

Dated, Agartala, the 28/04/2020

**MEMORANDUM**

**Subject: Austerity Measures for achieving economy in government expenditure.**

In light of the recent COVID-19 pandemic in the country, some austerity measures are required to be taken to reduce and rationalise avoidable expenditure by the Government. The emergency measures taken to manage the COVID-19 epidemic, relief measures as well as reduced tax collection because of adverse affect on economic activities has led to severe strain on the finances of the state. These guidelines shall be applicable to all Departments, State PSUs, Co-operatives, Societies, Local Bodies both Rural & Urban and other Autonomous Bodies. The following steps will be taken by all concerned to economize government expenditure:

- 1) A minimum of 15% savings must be achieved by all Departments with regard to budgetary allocation of office expenses and other contingent expenditure.
- 2) Wherever Contingency / Administrative charge is available under various CSS / CASP and other flagship Schemes of the Union Government that are being implemented by the Department, rational use of such contingency funds shall be made to reduce dependence on funds from the State Budget for contingent/office expenses.
- 3) All Departments will ensure a minimum growth of 10% in non-tax revenue collections. The target should be strictly adhered to and all efforts should be made by the concerned Departments. Secretary of the Department may review the non-tax revenue of the Department on monthly basis to improve the mobilisation of revenue.
- 4) Officers having Internet facility should increasingly use e-mails instead of paper communication. All Departments should gradually move over to a system of e-Office and e-Dak to avoid wasteful expenditure on paper and bring in efficiency. Detailed guidelines regarding avoidance of wastage of paper will be issued separately.
- 5) There shall be a ban on purchase of new vehicles except those wholly funded under any Central Scheme (MOPF etc.). No new vehicle shall be purchased from the fund under State Budget. For unavoidable requirement, hiring of vehicle may be proposed to Finance Department.

- 6) All Departments / PSUs / Co-operatives / Societies / Boards / PRIs and ULBSs/Autonomous Bodies etc. shall take necessary measures for reduction in electricity bills by 10% of its existing levels of consumption. Head of Department and head of offices will personally monitor the energy use of different establishments every month. Major Institutions shall take up energy audit in consultation with Power Department. Energy efficiency may be achieved through use of LED lights/bulbs and energy efficient fans and other appliances. Prepaid meters may be installed in a time bound manner for both government and private consumers. All bulbs/lights as well as other electrical appliances going out of order may be replaced by LED/ energy efficient appliances. In government offices, centralised switching off device/ timer based automatic switch off device may be installed so that in night, most lights are switched off centrally or automatic. All Heads of office will ensure switching of lights, fans, AC etc before leaving the office.
- 7) Ceiling of Entertainment charges prescribed under Rule 17 of the DFPRT, 2019 shall be followed strictly by all concerned and no relaxation in this regard shall be considered by the Finance Department.
- 8) Utmost economy shall be exercised in organizing Functions/ Fairs/ Exhibitions etc unless fully funded by CSS. No such activity can be undertaken without the prior approval of the Chief Minister.
- 9) Land Acquisition should be avoided in all cases where money is to be paid out of the State Budget as land acquisition entails huge expenditure. Wherever possible, donation of land by the general public in the form of gift deed for the intended purpose may be attempted by the Department.
- 10) Fund should be drawn only when the expenditure is imminent. No fund should be drawn merely to avoid lapse. If any fund has been drawn and kept in bank accounts for more than 6 (six) months, the fund should be transferred to the PL account of the Department compulsorily.
- 11) No unpaid liabilities should be created without budget provision at all cost. HODs shall be held responsible in the event of creation of any unpaid liability at the end of the year.
- 12) Utmost economy shall be observed in use of telephones. For the purpose of internal communication within the State, the facilities offered by TSWAN shall be optimally utilized. Efforts should be made to reduce the telephone charges of office telephones by at least 10% from the present level.

With regard to residential telephones and/or mobile connections and Broadband facility for the entitled officers, combined ceiling/limit on the entitlement/ re-imburement has been fixed as per the Memorandum No.

F.10(22)-FIN(G)/2003(Part-XI) dated 15<sup>th</sup> Oct, 2003. The new ceiling / limits for telephone bills in respect of entitled officers stands reduced as under:

i) Chief Secretary- No limit

ii) Secretary and above :

Office : Rs. 3,000/- per month.  
Residence : Rs. 1,500/- per month.

iii) HODs :

Office : Rs. 1,800/- per month.  
Residence : Rs. 900/- per month.

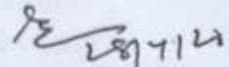
iv) Entitled officers below HODs :

Office : Rs.1,000/- per month.  
Residence : Rs.700/- per month.

No mobile handset will be provided to any officer and they will use their own handset. Closed User Group (CUG) supplementary service may be explored and can be resorted to when there is a clear case of savings. No officer will have more than one landline telephone either in office or residence. In case any officer finds landline phone at residence redundant as more reliance is now on mobile phone, they may be encouraged to surrender landline telephone.

- 13) All purchases should be preferably be made through Government e-Marketplace (GeM) as per Rule 22(11) of the DFPRT, 2019 to economize expenditure on purchases. Ordinarily, only when item is not available of GeM, direct tender method may be used.
- 14) All interest accrued from bank accounts maintained by the Departments should be deposited to the State Government ex-chequer unless the scheme to which the fund relates has a specific mandatory provision for utilisation of interest amount for scheme purpose.
- 15) With regard to entitlement the vehicle for officers in different offices / departments etc. at various levels, norm may be recommended by the State Economy Board. Except those officers who need two vehicles for functional and law and order requirements, no officer will use more than one vehicle. The Economy Board will make recommendations in this regard.
- 16) With regard to entitlement of AC to be availed by officers in different offices / departments etc. at various levels, norms will be recommended by State Economy Board.
- 17) With regard to entitlement of the TV and Cable/DTH Connection to officers in different offices / departments etc. at various levels, the norm will be recommended by State Economy Board.

- 18) Secretary of the Departments concerned may review the performance of Public Sector Units regularly and in cases of loss making PSUs, adequate measures must be taken to cut down the losses.
- 19) Outsourcing by the Department will be done only after the requisite number of posts have been kept under abeyance. Manpower requirement for outsourcing of services should be critically assessed before sending proposal to Finance Department. Economy Board will evolve norms for hiring manpower for different purposes. Economy Board will also recommend the cost structure of different types of services for uniformity among the Departments.
- 20) All concerned should ensure disposal of unserviceable materials as per Rule 28 of the DFPRT, 2019.
- 21) 15th FC has expressed its serious concern regarding few states including Tripura with very high relative per capita expenditure on salaries, pensions and interest payment and has asked states to initiate steps to review and rationalise such expenditure and reduce their proportion to total revenue expenditure. State Economy Board will take steps to rationalise manpower including redeployment wherever possible.

  
**(Manoj Kumar)**  
 Chief Secretary

To  
 All Secretaries – in – Charge

..... Department

Copy for information to:

1. Principal Secretary to Hon'ble Governor, Tripura.
2. Special Secretary to Hon'ble Chief Minister, Tripura.
3. PS to Hon'ble Dy. Chief Minister, Tripura.
4. PA/PS to Hon'ble Minister, .....
5. Secretary, Tripura Legislative Assembly.