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**DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI  
OFFICE OF THE ACCOUNTS OFFICER (F&G)  
VARUNALAYA PHASE-II: NEW DELHI-110005**

No. DJB/AO (F&G)/2013/ 131860

Dated: 09.12.2013

The following Office Memorandums endorsed to CEO, Delhi Jal Board, are circulated for information and strict compliance please.

Office Memorandum No.	Issued by	Subject
No. 7 (2)/E.Coord/2013 dated 18.09.2013	Government of India, Ministry of Finance, Department of Expenditure	Expenditure Management – Economy Measures and Rationalization of Expenditure
No. F.13/2/2010-AC/Pt. File/USfa/294-295 dated 03.10.2013	Govt. of N.C.T. of Delhi Finance (Accounts) Department	Renewal of Selling Agency Agreement
No. F.20/19/2013-AC/US fa/305-308 dated 22.10.2013	Govt. of N.C.T. of Delhi Finance (Accounts) Department	Delhi Assembly Election 2013-Travelling Allowance to the employees of Delhi Govt. / Central Govt. / Autonomous Bodies etc.
No. 1-3/2008-E.II (B) dated 07.10.2013	Government of India, Ministry of Finance, Department of Expenditure	Rates of Dearness Allowance applicable w.e.f. 01.07.2013 to employees of Central Government and Central Autonomous Bodies continuing to draw their pay in the pre-revised scale as per 5 <sup>th</sup> Central Pay Commission
No. 19024/1/2012-E.IV dated 28.05.2013	Government of India, Ministry of Finance, Department of Expenditure	Levy of Agency Commission etc. by M/s Balmer Lawrie & Company Limited on air tickets booked on Government account-Regarding
No. 19024/1/2009-E.IV dated 16.09.2010	Government of India, Ministry of Finance, Department of Expenditure	Guidelines on Air Travel on Tours / LTC

Encls. As above

EXECUTIVE ENGINEER (EDP)

DI. 4866

DATE 13/12/13

- Sel -

Accounts Officer (F&G)

All EE's

Copy to:-

- 1) CEO (DJB) for kind information Pl.
- 2) CVO (DJB) for kind information pl.
- 3) Member (Admn.)(Fin.)/W.S./Drainage for information Pl.
- 4) Director (F&A)/Addl. CEO/A&P/DOR/DOV/Secy. DJB for information Pl.
- 5) All Chief Engineers for kind information pl.
- 6) All SEs/LO/AC (T)/(B)/(G)/(D)/(W)/(L&E)/Dy. Dir.(F&A)- I/II/III/IV/V,  
Dy. Dir. (LW)/Dy. Dir.(Vig.)-I/II/DTQC/ EE (EDP), for upload on DJB website.
- 7) All Sr. AOs / AOs, C.S.O.
- 8) All A.A.O.s

SEE AP  
Sanyal

  
Accounts Officer (F&G)

S.No. 1 (14)

29/9/13

No.7(2)/E.Coord/2013  
Ministry of Finance  
Department of Expenditure

New Delhi, the 18<sup>th</sup> September, 2013

OFFICE MEMORANDUM

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**Sub: Expenditure Management - Economy Measures and Rationalization of Expenditure.**

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Ministry of Finance, Department of Expenditure has been issuing austerity instructions from time to time with a view to containing non-developmental expenditure and releasing additional resources for priority schemes. The last set of instructions was issued on 31<sup>st</sup> May 2012, 1<sup>st</sup> November 2012 and 14<sup>th</sup> November 2012. Such measures are intended at promoting fiscal discipline, without restricting the operational efficiency of the Government. In the context of the current fiscal situation, there is a need to continue to rationalize expenditure and optimize available resources. With this objective, the following measures for fiscal prudence and economy will come into immediate effect:-

**2.1 Cut in Non-Plan expenditure:**

For the year 2013-2014, every Ministry/Department shall effect a mandatory 10% cut in non-Plan expenditure excluding interest payment, repayment of debt, Defence capital, salaries, pension and the Finance Commission grants to the States. No re-appropriation of funds to augment the Non-Plan heads of expenditure on which cuts have been imposed, shall be allowed during the current fiscal year.

