaking/Boards/Corporations.
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-171002, the 11<sup>th</sup> September, 2013.

Subject: Economy instructions – EM 99 (1).

Sir,

In partial modification of this Department's letter of even number dated 18.07.2007 on the above subject and in order to improve functional efficiency vis-a-vis the requirement of ensuring speedy disposal at various level(s), the Government of Himachal Pradesh is pleased to notify that:-

- (a) Journey(s) outside the State by officer(s) of the rank of Secretary and above would need approval of the Chief Secretary.
- (b) Journey(s) outside the State by officers below the rank of Secretary but which do not involve air travel, may be approved by the concerned Administrative Secretaries as may be deemed appropriate in the context of departmental functions.

The concerned controlling officers shall, however, ensure that these officers are available for Cabinet meeting(s), Hon'ble Chief Minister's tour() in the field, visit(s) of GOI Minister(s)/Secretaries and other important discussion(s).

All concerned working under you, 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](http://www.himachal.nic.in/finance) under the link "Expenditure".

Yours faithfully,

Sd/-

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

No. Fin (TR) A(6) 1 2004  
Government of Himachal Pradesh  
"Finance Department"  
(Treasuries, Accounts & Lotteries)

To

The Principal Chief Conservator of Forests,  
Government of Himachal Pradesh  
Shimla -171001

Dated Shimla – 171009 the 18<sup>th</sup> November, 2013

**Subject: Introduction of new system of payment for Forest Department through Treasuries.**

Sir,

As you are aware that the Treasuries in Himachal Pradesh are successfully making payments of salary to the employees of Forest Department through e-Salary Software. The issue of making other payments like T.A., M.R., GPF, Gratuity, O.E., Leave Encashment and M.R. bills of retirees through Treasury System was stressed by A.G. H.P. and also discussed in various meetings at different levels.

In a recent meeting with A.G. H.P. it has been decided that now onwards all payments other than related to works viz. payments pertaining to O.E., T.A., through bills to be presented in treasuries and shall be covered under Online Budget distribution through e-Vitran and control System in OLTIS.

It is, therefore, requested to direct all DDOs of your Department to follow Treasury System for above mentioned payments. For this, the budget allocation in respective Heads of Accounts (upto SOE level) will have to be done by Principal Chief Conservator of Forests and updated in the OLTIS software by Treasuries Department.

Yours faithfully

Special Secretary (Finance)-cum -Director  
Treasuries, Accounts & Lotteries, H.P.

Endst No. Fin (TR) A(6)1/ 2004 Dated Shimla -9 the 18<sup>th</sup> November, 2013

Copy forwarded to :

1. All the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and necessary action. They shall ensure that the remaining budget under all SOEs for current financial year available upto 15<sup>th</sup> December, 2013 in respect of all the DDOs of Forest Department be taken into account on OLTIS budget control system and bill of all SOEs be passed through OLTIS from 1<sup>st</sup> January, 2014.

Special Secretary (Finance)-cum-Director  
Treasuries, Accounts & Lotteries, H.P.

No. Fin (TR) A (6)1/2004  
Government of Himachal Pradesh  
"Finance Department"  
(Treasuries, Accounts & Lotteries)

To

The Principal Chief Conservator of Forests,  
Government of Himachal Pradesh  
Shimla -171001

Dated Shimla – 171009 the 28<sup>th</sup> March, 2014.

**Subject: Introduction of new system of payment for Forest Department through Treasuries.**

Sir,

Kindly refer to this department letter of even number dated 18<sup>th</sup> November, 2013 vide which it was decided that all payments viz. payments pertaining to O.E., T.A., M.R., GPF, Gratuity Leave Encashment and M.R. Bills of retirees etc. i.e. payments other than works payment will be made through bills presented in treasuries (Copy attached for reference). The same were to be covered under Online Budget distribution through e-Vitran and budget control system in OLTIS. The directions were issued to take the remaining budget into account on OLTIS budget control system and to pass bills of all SOEs through OLTIS from 1<sup>st</sup> January, 2014.

In this regard, it is intimated that only a few DDOs of Forest Department have submitted their budget in the concerned Treasuries and started presenting bills as per instructions.

Now, it is reiterated that all the DDOs under your control be directed to follow the Treasury System for the above mentioned payments w.e.f. 1.4.2014.

Yours faithfully

Special Secretary (Finance)-cum -Director  
Treasuries, Accounts & Lotteries, H.P.

