

**GOVERNMENT OF MANIPUR
FINANCE DEPARTMENT
(Expenditure Section)**

MEMORANDUM

Imphal, the 17th May, 2012

No.21/44/2003-FX(MISC) : In view of the extremely precarious financial position of the State Govt, it is considered necessary to rationalise expenditure to ensure adequate availability of resources to meet the objectives of essential development. Therefore, the following measures, which are intended to promote fiscal discipline without compromising on operational efficiency of the Government shall come into force with immediate effect and until further orders :

1. Seminars and Conferences

- (i) Utmost economy shall be observed in organising Conferences/Seminars/ Workshops/State related events and only such Conferences, Workshops, Seminars, Events, etc. be held which are absolutely essential.
- (ii) Holding of or participating in Exhibitions/Seminars/Conferences/Trainings/Events abroad at the cost of State Government is prohibited.
- (iii) Meetings, Conferences, Seminars and other events at three/five star hotels may be restricted and considered only in exceptional cases.

2. Domestic Travel

- (i) All domestic travels must be by the entitled class/mode and no relaxation in the rule with regard to travel by a class/ mode higher than the entitled class should be sought for.
- (ii) Tours of Ministers and Officers outside the State are to be minimised as far as practicable to economise on expenditure on TA/DA and expenditure incurred by Manipur Bhawans.

3. Foreign Travel

- (i) It shall be the responsibility of the Administrative Secretary to ensure that foreign travel is restricted to only extremely necessary and unavoidable official engagements based on functional necessity and extant instructions are strictly followed.
- (ii) Where foreign travel is considered, only the bare-minimum number of officers be deputed. The size of the delegation and the duration of visit will be kept to the absolute minimum.
- (iii) Proposals for participation in Study Tours/Trainings/Workshops/Conferences/ Seminars/Presentation of Papers abroad at Government cost may not be entertained except those that are fully funded by the Government of India or the sponsoring agencies.

4. Purchase of Vehicles

- (i) Purchase of vehicles will be considered by the Economy Board only against condemnation of existing vehicle or in cases where the fund is provided by the Government of India or any other agency specifically for this purpose.

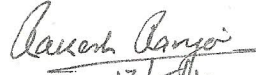
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5. Consultancy Assignments

- (i) While awarding Consultancy assignments, the provisions of the GFRs may be strictly followed and consultancy assignments may be awarded only for specific jobs which are well defined in terms of content and timeframe for their completion.
- (ii) Engagement of Consultants may be resorted to only in situations requiring high quality services for which the concerned Department does not have requisite expertise.
- (iii) All Departments should carry out a review of the Consultants appointed by them in the light of the provisions of the GFRs, and reduce the number of Consultants to the minimum required.

6. Ban on purchase of office furniture /equipments and luxury items

- (i) Purchase of office furniture and equipments shall be made only with prior approval of the Finance Department.
 - (ii) There shall be a ban on purchase of luxury items such as carpets, T.V., sofa sets expensive executive tables, chairs, etc.
7. Orders issued by the Finance Department regarding ban on recruitment on Direct, Part-time, Contract, Adhoc, Substitute and Casual basis shall continue and there shall be no creation of posts under non-plan. Creation of posts under plan may be considered only in extremely urgent cases where the department has sufficient plan outlay to bear the expenses.
8. The above restrictions will apply to all Government Departments, State Public Sector Undertakings (PSUs), State Level Autonomous Societies (SLASs), Local bodies, Development Authorities and other statutory and non-statutory bodies under the control of Government of Manipur.


17/5/12

(Rakesh Ranjan)
Commissioner (Finance)
Government of Manipur

Memo No.21/44/2003-FX(MISC)

Imphal, the 17th May, 2012

Copy to:-

1. Secretary to Governor, Raj Bhavan, Imphal
2. Secretary to Chief Minister, Manipur
3. PPS/PS to all Ministers, Government of Manipur
4. Staff Officer to Chief Secretary, Government of Manipur
5. Addl. Chief Secretary, Government of Manipur
6. All Principal Secretaries/Commissioners/Secretaries, Govt. of Manipur
7. Accountant General, Manipur
8. All Deputy Commissioners, Manipur
9. All Head of Departments/Officers/DDOs, Manipur
10. Director (IPR), Manipur for causing wide publicity of the aforesaid OM
11. Guard File/Order Book

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(H. Gyan Prakash)
Additional Secretary
Government of Manipur