**2.2 Seminars and Conferences:**

- (i) Utmost economy shall be observed in organizing conferences/Seminars/workshops. Only such conferences, workshops, seminars, etc. which are absolutely essential, should be held wherein also a 10% cut on budgetary allocations shall be effected.
- (ii) Holding of exhibitions/seminars/conferences abroad is strongly discouraged except in the case of exhibitions for trade promotion.
- (iii) There will be a ban on holding of meetings and conferences at five star hotels.

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### 2.3 Purchase of vehicles:

Purchase of vehicles is banned until further orders, except against condemned vehicles.

### 2.4 Domestic and Foreign Travel:

- (i) All officers are to travel in economy class only for domestic travel, except officers in the Apex Scale who may travel in executive class. Officers may travel by entitled class for international travel, however officers in Apex scale may travel only by business class. In all cases of air travel, only the lowest fare air tickets of the entitled class are to be purchased/ procured. No companion free ticket on domestic/ international travel is to be availed of. The existing instructions regarding travel on Leave Travel Concession (LTC) would continue.
- (ii) It would be the responsibility of the Secretary of each Ministry/Department to ensure that foreign travel is restricted to most necessary and unavoidable official engagements based on functional necessity, and that extant instructions are strictly followed.
- (iii) Where travel is unavoidable, it will be ensured that officers of the appropriate level dealing with the subject are sponsored instead of those at higher levels. The size of the delegation and the duration of visit will be kept to the absolute minimum.
- (iv) Proposals for participation in study tours, workshops/ conferences/ seminars/presentation of papers abroad at Government cost will not be entertained except those that are fully funded by sponsoring agencies.
- (v) Travel expenditure (including FTE) should be so regulated as to ensure that each Ministry remains within the allocated budget for the same. Re-appropriation proposals on this account would not be approved.

### 2.5 Creation of Posts:

- (i) There will be a total ban on creation of Plan and Non-Plan posts.
- (ii) Posts that have remained vacant for more than a year are not to be revived except under very rare and unavoidable circumstances and after seeking clearance of Department of Expenditure.

### 3. Observance of discipline in fiscal transfers to States, Public Sector Undertakings and Autonomous Bodies at Central/State/Local level:

- 793/c
- 3.1 Release of Grant-in-aid shall be strictly as per provisions contained in GFRs and in Department of Expenditure's OM No.7(1)/E.Coord/2012, dated 14.11.2012.
  - 3.2 Ministries/Departments shall not transfer funds under any Plan schemes in relaxation of conditions attached to such transfers (such as matching funding).
  - 3.3 The State Governments are required to furnish monthly returns of Plan expenditure – Central, Centrally Sponsored or State Plan – to respective Ministries/Departments along with a report on amounts outstanding in their Public Account in respect of Central and Centrally Sponsored Schemes. This requirement may be scrupulously enforced.
  - 3.4 The Chief Controller of Accounts must ensure compliance with the above as part of pre-payment scrutiny.

#### 4. **Balanced Pace of Expenditure:**

- 4.1 As per extant instructions, not more than one-third (33%) of the Budget Estimates may be spent in the last quarter of the financial year. Besides, the stipulation that during the month of March the expenditure should be limited to 15% of the Budget Estimates is reiterated. It may be emphasized here that the restriction of 33% and 15% expenditure ceiling is to be enforced both scheme-wise as well as for the Demands for Grant as a whole, subject to RE ceilings. Ministries/ Departments which are covered by the Monthly Expenditure Plan (MEP) may ensure that the MEP is followed strictly.
- 4.2 It is also considered desirable that in the last month of the year payments may be made only for the goods and services actually procured and for reimbursement of expenditure already incurred. Hence, no amount should be released in advance (in the last month) with the exception of the following:
  - (i) Advance payments to contractors under terms of duly executed contracts so that Government would not renege on its legal or contractual obligations.
  - (ii) Any loans or advances to Government servants etc. or private individuals as a measure of relief and rehabilitation as per service conditions or on compassionate grounds.
  - (iii) Any other exceptional case with the approval of the Financial Advisor. However, a list of such cases may be sent by the FA to

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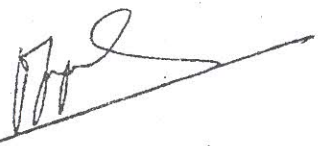
the Department of Expenditure by 30<sup>th</sup> April of the following year for information.

