

Government of Jammu and Kashmir
Civil Secretariat Finance Department

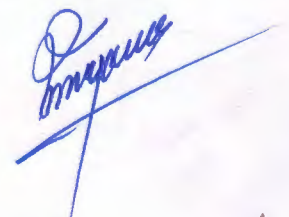
**Subject: Expenditure Management – Economy Measures
and Rationalisation of Expenditure.**

C I R C U L A R

In order to promote fiscal discipline, without restricting the operational efficiency of the Government and to ensure balanced pace of expenditure, the following instructions are issued for compliance by all the Government Departments and Bodies funded by the Government:

1. Balanced Pace of Expenditure

- (i) During the last quarter of the year the expenditure should be limited to 33% of budget allocation and in the month of March, the expenditure should be limited to 15% of the Budget Estimates. Any Department exceeding this limit will submit a detailed explanatory note to the Finance Department by 10th April, 2016.
- (ii) It is also considered desirable that in the last month of the year, payments may be made only for the goods and services actually procured and for reimbursement of expenditure already incurred. Hence, no amount should be released in advance (in the last month) with the exception of the following:
 - (a) Advance payments to contractors under terms of duly executed contracts so that Government would not renege on its legal or contractual obligations.
 - (b) Any loans or advances to Government servants etc. or private individuals as a



measure of relief and rehabilitation as per service conditions or on compassionate grounds.

- (c) Any other exceptional case with the approval of the Finance Department.
- (iii) Rush of expenditure on procurement should be avoided during the last month of the year so as to ensure that all procedures are complied with and there is no infructuous or wasteful expenditure. Financial Advisors are advised to specially monitor this aspect in their respective departments.

2. Seminars and Conferences

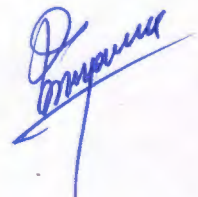
- (i) Utmost economy shall be observed in organizing Conferences/ Seminars/ Workshops. Only such conferences, workshops seminars, etc. which are absolutely essential, should be held.
- (ii) Holding of exhibitions/ fairs/ seminars/ conferences outside the State is strongly discouraged except in the case of exhibition for tourism or handicraft promotion.
- (iii) There will be a ban on holding of meetings and conferences at private hotels. Government buildings/ Premises should be utilized instead.

3. Purchase of vehicles

Purchase of new vehicles to meet the operational requirement is permitted, but only against condemnation as a replacement measure.

4. Domestic and International Travel

- (i) Travel expenditure should be regulated so as to ensure that each Department remains within the allocated budget for the same. Re-appropriation/



augmentation proposals on this account will not be entertained.

- (ii) Within the country, the officers should travel only by economy class regardless of entitlement.
- (iii) Facility of Video Conferencing may be used effectively and travel for the purpose of attending meetings should be avoided to the extent possible.
- (iv) In all cases of air travel, the lowest air fare ticket available for entitled class is to be purchased/procured.

5. No fresh financial commitments will be made on items which are not provided for in the approved budget.

6. Compliance

Administrative Secretaries shall be responsible for ensuring compliance of the measures outlined above. Financial Advisors shall assist the respective Departments in securing compliance with these measures and also submit an overall report to the Department of Finance.

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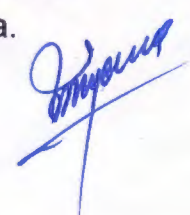
(Navin K. Choudhary), IAS
Commr./ Secretary to Government,
Finance Department

No.FD-VII-08 (111) 2004-05

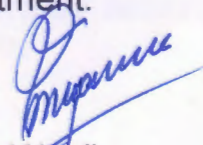
Dated: 19-02- 2016

Copy to the:-

1. All Financial Commissioners.
2. All Principal Secretaries to Government.
3. Principal Secretary to Hon'ble Governor, J&K.
4. All Commissioner/Secretaries to Government.
5. Registrar General, Hon'ble High Court, J&K.
6. Director General, Information, J&K Jammu. He is requested to give wide publicity to the circular instructions both through print and electronic media.



7. Director, Accounts & Treasuries, Jammu/ Kashmir.
8. All Heads of Departments.
9. All Director(s) Finance / FA & CAO.
10. All Treasury Officers.
11. Incharge Website, GAD/Finance Department.



(I.A.Wahi)
Director Budget,
Finance Department