Endst, No. Fin (TR) A(6)1 Dated Shimla – 171009 the 28<sup>th</sup> March, 2014.

Copy forwarded to: -

1. The Accountant General (A&E) Himachal Pradesh, Shimla with the request that the accounts rendered by the DDOs of Forest Department may not be taken if payments on account of SOEs mentioned above are included in the account.
2. All the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and necessary action.

Special Secretary (Finance)-cum -Director  
Treasuries, Accounts & Lotteries, H.P.

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

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From

The Principal Secretary (Finance) to the  
Government of Himachal Pradesh,  
Shimla – 171002

To

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

Dated: Shimla – 171002, the

3<sup>rd</sup> June, 2014

Subject:-  
Sir,

Delegation of financial powers and revision of economy instructions.

The Finance Department vide letter No. Fin. 1-C-(14)1/83 Dated 6<sup>th</sup> September, 1995 had issued detailed instructions relating to delegation of the financial powers. Finance Department has also issued several amendments to these instructions, from time to time.

The earlier instructions/guidelines were issued long ago and several amendments have also been made. Therefore, there is a need to update and compile all the instructions/guidelines, issued from time to time. Further, there is a need to increase the financial delegations to the Administrative Departments and the Field Offices to facilitate speedy implementation of the Govt. Programmes.

Accordingly, The State Govt. has decided to enhance the financial delegations under various. SOEs, keeping in view the above objectives. The enhanced delegations and up-to-date revised instructions are enclosed at Annexure-A. These delegations/instructions subsume the instructions, issued vide letter No. Fin.1-C-(14)-1/83 dated 6<sup>th</sup> September, 1995 and all other financial delegations/instructions issued from time to time. It may be noted that these financial guidelines are based on a clear definition of the expenditure to be booked in a particular SOE and ARE STRICTLY SUBJECT TO BUDGET PROVISION (S) IN THE CONCERNED SOE. The power to re-appropriate between SOEs shall continue to rest with the Finance Department.

The expenditure of PWD and IPH departments will continue to be regulated through the present LOC system. The economy and administrative instructions issued separately from time to time, in relation to travel and tours will continue to be in force and they may be read with these revised instructions.

Yours faithfully,

Pr. Secretary (Finance) to the  
Government of Himachal Pradesh,  
Shimla- 171002

Endst No. – as above – dated: Shimla-2, the

3<sup>rd</sup> June, 2014

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

Pr. Secretary (Finance) to the  
Government of Himachal Pradesh,  
Shimla- 171002

**ANNEXURE-A**

<b>S.O.E.</b>	<b>DEFINITION/ EXPLANATION</b>	<b>DELEGATION OF FINANCIAL POWERS SUBJECT TO BUDGETARY PROVISION</b>
1. Salary	It includes pay, allowance in all forms to personnel but not travel expenses (other than leave travel concession)	Full powers to DDO level for payment of salary and allowances of all staff in position against both permanent and contractual posts subject to the condition that:- i) No vacant post shall be filled by direct recruitment without concurrence of Finance Department and approval of the Council of Ministers. ii) No new post is to be created without prior approval of Council of Ministers. iii) No payment of any new allowances shall be permitted without prior approval of Council of Ministers and without the consultation with the Finance Department.
2. Wages	It includes payments to daily waged staff or part time staff (other than those charged to SOE Maintenance, Minor and Major works).	i) Full powers upto DDO level for payment to all daily waged/part time workers working on posts duly authorized by the State Government and in position as on 28 <sup>th</sup> February, of the preceding financial year. Provided that this power shall not confer the right to fill up any vacancies in daily waged personnel resulting from any cause whatsoever, without concurrence of Finance Department. ii) No new posts on daily wage/part-time basis shall be filled up or created without prior concurrence of Finance Department and approval of the Council of Ministers.
3. Travel Expenses	It includes all expenses on account of travel on duty. This will also include TA/DA to non-official members.	i) Full powers to the designated Controlling Officers for tours within the State (for this purpose tours upto Chandigarh/ Pathankot/ Dehradun will count as tours within the State). ii) For tours outside the State performed by road or train, - Full powers to the HODs in relation to the tours performed by all directorate level officers other than HOD. For HODs and other senior officers working in the Secretariat, full powers to the Administrative Secretary. iii) For travelling by official vehicle to Delhi or outside the State (to destinations other than Chandigarh, Dehradun or Pathankot), the permission will be obtained from the Chief Secretary. iv) Secretaries to the Government will obtain approval the Chief Secretary about their tour programme. v) Touring by private vehicles / Taxi as per rates/ entitlement got approved from Finance Department shall be governed by separate instructions issued from time to time and instructions already issued shall continue to apply till they are revised.