- 4.3 Rush of expenditure on procurement should be avoided during the last quarter of the fiscal year and in particular the last month of the year so as to ensure that all procedures are complied with and there is no infructuous or wasteful expenditure. FA's are advised to specially monitor this aspect during their reviews.
5. No fresh financial commitments should be made on items which are not provided for in the budget approved by Parliament.

6. The instructions would also be applicable to autonomous bodies.

7. **Compliance**

Secretaries of the Ministries/Departments being the Chief Accounting Authorities as per Rule 64 of GFR shall be fully charged with the responsibility of ensuring compliance of the measures outlined above. Financial Advisors shall assist the respective Departments in securing compliance with these measures and also submit an overall report to the Minister-in-Charge and to the Ministry of Finance on a quarterly basis regarding various actions taken on these measures/guidelines.

  
( R.S.Gujral )  
Finance Secretary

All Secretaries to the Government of India

Copy to :

1. Cabinet Secretary
2. Principal Secretary to the Prime Minister
3. Secretary, Planning Commission
4. All the Financial Advisors

292/10

CR- 168049/2013/JS(UT)

No.10/41/2013-Bgt.I

19/9

Government of India  
Ministry of Home Affairs  
Internal Finance Division  
North Block, New Delhi  
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Date: 19<sup>th</sup> September, 2013

OFFICE MEMORANDUM

Subject: Expenditure Management – Economy Measures and Rationalization of Expenditure

Department of Expenditure, Ministry of Finance has issued an OM dated 18<sup>th</sup> September, 2013 on the captioned subject. The OM is being circulated to all concerned separately for compliance. However, there is one instruction related to domestic and foreign travel which needs immediate compliance as this activity takes place on a regular/daily basis. The instruction reads:

**"Domestic and Foreign Travel:**

*All officers are to travel in economy class only on domestic travel, except officers in the Apex scale who may travel in executive class. Officers may travel by entitled class for international travel, however officers in Apex scale may travel only by business class. In all such cases of air travel, only the lowest fare air tickets of the entitled class are to be purchased/ procured. No companion free ticket on domestic/international travel is to be availed of. The existing instructions regarding travel on LTC would continue."*

As the economy measures have become effective from 18<sup>th</sup> September, 2013, the above instruction is brought to the notice of all concerned for strict compliance.

(S.C. Panda)

Additional Secretary & Financial Advisor (Home)

- 1. AS (NM)
- 2. AS (F)
- 3. AS (CS)
- 4. JS (NE)
- 5. JS (FFR)
- 6. JS (K)
- 7. JS (HR)
- 8. JS (P-I)
- 9. JS (P-II)
- 10. JS (BM)
- 11. JS (PP)

- 12. JS (UT) ✓
- 13. JS (IS-I)
- 14. JS (Coord. & PG)
- 15. JS (IS-II)
- 16. JS (Admn.)
- 17. JS (OL)
- 18. JS (DM)
- 19. JS (NM)
- 20. JS (CS)
- 21. JS (PM)
- 22. RGI
- 23. JS (F)

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 v. Panda

No.F.13/2/2010-AC/Pt.file/*USfa/294-295*  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
**FINANCE (Accounts) DEPARTMENT**  
4<sup>th</sup> Level, 'A' Wing, Delhi Secretariat; New Delhi-113

Dated: *03/10/13*

To,

The Regional Manager,  
MSTC Ltd,  
Northern Regional Office,  
Jeevan Vikas Building, 1<sup>st</sup> Floor,  
30-31A, Asaf Ali Road,  
N.Delhi-110 002

Sub; Renewal of Selling Agency Agreement


Ref: Your letter dated 16-7-2013 for extension of agreement

Sir,

In continuation of agreement dated 06-08-2010, I am directed to convey the approval of the Competent authority for renewal of Selling Agency Agreement entered into between GNCT of Delhi and MSTC Ltd., for further period of three years w.e.f.6-8-2013 to 5-8-2016 on the same terms and conditions.

