

**भा०मा०ब्यूरो मु०/प्रशा०/परिपत्र(10)/2018**

दिनांक : 29 अगस्त 2018

**भारतीय मानक ब्यूरो / Bureau of Indian Standards**  
**(प्रशासन विभाग / Administration Department)**  
**परिपत्र / CIRCULAR**

**विषय: व्यय प्रबंधन - व्यय के अर्थव्यवस्था उपाय एवं युक्तिकरण / Expenditure management-economy measures and rationalization of expenditure**

उपरोक्ता मामले विभाग, ने कार्यालय ज्ञापन सं.जी-25012/04/2018/आई.एफ. दिनांक 06 अगस्त 2018 के द्वारा, शीर्षक विषय के संबंध में, भारतीय मानक ब्यूरो के अनुपालन हेतु कुछ निर्देशों को अग्रेषित किया है (प्रति संलग्न)।

Department of Consumer Affairs (DoCA), vide its Office Memorandum No. G-25012/04/2018/IF dated 06 August 2018 in connection with the captioned matter has forwarded certain instructions to be observed by the Bureau (copy enclosed).

2. उपरोक्त कार्यालय ज्ञापन में, यह उल्लेख किया गया है कि सभी को व्यय को तर्कसंगत बनाने और उपलब्ध संसाधनों को अनुकूलित करने के दृष्टिकोण के साथ उपायों का अनुपालन सुनिश्चित करना चाहिए।

In the aforesaid OM, it is mentioned that all should ensure compliance of the measures with a view to rationalize expenditure and optimize the available resources.

3. तदनुसार, यह मुख्यालय के सभी विभागों, क्षेत्रीय कार्यालयों, शाखा कार्यालयों, प्रयोगशालाओं एवं एन.आई.टी.एस को प्रचालित किया जाता है कि इस कार्यालय ज्ञापन में निहित निर्देशों के अनुसार कार्रवाई की जाए।

Accordingly, it is circulated to all the Departments at HQ, ROs, BOs, Labs & NITS for taking action in accordance to the instructions contained in the OM.

4. यह सक्षम प्राधिकारी की मंजूरी के साथ जारी किया गया है।

This issues with the approval of the Competent Authority.

*29/08/2018*  
 (कुलविन्दर कुमार चावला)  
 उप-निदेशक (प्रशासन एवं वित्त)

संलग्न: उपरोक्तानुसार

हमारा संदर्भ: प्रशासन/09/04/2014 (Vol. II)

परिचालित: इंटरनेट के माध्यम से ब्यूरो के मुख्यालय में सभी विभागों / क्षेत्रीय कार्यालयों / शाखा कार्यालयों / प्रयोगशालाओं / एन.आई.टी.एस को परिचालित

**Circulated to:** All Departments at HQs/ROs/BOs/Labs/NITS through Intranet of the Bureau

2/c  
20/8

File No. G-25012/04/2018/-IF

Government of India

Ministry of Consumer Affairs, Food and Public Distribution

Department of Consumer Affairs

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Krishi Bhavan, New Delhi.

Dated the 06<sup>th</sup> August, 2018

OFFICE MEMORANDUM

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**Subject:- Expenditure management-economy measures and rationalization of expenditure-Reg.**

Ministry of Finance, Department of Expenditure has been issuing instructions from time to time on expenditure management, fiscal discipline, need for economy measures including rationalization of Government expenditure. Such measures are intended at promoting fiscal discipline, optimal use of available resources and containing non-developmental expenditure, among others, without restricting the operational efficiency of the Government. A review of implementation of these measures has brought forth instances of extravagance.

2. These measures for fiscal prudence and economy including the following need to be observed in letter and spirit:

(i) **Reduction in the establishment expenditure:** Wasteful expenditure and non-developmental items should be curtailed to the extent feasible.

(ii) **Seminar and Conferences:** Only such conferences/workshops/seminar etc. which are-absolutely essential should be held. Holding of Exhibitions/fairs etc. abroad and inland should be discouraged except in the case of Exhibition for focussed promotion of DoCA subject including trade promotion and enhancing awareness.

(iii) **Use of vehicles within the prescribed limit:** The existing limit of 2400 Km and 300 hrs in a calendar month for official purpose and work only may be strictly adhered to so as to avoid any audit objection. Staff Car Rules- 39 may be adhered to meticulously.

(iv) **Domestic and International travel:** Travel expenditure (both DTE & FTE) should be regulated so as to ensure that the Department remains within the allocated budget by restricting non essential foreign visits. All extant instructions on foreign travel may be scrupulously followed.

(v) **Observance of discipline in fiscal transfer to States:** Release of grant-in-aid shall be strictly as per provisions contained in GFR-17 and in the OMs issued by Department of Expenditure from time to time and relaxation of such conditions attached to such transfers should not be resorted to normally.

551  
20/08/2018  
DDCA Dy. No. 143  
Date: 20-8-18

DDCA Dy. No. 143  
Date: 20-8-18

ADG Dy. No. 1505  
Dated: 13-8-18  
32765  
10-8-18

DG  
ADG  
11/8/18

Cm  
17/8/18

DDCA (A)  
H-1 (R)  
D AC  
S P  
H-GSD  
H-HAD  
DDCA  
PS

Note put up for approval  
23/8/18

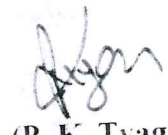


(vi) **Balanced pace of expenditure:** As per extant instructions, the monthly expenditure plan may be followed strictly.

(vii) **Economy in use of paper/stationery:** Judicious use of paper as also contained in the MoP may be followed keeping in view its direct impact on the environment and infructuous expenditure. Instructions such as, typed/written notes on both sides of paper, typing in single space, increasing use of official website and e-office for communication, fonts like 'Garamond' etc., among others, may be complied for day to day use of scarce resources like paper etc.

(viii) **Energy conservation:** Similarly, all feasible measures should be taken for efficient use of appliances especially electrical and other resources.

3. Secretary of the Ministry/Department, being the Chief Accounting Authority as per Rule 70 of GFR-17, has been entrusted with the responsibilities, among others, for the effective, efficient, economical and transparent use of the resources of the Ministry or Department in achieving the stated project objectives whilst complying with performance standards. It is imperative that all should be ensuring compliance of the measures outlined above with a view to rationalize expenditure and optimize the available resources. All officials/Officers in DoCA are advised to follow the aforesaid diligently.



(P. K. Tyagi)

Under Secretary to the Government of India

Tel: 23070481

To,

1. All Division Heads, DoCA
2. DG, BIS
3. DG, NTH
4. Registrar, NCDRC
5. Director, IILM, Ranchi
6. DDs, RRSLs
7. Principal Accounts Office, Jeevan Deep Building

Copy for Information to:

1. PSO to Secretary (CA)
2. PPS to Principal Adviser
3. PPS to AS&FA
4. PPS to AS (CA)
5. PS to JS (CA)/JS (AB)/EA/CCA