		<p>vi) The Officer(s)/Official (s) can perform journey(s) tour(s) <u>by air</u> as per their entitlement (s) subject to the condition that for all officers/officials upto the rank of Head of Department/ Special Secretary, permission may be given by the concerned Administrative Secretary and for officers above that rank, permission to be given by the Chief Secretary without distinction of purposes between tours undertaken for seminars/ workshops/ trainings and others. In cases, where the entitlement is not there and it is necessary to undertake the journey by air, all permission(s) are required to be taken from the Chief Secretary.</p> <p>Other administrative instructions/ restrictions on travel/ tour etc. as issued from time to time shall continue to be in force.</p>
4. Liveries	It includes expenditure on liveries as approved by Government.	Full powers to the Controlling officers for purchase of livery articles on the rates and pattern approved by Government.
5. Office Expenses	<p>It includes all contingent expenses for running an office such as furniture, postage, purchase and maintenance of office machines and equipment (e.g. Photocopiers, fax machines, typewriters, computers, heaters, locks, clocks etc.) hot and cold weather charges, telephones, electricity and water charges, stationery other than that received directly from the Controller Printing and Stationer, expenditure on carriage of office record materials etc., purchase of books, journals and news papers for use in offices/ libraries, printing other than through Controller, Printing and Stationery.</p> <p>The Departments may also incur expenditure on IT enabled services, house-</p>	<p>i) (a) Full powers for purchase of furniture for new institutions/ offices will be exercised by the Administrative Departments on the basis of the norms notified by the Finance Department.</p> <p>(b) For replacement of furniture, powers upto Rs. 1.00 lacs to the District level officer, &amp; upto to Rs. 5.00lacs to HOD and full powers to the A.D. strictly as per norms for purchase of furniture by way of replacement where the old furniture has been condemned after following due &amp; prescribed process.</p> <p>ii) Powers upto Rs. 5.00 lacs to the HODs for purchase of Computer/photocopier machines and their peripherals. Full powers to the Administrative Departments.</p> <p>iii) For purchase of office machines and equipments (Other than photocopiers &amp; computers), the financial delegation will be as under:-</p> <p>(a) HHOD – Upto Rs. 2.00 Lakhs</p> <p>(b) A.D. – Upto Rs. 10.00 Lakh</p> <p>(c) F.D. – above Rs. 10.00 Lakhs</p> <p>iv) Postage – Full powers upto DDO level</p> <p>v) Maintenance of Office Machines &amp; Annual Maintenance Charges- Full powers to HODs/Controlling Officers.</p> <p>vi) Hot and Cold Weather Charges – Full powers to HODs/Controlling Officers.</p> <p>vii) Electricity and water charges- Full powers to DDOs/Controlling Officers.</p> <p>viii) <u>Telephone/EPABX –</u></p> <p><u>a) New connections/New EPABXs</u></p> <p>i) Full powers to the A.D. for installation of new telephones in the new Offices only, strictly as per approved norm(s) without ISD facility.</p>



