

No.F.8/4/2011-AC/USFA/77-88
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (ACCOUNTS) DEPARTMENT
'A' Wing, 4th Level, Delhi Secretariat, I.P. Estate, New Delhi.

Dated: 30.12.2011

OFFICE MEMORANDUM

Subject: Economy in Plan and Non-Plan expenditure.

Attention of all Departments/Autonomous Bodies/Statutory Bodies/Grantee Institutions/Corporations of Government of NCT of Delhi is invited to the delegation order dated September 23, 2011 read with economy instructions issued by Finance Department from time to time, vide which the following ceilings/limits of expenditure have been prescribed in respect of items listed in column (2):-

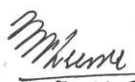
Sl. No.	Items	Ceiling/limit
1	2	3
(a)	Expenditure on petrol/diesel.	200 Liters per vehicle per month.
(b)	Hiring charges of Non-AC vehicles.	₹20,000/- (Rupees twenty thousand only).
(c)	Mobile phone call charges.	₹1,500/- per month.
(d)	Landline phone call charges: (i) Entitled category (ii) Non-entitled category (in which cases reimbursement is allowed with prior concurrence of FD based on functional requirement)	1000 calls per month. 600 calls per month.
(d)	Inaugural functions.	₹10,000/- per occasion.
(e)	Working lunch during meetings/conferences, etc.	₹300/- per head with a ceiling of ₹10,000/- per occasion.
(f)	Expenditure on refreshments served to guests in official meetings.	₹25/- per head and ₹2,00,000/- (Rupees two lakhs only) per annum.

Finance Department has frequently advised departments on the need for exercising restraint and complying with ceilings, particularly in respect of petrol/diesel. However, proposals are frequently being received for ex-post facto regularization.

Breach of prescribed ceilings in routine defeats the purpose of prescribing ceilings. Indeed, **need for relaxation has to be occasional and in exceptional circumstances.**

It is, therefore, impressed upon all concerned that the above said ceilings/limits may be observed scrupulously, as it may not be appropriate to concur such proposals in a routine manner.

This issues with the approval of Hon'ble Chief Minister.


(B.L. Sharma),
Spl. Secretary (Fin.).

(contd.....P/2)

To

1. All Pr. Secretaries/Secretaries/ HODs of Departments of Government of NCT of Delhi.
2. All Executive Heads of Autonomous/Statutory Bodies, grantee institutions, Commission, etc., of Government of NCT of Delhi.
3. All Deputy Secretaries/Under Secretaries/Desk Officers of Finance Department.
4. Controller of Accounts, Pr. Accounts Office, Vikas Bhawan, New Delhi.
5. Controller of accounts, Directorate of Audit, Delhi Sachivalaya, New Delhi.

Copy to:

1. Pr. Secretary to Lt. Governor, Delhi.
2. Pr. Secretary to Chief Minister, Government of Delhi.
3. Staff Officer to Chief Secretary, Delhi.
4. P.S. to Pr. Secretary (Fin.), Government of NCT of Delhi.
5. Web site of Finance Department.
6. Guard File/Office Order file.