

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI**

F.No. FIN/22/1/2016-CDN(A&A)

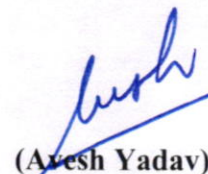
Dated the 11th September, 2020

ENDORSEMENT

Sub: Expenditure Management- Economy Measures.

Ministry of Finance, Deptt. Of Expenditure has issued an O.M. No. 7(2)/E.Coord/2020 dated 02.09.2020 regarding Economy Instructions - Printing activities. Further, O.M. No. 7(2)/E.Coord/2020 dated 02.09.2020 has also been issued by Ministry of Finance, Deptt. Of Expenditure regarding Expenditure Management - Further Economy Measures.

As approved by the Competent Authority, these two O.Ms. No. 7(2)/E.Coord/2020 dated 02.09.2020 and 04.09.2020 have been posted on the ICAR Web-Site www.icar.org.in for information, guidance and compliance.



(Arush Yadav)
Deputy Director Finance

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THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5708 SOUTH CAMPUS DRIVE
CHICAGO, ILLINOIS 60637
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Dear Professor [Name],
I am writing to you regarding the [topic] of your [document].
I have reviewed the [document] and find it very interesting.
I am particularly interested in the [topic] of your [document].
I would like to discuss this further with you.
I am available for a meeting on [date] at [time].
Please let me know if this works for you.
Sincerely,
[Name]

Yours faithfully,
[Name]
[Title]
[Department]
[University]

No. 7(2)/E.Coord/2020
Government of India
Ministry of Finance
Department of Expenditure

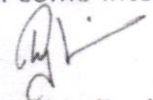
North Block, New Delhi
Dated 2nd September, 2020

OFFICE MEMORANDUM

Subject: - Economy Instructions - Printing activities

As the world is increasingly moving towards adopting digital force multipliers for productivity and given the fact that using technological innovations for planning, scheduling and forecasting is known to be economical, efficient and effective, the Government of India has decided that there will be no further activities towards printing wall calendars, desktop calendars, diaries, festival greeting cards and similar materials by all Ministries/Departments/Autonomous Bodies and other organs of the Government. All such activities including materials which were earlier printed in physical format shall be done digitally online. The printing of Coffee Table books is also banned and appropriate use of E-Books is encouraged. Therefore, all concerned are directed to make efforts to adopt innovative means to use digital or online method for the above activities.

2. This issues with the approval of Secretary (Expenditure) and will come into force with immediate effect.



(Thanglemlian)

Joint Secretary to the Government of India

All Secretaries of the Government of India

Copy to:-

1. Principal Secretary to the Prime Minister
2. Cabinet Secretary
3. CEO, NITI Aayog
4. All the Financial Advisors
5. Secretary, Department of Public Enterprises – with a request to reiterate the same to all PSEs
6. Secretary, Department of Financial Services – with a request to reiterate the same to all Public Sector Banks.

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

New Delhi
Dated:- 4th 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:-

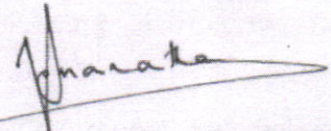
All Ministries/Departments including Attached Offices/Subordinate Offices and Autonomous Bodies shall observe the following instructions for curtailing Administrative Expenditure.

- 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