	keeping, typing-charges, cleaning, sweeping charges data-entry, watch and ward, surveys, gardening etc. under this SOE.	<p>ii) For installation of additional phones in already established Offices and in case of any deviation in norm(s), cases be put up to the Chief Secretary on case by case basis by the A.D. on their Department files.</p> <p>iii) The installation of ISD facility on phone will be done only with prior concurrence of Finance Department and approval of the Chief Minister.</p> <p><u>For EPABX on existing phone number:</u> Powers upto Rs. 1.00 lac to the District Level Officer and full powers to the HODs.</p> <p><u>b) Telephone bills-</u></p> <p>(i) For payment of telephone bills installed at Offices – DDO/Controlling Officers.</p> <p>ix) Carriage of office record – Full powers to HODs/DDOs</p> <p>x) Books &amp; Journals-</p> <p>a) Powers upto Rs. 5,000/- per annum to the District Level Officer.</p> <p>b) Powers upto Rs. 50,000/- per annum to the Heads of State level Medical/ Training Institutions.</p> <p>c) Full Powers to HODs as per norms fixed by F.D.</p> <p>xi) Stationery other than that received from CP &amp;S</p> <p>(i) ADs – Full Powers</p> <p>(ii) HODS – Upto Rs. 2,00,000/-</p> <p>xii) Printing other than that done through CP &amp;S</p> <p>– (i) ADs – Full powers</p> <p>(ii) HODs – Upto Rs. 2,00,000/-</p>
6. Medical Reimbursement	It includes expenditure on medical expenses of Government employees and others authorized by Government, as per procedure approved by Government.	Full powers to DDOs subject to instructions/ norms fixed by the Government from time to time.
7. Rent Rate & Taxes	It includes payment of rent for hired buildings, Municipal rates and taxes etc. It will also include lease charges for land.	<p>i) Full powers to DDOs for payment of rent of buildings that have been hired by the concerned department with prior concurrence of A.D./ F.D./HOD.</p> <p>ii) For hiring of new office/ residential accommodation – Full powers to the HODs on the basis of instructions/ norms issued by the Finance Department from time to time.</p> <p>iii) For renewal of agreement/ contract for hiring of private accommodations – Full powers to the Heads of Office subject to enhancement @ only 10% of the fair rent after completion of every five years interval and submission of a certificate by concerned Head of Office that the</p>

		accommodation in question is still required for bonafide departmental purpose.
8. Publications	It includes expenditure on printing of office codes, manuals and other documents whether priced or un-priced, but will exclude expenditure on printing of publicity materials. This will also include discount to agents on sale of publications.	Delegation under this head shall be as under:- (i) ADs - Full powers (ii) HODs- Upto Rs. 2,00,000/-
9. Advertising & Publicity	It includes costs of printing of publicity material for all Government departments. This would also include expenditure on Organizing of stalls, giving prizes, etc. at exhibitions and fairs.	Full powers to the Administrative Departments on the rate and pattern approved by the Government with prior concurrence of F.D.
10. Hospitality & Entertainment Exp.	It includes expenditure on Hospitality / entertainment expenses.	(i) Full powers to the AD: (ii) Powers upto Rs. 30,000/- at a time subject to a maximum of Rs. 1,00,000/- per annum to HOD. (iii) Powers upto Rs. 5,000/- at a time subject to a maximum of Rs. 25,000/- per annum to the District level Officer to host official lunches/ dinners and provide refreshment at meetings etc., as per instructions issued by the State Government, from time to time.
11. Furnishings	It includes expenditure on furnishings of such residential and non residential buildings as are specifically approved by Government in concurrence with F.D.	(i) Full powers to A.D. (ii) Upto Rs. 50,000/- per annum to HOD (iii) Upto Rs. 10,000/- per annum to the District level Officer.
12. Professional & Special Services	It includes charges for legal services, consultancy fees, fees to artists, remuneration to examiners & invigilators for examinations.	Full powers to A.D/HODs as per approved norms/instructions where the services are available only from the market, departments may hire these services at competitive rates, after following transparent process of selecting the service provider. For engagement of private counsel(s), the provision(s) of Chapter 16.6.3 & 16.6.4 of the Office Manual of the Government of Himachal Pradesh, as amended from time to time, shall be strictly adhered to.
13. Fixed Travel Allowance	It includes expenditure as fixed travelling allowance to	Full powers to the Controlling Officers in accordance with the rates notified with concurrence of Finance Department.