This issues with the approval of the Pr. Secretary (Finance).

Yours faithfully,

  
( T. ALLOYS )

Under Secretary (Finance-A/cs)

No.F.13/2/2010-AC/Pt.file/*USfa/294-95* Dated: *03/10/2013*

Copy to: All Pr. Secretaries/Secretaries/ Head of Departments of GNCT of Delhi and all Autonomous Bodies/ Grantee Institutions / Boards/ Undertakings / Commissions/Corporations/ Councils for information and necessary action with regard to disposal of surplus or obsolete or unserviceable articles through e-auction through MSTC Ltd., as per the guidelines contained in FD's OM No.13/2/2010-AC/dsfa/DSIII/731-732 dated 6-8-2010.

No.F.20/19/2013/AC /Usfa/305-308  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE (Accounts) DEPARTMENT  
4<sup>th</sup> Level, 'A' Wing, Delhi Secretariat, New Delhi-113

Dt - 22/10/2013

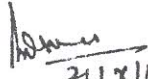
OFFICE MEMORANDUM

Sub: Delhi Assembly Election -2013 – Travelling Allowance to the employees of Delhi Govt. / Central Govt./Autonomous Bodies etc. detailed on Election Duty.

In pursuance of Election Commission's Order no.218/4/96/PLN-IV dated 9-2-1996 and no.458/4/1996/PS-IV/Vol.1 dated 20-06-1996, it has been decided that staff deputed on Election duty may be paid TA/DA as may be admissible under the TA Rules applicable to them (in case no conveyance facility are made available) in respect of Officers / Officials of Delhi Govt. / Central Govt./Autonomous Bodies etc by the concerned department during Delhi Assembly Election -2013. The payment of TA is subject to the condition that the journey shall be verified by the concerned RO/ARO or the officer deputed for this purpose.

All the concerned Heads of Office and DDOs are requested to take prompt action in the light of the instructions of the Election Commission of India.

A copy of sanction order should be endorsed to the Chief Electoral Officer, Delhi for information and record.

  
21/10/13

(Alka Diwan)  
Spl. Secretary (Finance)

Copy to :

1. All department of Delhi Govt/ Autonomous Bodies
2. Principal Accounts Office / All PAOs
3. The Chief Electoral Officer, Govt. of Delhi
4. Web site.



No. 1-3/2008-E.II (B)  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
Dated: 7<sup>th</sup> October, 2013.

OFFICE MEMORANDUM

**Subject:** Rates of Dearness Allowance applicable w.e.f. 1.7.2013 to employees of Central Government and Central Autonomous Bodies continuing to draw their pay in the pre-revised scale as per 5<sup>th</sup> Central Pay Commission.

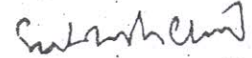
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The undersigned is directed to refer to this Department's O.M. of even No. dated 2<sup>nd</sup> May, 2013 revising the Dearness Allowance in respect of employees of Central Government and Central Autonomous Bodies who continue to draw their pay and allowances in the pre-revised scales of pay as per 5<sup>th</sup> Central Pay Commission.

2. The rates of Dearness Allowance admissible to the above categories of employees of Central Government and Central Autonomous bodies shall be enhanced from the existing rate of 166% to 183% w.e.f. 1.7.2013. All other conditions as laid down in the O.M. of even number dated 3<sup>rd</sup> October, 2008 will continue to apply.

3. The contents of this Office Memorandum may also be brought to the notice of the organizations under the administrative control of the Ministries/Departments which have adopted the Central Government scales of pay.

