

Government of India  
Ministry of Railways  
(Railway Board)  
\*\*\*\*\*

No.2015-B-235


New Delhi, dated 10.09.2020

General Managers,  
All Indian Railways (Incl. Production Units).

**Sub: Economy Instructions- Further Economy Measures.**

MOF's instructions contained in O.M.No.7(2)/E-Coord/2020 dated 02.09.2020 and OM no. 7(2)/E.Coord/2020 dated 04.09.2020 conveying the instructions on expenditure management are enclosed. These instructions are in addition to the instructions issued vide FC's DO of even no. dated 19.06.2020. These instructions are applicable *mutatis mutandis* on Railways. Strict compliance to economy instructions contained therein may be ensured.

DA: As above.

  
(Anand Prakash) 10.9.2020

Executive Director, Finance (Budget).

**Copy to:**

1. **Principal Financial Advisors**, All Indian Railways - for ensuring compliance of the instructions contained in the enclosure.
2. **Additional Member (Planning)** - for ensuring compliance of the instructions contained in the enclosure by all the PSUs under the Ministry of Railways.
3. **Secretary**, Railway Board - for information and necessary action.
4. AM(R), EDF(S), EDF(C), EDF(E), ED (I Audit) and EDF(X)-I&II.
5. **The Managing Director**, CRIS Chanakyapuri, New Delhi.
6. **The Vice Chairman**, RLDA, Moti Bagh, New Delhi.
7. **The Director General**, RDSO, Lucknow & National Academy of Indian Railways, Vadodra.
8. **The Chief Administrative Officers**,
  - (i) Metropolitan Transport Projects (Railways)/ Mumbai & Chennai
  - (ii) Diesel Loco Modernization Works, Patiala.
  - (iii) Rail Wheel Plant, Bela.

9. **The Chairman**, All Railway Recruitment Boards,  
10. **The Vice Chairman**, Rail Land Development Authority,  
11. **The Directors Generals/Directors**,  
(a) Indian Railway Institute of Civil Engineering, Pune-411 001.  
(b) Indian Railway Institute of Signal Engineering &  
(c) Telecommunications, Secunderabad-500 017.  
(d) Indian Railway Institute of Mechanical & Electrical Engineering, Jamalpur,  
Distt. Munger (Bihar) 811214.  
(e) Indian Railway Institute of Electrical Engineering, Nasik- 422 101.  
(f) Indian Railway Institute of Financial Management, Secundrabad.  
(g) Centralized Training Academy for Railway Accounts, Opposite Rly. Junior  
College, STC Compound, Tarnaka, Secunderabad.  
(h) Jagiwan Ram RPF Academy, Talkatora Road, Alambagh, PO Manak Nagar,  
Lucknow.  
(i) Indian Railway Centre for Advanced Maintenance Technology, Gwalior-474  
020.  
(j) National Rail Museum, Chanakyapuri, New Delhi -110021.  
(k) Indian Railway Institute of Transport Management, Lucknow.  
(l) Office of Iron and Steel, 3, Koilaghat Street, Kolkata- 700 001.  
(m) The Chief Mining Advisor, Dhanbad, Jharkhand.  
12. **The Secretary**, Railway Rates Tribunal, Egmore, Victoria Crescent Road,  
Chennai-600 105  
13. **The Registrar**, Railway Claims Tribunal, 13/15, Mall Road, Delhi-110054.  
14. **The Registrar**, National Rail & Transport Institute, Vadodhra.

 10.9.2020  
(Anand Prakash)

Executive Director, Finance (Budget).

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

North Block, New Delhi  
Dated 2<sup>nd</sup> 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:- 4<sup>th</sup> 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.

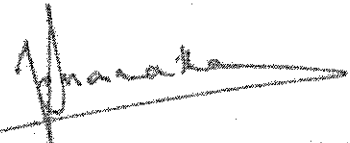
- a.) No printing/publishing of books, publications, documents, etc. will be done on imported paper, except where printing is done abroad by Indian Missions, etc.
- b.) Expenditure on functions such as celebrations of Foundation Day, etc. should be discouraged or if felt necessary be appropriately curtailed. 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