	concerned Government employees.	
14. Emoluments	It includes the emoluments of members of the Vidhan Sabha.	Full powers to the Secretary, Vidhan Sabha.
15. Secret Service expenditure	It includes secret service expenditure.	Full powers to the officers designated by the Government to operate this SOE.
16. Other Charges	It includes payment out of discretionary grants, expenditure on organizing as well as paying delegate fees for Conferences, Seminars, Workshops, Short term farmer's training/ youth/ NCC and other camps, gratuitous relief and compensation for loss caused by wildlife. Any other expenditure which cannot be classified under any of the specified object heads will be debited to this head.	<p>i) Discretionary grants expenditure shall be regulated as per the rules/ instructions on instructions issued on the subject from time to time.</p> <p>ii) For delegate fees for participation in conference/ seminars/ workshops within the country, cases – Full powers to the A.D.</p> <p>iii) For participation in Conferences/ Seminars/ Workshops/ Trainings outside the country, prior permission of the Cadre Controlling Authority and Finance Department shall be necessary.</p> <p>iv) For organizing seminars/ conferences workshops by various departments within Himachal Pradesh – Full powers to the HODs/Distt. Level Officers.</p> <p>v) Short terms training/ camps such as farmers/ Youth NCC camps etc – Full powers to the HOO.</p> <p>vi) For expenditure on gratuitous relief/ compensation full powers to the Controlling Officers as per the rates/ norms notified/ approved.</p> <p>vii) For all other expenditure not classified under any of the SOEs, the expenditure sanction power will be as follows:-</p> <p>(a) Adm. Secy. – Full Powers</p> <p>(b) HOD – upto Rs. 2,00,000/-</p>
17. Maintenance	It includes expenditure on repair and maintenance of all works including wages and materials.	<p>Full powers to Controlling Officers subject to_</p> <p>(a) The availability of LOC</p> <p>(b) No Daily waged/ part time workers will be hired by the departments/controlling officers without prior permission of the Finance Department and Council of Ministers.</p> <p>(c) Provided that the AD shall be competent for the renewal of annual contract of persons who have been engaged on contract basis against a post, with prior concurrence of finance department subject to:</p> <p>(i) The work and conduct of the official has been found to be satisfactory, and</p> <p>(ii) The extension of the contract is required for continuing the departmental activities in public interest.</p>
18. Interest	It includes payment of interest on loans	All cases to be referred to the F.D.

	raised by Government.	
19. Refunds	It includes expenditure specifically provided in budget.	Full powers to the Administrative Departments, in relation to the revenue credited to wrong Head of Account or credited inadvertently, if there is not financial irregularity. The cases are to be decided as per the provision of Rule-183(5) of HPFR, 2009.
20. Write off – Losses	It includes write off of loans and advances due to Government and waiver of interest.	Full powers to the Administrative Departments to write off the unrealizable loss to the State Government, as a result of fire, theft, robbery, extortion, fraud and Natural Calamities and in respect of losses in cases where persons or entities from whom recovery is to be effected, are untraceable or are declared insolvent by a Court. In cases where such losses to the State Government on account of the aforesaid reasons are included/ reported in PAC or other Committees of the Vidhan Sabha, the Administrative Departments will write off the losses after taking into account the recommendations of the said Vidhan Sabha Committees. All other cases excluding aforesaid instances will be referred to F.D. as usual.
21. Sumptuary Allowances	It includes expenditure as per the pattern approved by the Government for various functionaries.	Full powers to the DDOs.
22. Compensation	It includes expenditure specifically provided in budget.	Upto Rs. 1.00 lac to the HOD and full powers to A.D. provided that the cases involving negligence / irregularities will be referred to F.D.
23. Motor Vehicles	It includes expenditure on purchase, repair and running (including POL) of light vehicles, buses, trucks, Ambulances, LCV, motor-cycles, scooters etc., hiring of taxis, other vehicles etc. Expenditure under this SOE will not include expenditure on earth moving and allied machinery such as dozers rollers, hoppers tippers, compressors and snow cutters etc.	(a) Purchase of new vehicles including those by way of replacement only with prior concurrence of the Council of Ministers through F.D. (b) For repairs/ spare parts/ consumable accessories etc. – Full powers to the Controlling officers.
24. Machinery & Equipment	It includes expenditure on all kinds of equipment	The delegation under this SOEs is as under:- (i) District Level Officer – upto Rs. 1.00 lac. (ii) HOD – upto Rs. 50 lacs.