6. The Hindi version of this O.M. is also issued.



(Subhash Chand)

Deputy Secretary to the Government of India

To,

All Ministries/Departments of the Government of India etc. (as per standard distribution list).

Copy forwarded to: C&AG, UPSC, etc., (with usual number of spare copies) as per standard endorsement list.

No. 19024/1/2009-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

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New Delhi dated the 16<sup>th</sup> September, 2010

Office Memorandum

**Subject: Guidelines on Air Travel on Tours/LTC.**

This Department is receiving repeated references seeking clarifications with regard to purchase of Air tickets through authorized agents and relaxation for travel by Airlines other than Indian Airlines. The following guidelines may be noted for compliance:

**1. On Official Tours:**

(i) For travel by Airlines other than Air India because of operational or other reasons or on account of non-availability of Air India flights, individual cases for relaxation to be referred to M/o Civil Aviation, as stated in this Ministry's OM No. 19024/1/2009-E.IV dated 13.07.09.

(ii) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours.

**2. LTC:**

(i) Travel by Air India only.

(ii) In Economy class only, irrespective of entitlement.

(iii) LTC-80 ticket of Air India only to be purchased.

(iv) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC (to the extent IRCTC is authorized as per DoP&T OM No. 31011/6/2002-Estt.(A) dt. 02.12.09).

**3. LTC for J&K:**

(i) Relaxation to travel by Private Airlines to visit J&K while availing LTC is available to all the categories of Govt. employees, including those entitled to travel by Air [DoP&T OMs No. 31011/2/2003-Estt.(A-IV) dated 18.06.10 and 05.08.10 refer].

(ii) For purchase of Air tickets, however, the procedure as given under para 2 (iv) above should be followed.

4. All Ministries/Departments of Govt. of India are requested to strictly adhere to these instructions.

  
(Karan Singh)

Under Secretary to the Govt. of India

To,  
All Ministries/Departments of Govt. of India

No. 19024/1/2012-E-IV  
Government of India  
Ministry of Finance  
Department of Expenditure  
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North Block, New Delhi.  
Dated the 28<sup>th</sup> May, 2013.

OFFICE MEMORANDUM

Subject:- Levy of Agency Commission etc. by M/s Balmer Lawrie & Company Limited on air tickets booked on Government account - Regarding.

The undersigned is directed to say that this Department has been receiving references seeking clarification whether agency commission/service charge/processing fee etc., levied by M/s Balmer Lawrie & Company Limited (BLCL) on air tickets booked on Government account from April, 2013 onwards are to be paid to BLCL or not. Since the matter is still under consideration, all Ministries/Departments/Government Offices are hereby advised **not to pay the commission etc. charged by BLCL in their Bills, raised for air tickets booked on Government account, till a final decision is taken in the matter.**

2. Guidelines on air travel on Tours/Transfers/LTC etc. have been issued by the Department of Expenditure, Ministry of Finance from time to time. Latest such instructions were issued vide this Department's O.M. No. 19024/1/2009-E.IV dated 16.09.2010. One of the important conditions prescribed in these guidelines relate to availing the services of authorised travel agents. These guidelines *inter-alia* prescribe that Air tickets on Government account are to be obtained either directly from Air India/Airlines (booking counters/offices/website) or if services of any travel agent is to be availed of then air tickets may be procured only from M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC) [to the extent IRCTC is authorised as per DoPT's O.M. No. 31011/6/2002-Estt. (A) dated 02.12.2009]. However, repeated references are being received in this Department seeking relaxation of these guidelines for settlement of Bills of TA/LTC claims, mostly on the grounds that the officials concerned were unaware of these guidelines and hence they procured air tickets from unauthorised travel agents. All Ministries/Departments are again advised to ensure **strict compliance of the guidelines on booking of air tickets on Government account**, by all concerned, and if need be, re-circulate these guidelines within all the offices under its administrative control.

  
(Subhash Chand)

Deputy Secretary to the Government of India

To,  
All Ministries/Departments of Government of India and other Government offices  
(as per Standard mailing list)