

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 10<sup>th</sup> September, 2020

**OFFICE MEMORANDUM**

**Subject Expenditure Management-Further Economy Measures**

The undersigned is directed to forward herewith a copy of the OM No. 7(2)/E.Coord/2020 dated 04.09.2020 received from Department of Expenditure on the subject cited above.

2. Department of Expenditure has directed, inter-alia, that the following are to be complied by all the ministries/Departments and the organizations under them:

(i) No printing of books, publications, documents etc. would be done on imported paper except where printing is done abroad by Indian Missions.

(ii) Expenditure on functions such as celebration on foundation day etc. should be discouraged and in any case travel for such function, provision of bags or mementoes shall be avoided.

(iii) It has also been directed to carry out a review of the individual consultants appointed in the Ministries/Departments and reduce the number of consultants to the minimum requirement. Due economy must be observed while determining the fees of the consultants considering the quantum of work assigned to them.

(iv) There will be ban on creation of posts in Ministry/Department, Attached offices, Subordinate Offices, Statutory Bodies and Autonomous Bodies except with the approval of DoE.

(v) The ban also covers creation of posts which are delegated to any organization regardless of the source of such authority or power.

(vi) If any post has been created after 01.07.2020 under delegated powers or authority, without approval of DoE and have not yet been filled, then such posts shall not be filled. Approval of DoE may be obtained before filling up of such posts if deemed absolute essential.

3. Hence, it is requested to bring the contents of the aforesaid O.M. to the notice of all concerned for compliance.

Y.P. Yadav

Under Secretary (Fin-II)

Tel : 011-23719302

To,

All wings/Organizations/Attached offices/ Autonomous Bodies/ Sub-ordinate Offices of DoWR,  
RD&GR

P-19  
F.No.7(2)/E.Coord/2020  
Government of India  
Ministry of Finance  
Department of Expenditure  
North Block

JS & KA

New Delhi  
Dated:- 4<sup>th</sup> Sept. 2020

**OFFICE MEMORANDUM**

**Subject: - Expenditure Management – Further Economy Measures**

With a view to improving the quality of public expenditure, containing non-developmental expenditure and ensuring availability of adequate resources for meeting the needs of critical priority schemes, Ministry of Finance, has from time to time issued instructions on Expenditure Management. In the context of the present fiscal situation and the consequent pressure on Government resources, there is a need for further economy and rationalization of non-priority expenditure, while protecting and preserving priority expenditure. With this objective, the following economy instructions will come into force with immediate effect.

**1. ADMINISTRATIVE EXPENDITURE:-**

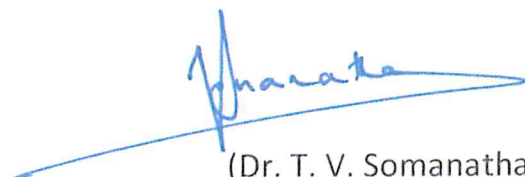
All Ministries/Departments including Attached Offices/Subordinate Offices and Autonomous Bodies shall observe the following instructions for curtailing Administrative Expenditure.

- a.) No printing/publishing of books, publications, documents, etc. will be done on imported paper, except where printing is done abroad by Indian Missions, etc.
- b.) Expenditure on functions such as celebrations of Foundation Day, etc. should be discouraged or if felt necessary be appropriately curtailed. In any case, travel for such functions and provision of bags or mementoes should be avoided.
- c.) Consultancy Assignments - All Ministries/Departments may carry out a review of the individual Consultants appointed in their respective Ministries/Departments in consonance with the provisions of GFR and

reduce the number of Consultants to the minimum requirement. Due economy may be observed while determining the fees of the Consultants and care may be taken that such fees are not disproportionate to the quality and quantity of work to be carried out by the Consultants.

## 2. CREATION OF POSTS:-

- a.) There will be a ban on creation of new posts, except with the approval of Department of Expenditure, in Ministries/Departments, Attached Offices, Subordinate Offices, Statutory Bodies and Autonomous Bodies.
  - b.) This ban will cover all creation of posts under powers which have been delegated to any organization regardless of the source of such authority or power.
  - c.) If any posts have been created after 01.07.2020 under delegated powers or authority, without approval of Department of Expenditure and have not yet been filled, then such posts shall not be filled. If it is deemed absolutely essential to fill them, proposals may be sent for approval of Department of Expenditure.
3. Secretaries of the Ministries/Departments, being the Chief Accounting Authorities as per Rule 70 of GFR, shall be fully charged with the responsibility of ensuring compliance of the above instructions. Financial Advisers shall assist respective Departments in securing compliance with these measures.



(Dr. T. V. Somanathan)  
Secretary (Expenditure)

All Secretaries of the Government of India  
Copy to:-

1. Principal Secretary to the Prime Minister
2. Principal Advisor to the Prime Minister
3. Cabinet Secretary
4. CEO, NITI Aayog
5. All the Financial Advisors