	and machinery of a non-consumable nature relating to the functional needs of a department and shall not include any other items admissible under any other SOE (e.g. OE, MV, OC, M&S etc)	<p>(iii) A.D. – Full powers.</p> <p>However, it will be responsibility of the Purchase Committee to ensure that the proposed purchase is being made from standard/ approved source and, earlier quantum of items purchased must also be kept in view and recorded specifically in its recommendations for the said purchase. The purchase committee will comprise of the following members at different levels:</p> <p>(a) At AD level the purchase Committee shall be such as is approved by the Administrative secretary but it must have one SAS officer, beside the nominee of the Administrative Secretary, and one technical member having knowledge in the field, if the purchase to be made is of technical nature.</p> <p>(b) At HOD level, the committee will comprise beside the HOD or his nominee, one senior-most SAS officer of that office or nearest office as second member. If the purchase to be made is of non-technical nature, the third member can be any gazette officer of the department but if it is to be of a technical nature, the third member shall be a technical member having knowledge in that field.</p> <p>(c) At the district level the purchase committee shall have besides the senior-most district level officer of the department, the AC (F&amp;A)/Other SAS officer or the Credit Planning Officer as the second member. The third member will be one having knowledge in the field if the purchase to be made is of technical nature to be made is of a technical nature but if otherwise, any gazetted officer in the district can be the third member of the Committee.</p>
25. Materials, Supply & Store	It includes expenditure on material and supplies of a consumable nature pertaining to the functional needs of the department e.g. Diet and medicine, expenses, hospital beds etc., raw material for trainees, seeds, fertilizer for farms, purchase of books/periodicals for libraries in educational institutions like Medical Colleges/ Dental colleges/ Colleges/ Schools,	<p>The delegation under this SOEs is as under:-</p> <p>(i) District Level Officer-up to Rs. 1.00 lac</p> <p>(ii) HOD – up to Rs. 50 lacs</p> <p>(iii) A.D.- Full powers.</p> <p>However, it will be responsibility of the Purchase Committee to ensure that the proposed purchase is being made from standard/approved source and, the earlier quantum of items purchased must also be kept in view and recorded specifically in its recommendations for the said purchase. The purchase committee will comprise of the following members at different levels:</p> <p>(a) At AD level the purchase Committee shall be such as is approved by the Administrative secretary but it must have one SAS officer, beside the nominee of the Administrative Secretary, and one technical member having knowledge in the field, if the purchase to be made is of technical nature.</p> <p>(b) At HOD level, the committee will comprise</p>

	<p>purchase of furniture articles for classrooms in schools/colleges in Education, Technical Education Departments. (It shall not include any item covered under any other SOE, e.g. OE, M&amp;E, M.V. etc) It shall not include expenditure on such supplies and materials as are chargeable to SOEs Maintenance/Minor Works/Major works.</p>	<p>beside the HOD or his nominee, one senior-most SAS officer of that office or nearest office as second member. If the purchase to be made is of non-technical nature, the third member can be any gazette officer of the department but if it is to be of a technical nature, the third member shall be a technical member having knowledge in that field.</p> <p>(c) At the district level the purchase committee shall have besides the senior-most district level officer of the department, the AC(F&amp;A)/Other SAS officer or the Credit Planning Officer as the second member. The third member will be one having knowledge in the field if the purchase to be made is of a technical nature but if otherwise, any gazetted officer in the district can be the third member of the Committee.</p> <p>(d) Full powers to the HODs/ Controlling Officers for purchase of books/periodicals etc. for libraries in Educational institutions like Medical Colleges/ Dental Colleges/ Colleges/ Schools etc.</p> <p>(e) Full powers to the Head of Departments for purchase of furniture articles for schools/ colleges to be used in classrooms in respect of Education/ Technical Education/ Medical Education Departments.</p> <p>The constitution of purchase Committee will be the same as specified in column 24 related to machinery and equipment mentioned above.</p>
26. Minor Works	It includes expenditure on minor additions/ alteration to existing works or new works classified as minor with reference to financial limits.	Full powers for granting administrative approval and expenditure sanction to the HODs. All purchases for minor works will be in accordance with the procedure explained against the SOE: M&S.
27. Major Works	It be classified with reference to financial limits as per classification of major works in PWD CODE. This will also include cost of acquisition of land and structure.	Full powers to A.D. to sanction/incur expenditure as per Government orders on the subject from time to time. The A.D. may delegate appropriate powers to HODs. All purchases shall be in accordance with procedure laid down under Machinery and Equipments/ M&S.
28. Pension	It includes donations to service funds and contributory provident funds in addition to payments of pensions and gratuity in all forms to Government servants and members of Vidhan Sabha.	Full powers to the Designated Officers.

