

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

From

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

To

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

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

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

Sir,

In order to gear-up efficiency in administration at all level(s) in Government, the comprehensive delegation of financial powers has been issued by the Finance Department vide its instruction of even number dated 03.06.2014. As per condition No. (ii) of said delegation under SOE "Office Expenses", powers upto Rs. 5.00 lacs to the respective Head(s) of Department(s) and full powers to the respective Administrative Department(s) have been delegated for purchase of computer/photocopier machines and their peripherals. This delegation was, however, subject to prior approval of the IT Department with regard to specification(s)/configuration(s)/any other correlated advices/equipments in case of purchase of computers and their peripherals as per general instruction of this Department circulated vide letter No. Fin-F-(A)-(11)-4/2004 dated 05.05.2007.


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

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

By Order

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

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


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

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4. The Registrar General, H.P. High Court, SHIMLA - 2
5. All the Heads of Departments in H. P.

Dated Shimla - 171 002, the 29th June, 2015.

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

Sir,

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

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 under the link "Expenditure".

By Order

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

Endst. No. As above. Dated Shimla - 171 002, the 29.06.2015.

Copy of the above is forwarded to :-

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


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

From

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

To

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

Dated Shimla - 171 002, the 14th July, 2015.

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

Sir,

Consequent to the amendment(s) carried out by the Urban Development Department in Section 5 of 'The Himachal Pradesh Urban Rent Control Act., 1987 as per the H. P. Urban Control (Amendment) Act., 2009 [Act. No. 8 of 2012 published in the "Rajpatra" on 16.03.2012], *in partial modification of main delegation(s) made vide instruction/letter of this Department of even number dated 03.06.2014*, the existing provision made vide Serial No. (iii) under SOE "Rent, Rate & Taxes" is amended as follow:

"(iii) For renewal of agreement/contract for hiring of private accommodations - Full powers to the Heads of Office subject to enhancement @ only 10% of standard rent or the rent agreed upon, as the case may be, after every three years and submission of certificate by concerned Head of Office that the accommodation, in question, is still required for bonafide departmental purpose."

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

By Order

Principal Secretary (Finance) to the
Government of Himachal Pradesh, SHIMLA -2.
Endst. No. As above. Dated Shimla - 171 002, the 14.07.2015.
Copy of the above is forwarded to :-

01. All Chief Executive Officers/Managing Directors of H.P. Public Sector Undertakings/Boards/Corporations
02. The Secretary, H. P. Subordinate Services Selection Board - Hamirpur.
03. The Secretary to Lokayukta, H. P., SHIMLA - 2.
04. The Secretary, H. P. Public Service Commission, SHIMLA - 2.
05. The Secretary, H. P. Electricity Regulatory Commission, Khalini, SHIMLA - 2.
06. The All the Deputy Commissioners in H. P.
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Special Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

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

From

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

To

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

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

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

Sir,

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

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

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

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

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


By Order

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

Endst. No. As above. Dated Shimla - 171 002, the 05.08.2015.

Copy of the above is forwarded to :-

01. All Chief Executive Officers/Managing Directors of H.P.Public Sector Undertakings/Boards/Corporations
02. The Secretary, H. P. Subordinate Services Selection Board - Hamirpur.
03. The Secretary to Lokayukta, H. P., SHIMLA - 2.
04. The Secretary, H. P. Public Service Commission, SHIMLA - 2.
05. The Secretary, H. P. Electricity Regulatory Commission, Khalini, SHIMLA - 2.
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Special Secretary (Finance-Exp.) to the
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The Additional Chief Secretary (Finance) to the
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To

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

Dated Shimla - 171 002, the 03rd September, 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 procedural delay(s) and to gear-up efficiency in administration at all level(s) in Government, comprehensive delegation of financial powers was issued by the Finance Department vide its instruction of even number dated 03.06.2014 delegating thereby the financial powers to the Administrative Departments, Head(s) of Department(s) and Senior-most District level Officer(s) under all the SOEs except newly created SOE (65) "Outsourcing Charges". The procedure for exercise of such delegated powers was also specified in the aforesaid delegation. Now, the references are being received from many quarters of the Government raising queries regarding extent of delegation under SOE-"Outsourcing Charges" so that remuneration to outsourced persons could be released accordingly.

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After due consideration, it has thus been decided that the delegation under SOE-"Outsourcing Charges" would henceforth be as under:-

SOE	DEFINITION/ EXPLANATION	DELEGATION OF FINANCIAL POWERS SUBJECT BUDGETARY PROVISION(S)
Outsourcing Charges (65)	It includes remuneration to outsourced persons only.	i) Full powers to respective DDOs for payment to all outsourced persons duly authorized by the State Government. ii) Neither any post shall be filled up nor any person be engaged on 'outsourcing basis' without the prior concurrence of Finance Department and approval of the Council of Ministers.

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


By Order

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

Endst. No. As above. Dated Shimla - 171 002, the 03.09.2015.

Copy of the above is forwarded to :-

01. All Chief Executive Officers/Managing Directors of H.P.Public Sector Undertakings/Boards/Corporations
02. The Secretary, H. P. Subordinate Services Selection Board - Hamirpur.
03. The Secretary to Lokayukta, H. P., SHIMLA - 2.
04. The Secretary, H. P. Public Service Commission, SHIMLA - 2.
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Special Secretary (Finance-Exp.) to the
Government of Himachal Pradesh, SHIMLA -2.

PERSONAL ATTENTION

No. Fin-I-(C)-14-1/92
Government of Himachal Pradesh
Finance Department
(Expenditure Control - II)

From

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

To

1. The Principal Secretary (Personnel) to the
Government of Himachal Pradesh, SHIMLA - 2
2. The Secretary (SAD/GAD) to the
Government of Himachal Pradesh, SHIMLA - 2.

Dated Shimla - 171 002, the 08th September, 2015.

Subject :- Regarding reimbursement of landline telephones at
residences/Mobile phones charges - Latest instruction(s)
thereof.

Sir,

In partial modification of this Department's letter of even
number dated 25.08.2010 on the above subject, it is clarified that the
Additional Chief Secretaries figuring in Category - 01 for payment of
"Fixed Bimonthly Residential Telephone/Cell Amount" on actual basis shall
henceforth have the option either to opt for Category - 01 for payment
of the said amount on actual basis or the Category - 02 for payment of
Rs. 2500/- + Rs. 900/- = Rs. 3400/- as "Fixed Bimonthly Residential
Telephone/Cell Amount(s)" w.e.f. 01.09.2015.

I am, therefore, directed to request you to kindly take
further necessary action in the matter accordingly.

Yours faithfully,



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

Endst. No. As above. Dated Shimla - 02, the 08th September, 2015.

Copy of the above is forwarded to the District Treasury
Officer, Capital Treasury, H.P., SHIMLA - 171 002 for information and
similar necessary action.



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