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PERSONAL ATTENTION

No. Fin-F-( A )-( 11 )-11/2004  
Government of Himachal Pradesh  
Finance Department  
( Expenditure Control - II )

From

The Principal Secretary (Finance) to the  
Government of Himachal Pradesh, SHIMLA - 2.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. The Secretary to Governor, H. P. SHIMLA - 2.
3. The Secretary, H. P. Vidhan Sabha, SHIMLA - 4.
4. The Registrar General, H.P. High Court, SHIMLA - 2
5. All the Heads of Departments in H. P.

Dated Shimla - 171 002, the 29<sup>th</sup> June, 2015.

Subject :- Delegation of financial power(s) and revision of economy instructions.

Sir,

With a view to effect economy and reduce unproductive expenditure and to reduce procedural delay(s) and to gear-up efficiency in administration at all level(s) in Government, comprehensive delegation of financial powers was issued by the Finance Department vide its instruction of even number dated 03.06.2014 delegating thereby the financial powers to the Administrative Departments, Head(s) of Department(s) and Senior-most District level Officer(s) with some limit(s)/cap(s) mentioned therein. The procedure for exercise of such delegated powers was also specified in the aforesaid delegation. However, it has been seen that a large number of sanction case(s) are still being sent to the Administrative Secretaries/Head of Departments, therefore, delaying decision making in certain cases. Accordingly, it has been felt expedient to review these delegation(s) for facilitating speedy implementation of various programmes & policies of the Government.

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Therefore, in partial modification of main delegation(s) made vide instruction/letter of this Department of even number dated 03.06.2014, it has been decided that the respective Controlling Officers/District/Circle level Officers/Head(s) of Office(s) and any other officer(s) of the Government, to whom the budgetary provision(s)/allocation(s) are made by the Administrative/Head(s) of Department will henceforth be fully competent to incur expenditure within the budget allocation(s) made to them under the following SOEs:-

- a) Office Expenses;
- b) Publications;
- c) Advertising & Publicity;
- d) Hospitality & Entertainment Exp.;
- e) Other Charges;
- f) Maintenance;
- g) Machinery & Equipment;
- h) Material & Supplies;
- i) Furnishings
- j) Minor Works;
- k) Training

To substantiate further, it is clarified that in case, the Deputy Commissioner/Controlling Officers/Circle level Officers are allotted budget in the aforesaid SOEs by the Administrative Secretaries/Heads of Departments, then they are authorized to incur expenditure within such budgetary allocations, without making reference to such Administrative Departments/Heads of Department for expenditure sanction/administrative approval.

The aforesaid delegation(s) would, however, be subject to observance of the following condition(s):-

- i) Expenditure to be incurred under any of the aforesaid SOE would be based on realistic need(s)/priorities of the Department/Office and, expenditure should not be incurred just to exhaust the budgetary allocations;



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- ii) Availability of funds under relevant HOA/SOE in a particular year keeping in view that the budgetary provision is made so as to cover the entire year & the expenditure may be incurred in the said financial year as per instructions issued by Finance Department from time to time;
- iii) The SOEs w.r.t. which nothing has been specified in these instructions will continue to be governed by the existing instructions/delegations and procedure prescribed therefor;
- iv) In relation to all SOEs mentioned in the above delegation, the process to be followed for incurring expenditure will remain the same as has been specified in HPFR and the delegations made by Finance Department vide its instruction of even number dated 03.06.2014.

All concerned may kindly be instructed to adhere to the above instructions in letter & spirit. This letter/instruction may also be seen on [www.himachal.nic.in/finance](http://www.himachal.nic.in/finance) under the link "Expenditure".


By Order

Principal Secretary (Finance) to the  
Government of Himachal Pradesh, SHIMLA -2.

Endst. No. As above. Dated Shimla - 171 002, the 29.06.2015.

Copy of the above is forwarded to :-

01. All Chief Executive Officers/Managing Directors of H.P. Public Sector Undertakings/Boards/Corporations
02. The Secretary, H. P. Subordinate Services Selection Board - Hamirpur.
03. The Secretary to Lokayukta, H. P., SHIMLA - 2.
04. The Secretary, H. P. Public Service Commission, SHIMLA - 2.
05. The Secretary, H. P. Electricity Regulatory Commission, Khalini, SHIMLA - 2.
06. The All the Deputy Commissioners in H. P.
07. The Registrars of all the Universities in H. P.
08. All the District Treasury Officers/Treasury Officers in Himachal Pradesh for information and similar necessary action.

  
Special Secretary (Finance-Exp.) to the  
Government of Himachal Pradesh, SHIMLA -2.