29. Social Security Pensions	Freedom Fighters / war widows/ old age/ widow / physically handicapped / patients of leprosy etc.	Full powers to the HODs/ Controlling Officers/ DDOs as per schemes, norms, rates and numbers approved from time to time, in concurrence with F.D.
30. Scholarships/ Stipends	It includes expenditure on Scholarship/ Stipends to students/ trainees under approved Government schemes including one-time non-recurring expenditure. This will however, not include expenditure on short term camps (e.g. farmers training, Youth Camps, NCC etc.)	Full powers to the HODs / DDOs as per the schemes approved by the State Government from time to time with prior concurrence of Finance Department.
31. Grants-In-Aid	It includes all grants-in-aid contribution by Government to any person or body where it is not in the nature of a loan or subsidy.	Full powers to A.Ds subject to notification of rules/ norms with concurrence of Finance Department. Wherever Utilization Certificates are required next quarter release shall be subject to submission Utilization Certificates of previous quarter, having been received by A.D.
32. Subsidy	It records subsidies approved by Government under schemes of various Departments.	Full powers to A.Ds subject to notification of rates and patterns with concurrence of Finance Department.
33. Investment	It includes equity contribution by State Government in any incorporated body.	All cases to be referred to F.D.
34. Loans & Advance	It includes all loans and advances granted to other Government bodies etc. but will exclude repayments of borrowings. This will also include loans and advances to Government servants and other categories.	All cases to be referred to F.D. Provided that sufficient budget provision should be there for writing off loans.
35. Repayment of Borrowings	It records repayments of borrowings undertaken by Government.	All cases to be referred to F.D.
36. Suspense	It records material and supplies purchased for issue to maintenance, minor and major works and which are not immediately charged to the works.	As per the details given against SOE, M&S, M&E. Provided that material & supplies purchased in a financial year in this SOE must be adjusted/ booked against the concerned works latest by the next financial year. While going for next year's purchase, a certificate to that effect is to be appended by the concerned Controlling Officer.

37. Honorarium	It includes disbursements (not charged to Salaries or Wages SOEs) to categories like Home Guard Jawans etc., payments of honorarium for lectures, at training Institutions, setting and evaluation of examination papers, case studies, invigilation duties, honorarium for enumeration or supervision of census and other similar work to Government servants.	Full powers to HODs/ DDO on the rates and patterns approved by the Government with prior concurrence of F.D.
38. Rewards	It records expenditure on any rewards given to Government servants.	Full powers to the HOD as per norms approved by F.D.
39. Training	It includes expenditure incurred on organizing trainings such as training materials, faculty honorarium etc. but excluding expenditure on TA/DA of trainees etc.	(i) Administrative Secretaries – Full powers. (ii) Head (s) of Department(s) Upto Rs. 5.00 lacs only per training schedule. (iii) District level Officer – Upto Rs. 1.00 lac only per training schedule.
<p>➤ All the above delegated financial powers are subject to budget availability and strict adoption of procedure as laid down in H.P. Financial Rules applicable from time to time.</p> <p>➤ The available budget should also be spent in a proportionate manner so that unnecessary demands for additionality in the budget allocation are not created.</p> <p>➤ Completion of all codal formalities procedurally in advance before issuance of expenditure sanction in any case.</p> <p>➤ Any other delegation/ instruction issued by Finance Department subject – specific or Department – specific, not covered in the above mentioned delegation, would remain in existence and continue to be in force as such.</p> <p>➤ District level Officer for the purpose of these instructions would mean &amp; include the senior-most officer in the District e.g. for PWD, I&amp;PH Department(s), the District level Officer would mean the Superintending Engineer and for Forest Department – Conservator of Forest for the district.</p> <p>➤ <u>Expanded form of Abbreviations used in the aforesaid delegation:</u> SOE- Standard Object of Expenditure, A.D. – Administrative Department, HOD – Head of Department, DDO- Drawing &amp; Disbursing Officer, HOD – Head of Office, HPFR, 2009 – Himachal Pradesh Financial Rules, 2009.</p>		



**GOVERNMENT OF HIMACHAL PRADESH  
FINANCE (REGULATIONS) DEPARTMENT.**

No. Fin (C) A (3)-4/99.

Dated Shimla-171002, 20<sup>th</sup> September, 2014.

**NOTIFICATION**

In supersession of this department Notification of even numbers dated 24<sup>th</sup> May, 1999 and 27<sup>th</sup> July, 2000, the Governor, Himachal Pradesh pleased to order the delegation of powers to declare the articles of Store or Stock surplus or unserviceable and to sanction sale of articles of store or stock declared surplus or unserviceable shall be as under:-

Sr. No.	Nature of powers	Authority to which powers are delegated	Extent of powers delegated
1.	To declare articles of Stores or Stock surplus or unserviceable.	Admn. Deptt. Head of Deptt. Head of Office.	Full Powers Upto Rs. 20.00 lakh Upto Rs.1.00 lakh.
2.	To sanction sale of articles of stores or stock declared surplus or unserviceable by competent authority (i) By public auction or through advertised tender.  (ii) By private treaty or negotiations.	Head of Deptt. Head of Office  Administrative Deptt. Head of Deptt. Head of Office	Full Powers Full Powers.  Full Powers Rs.3.00 lakh Rs.50,000

NOTE:- (i) To declare articles of Store or Stock surplus or unserviceable and for disposal/sale under above provisions, the procedure laid down in the HPFR, 2009 and other relevant rules shall be followed.

