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No.GAD/Gr.VIII(O&M)/F.No..674/34425  
Maharashtra State Electricity Board,  
Estrella Batteries Expansion Building,  
Gr. Floor, Dharavi Road, Matunga,  
Mumbai-400 019.

Date: August 17, 2000

## CIRCULAR

### Sub: Economy in expenditure

It is observed that the administrative expenditure has considerably gone up in the various areas and needs to be controlled in view of Board's critical financial position. The Board have taken overall review of this position and by their Resolution No.743 dt. 15.07.2000 resolved to adopt the following remedial measures for achieving economy in expenditure with directions to enforce them strictly.

1. **LOCAL PURCHASES:** The detailed instructions issued by the T.D.(Dist.) vide Confidential Circular No. T.D.(Dist.)/Local Purchase/98-99/2762 dt. 2.11.98 read with MZ/WT/27162 dt. 17.6.2000 shall be followed by all concerned in its proper spirit. The field officers should not deviate from the instructions given in the above referred circular, failing which appropriate disciplinary proceedings will be initiated against the defaulting officers.
2. **PURCHASE/HIRING OF VEHICLES:** It has been decided to impose a complete ban on purchase of new vehicles. Similarly, the powers delegated to the Divisional Heads and Circle Heads for hiring private vehicles shall stand suspended for the present. However, the field Officers may engage vehicles on hire basis in case of urgency of work with the prior approval of the Zonal Chief Engineer concerned upto to the limit of Rs.10,000/- per month per vehicle. Chief Engineers should exercise restraint while exercising their discretion to ensure economy.

3. **EXECUTION OF WORKS:** All the essential works for which funds have been tied-up should be executed only against the specific provision of the Budget with the prior approval of AM/TM only.
4. **CONSTRUCTION OF STAFF QUARTERS/ADM. BUILDINGS:** No new staff quarters/administrative buildings and Rest Houses shall be constructed except where the work orders have already been placed for the same. Similarly, no major repairs/Civil Works shall be undertaken.
5. **OVERTIME:** Instructions already issued vide Confidential Circular No.GAD/Gr.VIII-O&M/F.No.293/1452 dt. 26.6.2000, regarding complete stoppage of O.T. should be scrupulously followed.
6. **CREATION OF POSTS:** The proposal for creation of additional posts should not be submitted to the Board.
7. **TOURS OUTSIDE HEAD-QUARTERS :** The expenditure on tour should be curtailed by adopting following measures.
  - (i) The employees should be deputed on tour only in exceptional circumstances and with prior approval of Division or Circle/Zonal Heads in field and Departmental Heads in H.O.
  - (ii) The Officers of the level of Superintending Engineer, equivalent and above may travel by air in case of urgency. However, employees below the level of Superintending Engineer & equivalent should not be permitted to travel by air, under any circumstances.
  - (iii) When the meetings are arranged in H.O., Zonal, Circle or Divisional level, the officers located at one head-quarter should travel in a common vehicle instead of

taking their vehicles independently. Similarly, such meetings should be arranged only when they are extremely needed.

(iv) The meetings arranged at H.O. and Zonal offices should be attended by the concerned officers only. It is expected that they should come well prepared and should not bring any other official to assist them.

(v) The employees should stay in MSEE/Govt. Rest Houses only. However, in case of non-availability of Board's/Govt. Rest Houses stay in Hotels may be permitted.

8. It has been decided to cut down 20% expenditure as compared to the last financial year in respect of following items :-

- (i) Office furniture
- (ii) Car advances/HBA
- (iii) Expenditure towards meetings and entertainment of VIPs.

9. LEAVE ENCASHMENT: The employees may be permitted to surrender their Earned Leave and to encash the same. It is observed that in the past the leave applied for by the employee used to be refused while permitting him to encash the earned leave. This practice is not desirable, the leave sanction and the leave encashment benefit are to be considered and sanctioned together. The pending leave encashment claims should be paid to Pay Group IV employees first, followed by Pay Gr.III, Pay Gr.II & Pay Gr.I in strict chronological order. An example showing how the pending claims should be considered is enclosed as Annexure-I.


10. EXPENDITURE ON PETTY PURCHASES THROUGH IMPREST ACCOUNT:

The permanent/Temporary imprest should be granted to selected employees only.

11. HIRING OF NEW OFFICE ACCOMMODATION: No new office accommodation shall be hired for Boards offices in future without the approval of the Secretary, similarly the old premises should not be vacated without seeking prior permission of Head Office.

12. EXPENDITURE ON TELEPHONE: Telephone with STD facilities at office and residence should be provided only to the Officers of the rank of Superintending Engineers equivalent and above in field and Head office. The STD facilities on telephones at office and residence provided to the other officers should be discontinued forthwith.

All the officers of the rank of Executive Engineers equivalent and above in the field and H.O. shall follow above instructions strictly in order to achieve economy in expenditure. Similarly, all the Departmental Auditors should ensure enforcement of the above instructions scrupulously.

  
Secretary

To  
All as per Mailing List

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ANNEXURE-I

EXAMPLE:

Payment of encashment of leave

Date	Number of applications received				
	I	II	III	IV	Total
1 <sup>st</sup> of month	2	3	4	6	15
2 <sup>nd</sup> of month	1	2	3	4	10

1. Out of the 15 applications received on 1<sup>st</sup> day of the month, encashment of leave to 6 employees belonging to Class-IV should be paid first followed by the remaining employees in Pay Group-III, II & I in strict chronological order.
2. After disposing of the applications of all the 15 employees received on 1<sup>st</sup> day of the month, the applications received on 2<sup>nd</sup> day of the month should be attended to and payment be made in the same manner as above and so on.