



विश्वविद्यालय अजुदान आयोग  
**University Grants Commission**  
शिक्षा मंत्रालय, भारत सरकार  
(Ministry of Education, Govt. of India)  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI—110 002



F.No. 1-1/2020-21(IA&IFD)

Dated:-22.09.2020

**Office Memorandum**

A copy of O.M. No. F.23011/02/2020-IF.I Dated 10.09.2020 issued by Ministry of Education, Department of Higher Education forwarding therewith Ministry of Finance, Department of Expenditure's instructions vide its O.M. No. 7 (2)/E-coord/2020 Dated 04.09.2020 to improve the quality of public expenditure and rationalizing it so as to ensure the availability of adequate resources for meeting the needs of critical priority schemes is forwarded herewith. In view of the current fiscal situation this O.M contains instructions on curtailing 'Administrative Expenditure' and 'Creation of Posts' by the Ministries/Autonomous Bodies/Attached Offices/Sub-Ordinate offices with immediate effect.

It is requested to ensure the strict compliance of instructions contained in the Office Memorandums referred herein.

(P.K. Thakur)  
Financial Adviser

- (1) PS to Chairman/Vice-Chairman/Secretary, UGC
- (2) AS-I, AS-II, UGC New Delhi
- (3) All Bureau/Divisional/Regional Heads, UGC (for circulation of the O.M among UGC fully funded institutions)
- ✓(4) Dy. Secretary (Publication), UGC (for uploading on e-office portal and UGC web-site)

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

F.No.23011/02/2020-IF.I

Ministry of Education  
Department of Higher Education  
IF.I Section

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Dated 10<sup>th</sup> September, 2020

**OFFICE MEMORANDUM**

**Subject: Expenditure Management - Economy Measures - reg**

Kindly find attached a copy of OM No. 7(2)/E.Coord/2020 Dated 4<sup>th</sup> September, 2020 from Ministry of Finance, issuing instructions to improve the quality of public expenditure and rationalizing it so as to ensure the availability of adequate resources for meeting the needs of critical priority schemes. In view of current fiscal situation, this OM contains instructions on curtailing 'Administrative Expenditure' and 'Creation of Posts', by the Ministries/ Autonomous Bodies/Attached Offices/Sub-Ordinate Offices with **immediate effect**, as detailed below:

**1. 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 measures 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 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 sources 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.

All the Bureau Heads are, therefore, requested to kindly ensure compliance of all these instructions issued by M/o Finance and further communicate it to the Autonomous

Bodies/Attached Offices/Sub-Ordinate Offices under their purview, and ensure the strict compliance there also.

This is issued with approval of the Secretary (Higher Education).

Encl: as above

  
10/09/2020

(Anil Kumar)  
Director (Finance)  
D/o Higher Education

All Bureau Heads  
D/o Higher Education