(ii) The concerned department will ensure that the vehicles/store articles so condemned are auctioned positively within three months of their being declared surplus or unserviceable and money deposited in the treasury.

The above delegations shall come into force with immediate effect.

BY ORDER

Dr. Shrikant Baldi  
Principal Secretary (Finance) to the  
Government of Himachal Pradesh.

No. Fin(C)A(3)-4/99. Dated Shimla-171002, the 20<sup>th</sup> September, 2014.

Copy to:-

1. All Administrative Secretaries to the Govt. of H.P.
2. All Divisional Commissioners in H.P.
3. All Heads of Departments in H.P.
4. All Deputy Commissioners in H.P.
5. The Resident Commissioner, H.P. Himachal Bhawan, New Delhi.
6. The Accountant General (Audit) H.P. Shimla-3.
7. The Sr. Deputy Accountant General (A&E), H.P. Shimla-3.
8. The Registrar, H.P. High Court, Shimla
9. All District and Sessions Judges in H.P.
10. All Distt. Treasury Officers/ Treasury Officers in H.P.
11. All Boards and Corporations/Universities in H.P.
12. The Controller, Printing & Stationery, H.P. Shimla-5.
13. Section Officer (Finance-Expenditure) Section, H.P. Sectt. Shimla-2.

Sd/-  
Under Secretary (Finance) to the  
Government of Himachal Pradesh.

**Government of Himachal Pradesh  
Department of Forests**

No. FFE-B-C (17)-1/2010-Vol-III dated Shimla-2,

3<sup>rd</sup> March, 2015

**NOTIFICATION**

The Governor of Himachal Pradesh is pleased to constitute the Departmental Standing Purchase Committee of the Forest Department for effecting procurement of store articles (Code E-21 to 23) specified in Annexure-V of the detailed instructions and guidelines issued by the Directorate of Industries Vide Notification No. IND/SP (Misc) F (6-10) 4/80-111 dated 24.10.2013, in terms of Rule 192 of the Himachal Pradesh Financial Rules, 2009.

The Departmental Standing Purchase Committee shall comprise of the following:-

- |    |   |                  |
|----|---|------------------|
| 1. | Chief Conservator of Forests (Eco-tourism/IT) | Chairperson      |
| 2. | Chief Conservator of Forests (Finance & Plg.) | Member           |
| 3. | Conservator of Forests (CAT Plan)             | Member           |
| 4. | Conservator of Forests (HRD)                  | Member Secretary |
| 5. | Representative of Department of IT, HP        | Member           |
| 6. | Representative of Store Purchase Organization | Member           |
| 7. | Asstt. Conservator of Forests (Eco-tourism)   | Member           |
| 8. | Dy. Controller/Asstt. Controller (S.A.S)      | Member           |

By Order

Tarun Shridhar  
Addl. Chief Secretary (Forests)  
Government of Himachal Pradesh

Endst. No. above

dated Shimla-2, the

3<sup>rd</sup> March, 2015

Copy forwarded to:-

1. The Principal Chief Conservator of Forests (HoFF) HP, Shimla-1 w.r.t. letter No. Ft. IT/e-procurement/Vol.-1/dated 10/11/2014 for information and necessary action.
2. The Principal Chief Conservator of Forests (Wildlife) HP Shimla-1
3. All Additional Principal Chief Conservator of Forests HP Shimla-1
4. The Director. Department of Industries, HP, Shimla
5. The Director. Department of IT, HP, Shimla
6. All CCFs./CFs in HP.
7. All the members of above said purchase committee.
8. Guard file.

(Prakash Nand)  
Deputy Secretary (Forests) to the  
Government of Himachal Pradesh

**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 – 171002, the

29<sup>th</sup> June, 2015.

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

Sir,

With a view to effect economy and reduce unproductive expenditure and to reduce prodecursal 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.

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.

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](http://www.himachal.nic.in/finance) under the link "Expenditure".

By Order

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

