



कयर बोर्ड COIR BOARD

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MSME, Govt. of India)

कयर हउस / Coir House
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दिनांक

Date: 21.09.2020

नं.

No.
फाइल सं.:ए - 29011/1/2020 - प्रशा(स्थापना)


परिपत्र

विषय: आर्थिक निर्देश- मुद्रण गतिविधियाँ और व्यय प्रबंधन-- सं.

व्यय विभाग, वित्त मंत्रालय ने दिनांक 2 सितंबर, 2020 & 4 सितंबर 2020 के कार्यालय ज्ञापन सं.7(2)/ई-कोओर्ड-2020 द्वारा सूचित किया है कि, जैसे-जैसे दुनिया उत्पादकता के लिए डिजिटल बल-गुणक अपनाने की ओर बढ़ रही है, इस तथ्य को देखते हुए कि योजना, समय-निर्धारण और पूर्वानुमान के लिए प्रौद्योगिकीय नवाचारों का उपयोग करना किफायती, कार्यक्षम और प्रभावी माना जाता है। भारत सरकार ने निर्णय लिया है कि सभी मंत्रालयों / विभागों / स्वायत्त निकायों और सरकार के अन्य संगठनों द्वारा दीवार कैलेंडर, डेस्कटॉप कैलेंडर, डायरी, त्योहार ग्रीटिंग कार्ड और इसी तरह की सामग्री की ओर कोई और गतिविधियाँ नहीं की जाएंगी। भारत सरकार ने निर्णय लिया है कि सभी मंत्रालयों / विभागों / स्वायत्त निकायों और सरकार के अन्य संगठनों द्वारा दीवार कैलेंडरों, डेस्कटॉप कैलेंडरों, डायरियाँ, त्योहार ग्रीटिंग कर्दम और इसी तरह की सामग्रियों की मुद्रण की ओर आगे कोई गतिविधियाँ नहीं की जाएंगी। ऐसी गतिविधियाँ जिनमें पहले भौतिक प्रारूप में मुद्रित हुई सामग्रियों को डिजिटल रूप से ऑनलाइन में की जाएंगी। कॉफी टेबल पुस्तकों का मुद्रण भी बैन किया गया है और ई-पुस्तकों के उपयुक्त उपयोग को प्रोत्साहित किया गया है। इसलिए, उपरोक्त गतिविधियों के लिए डिजिटल या ऑनलाइन पद्धति का उपयोग करने के लिए अभिनव तरीकों को अपनाने के प्रयास करने के लिए सभी संबंधितों से अनुरोध किया जाता है।

वित्त मंत्रालय द्वारा जारी पूर्वोक्त कार्यालय ज्ञापन की प्रतियाँ सूचना और सख्त अनुपालन के लिए जारी किया जाता है।

यह सचिव, कयर बोर्ड के अनुमोदन से जारी किया जाता है।


प्रशासनिक अधिकारी

सेवा में,

1. मुख्यालय के सभी अनुभाग और शाखाधिकारी
2. सभी उप कार्यालय और एसआर & एसडी
3. ई-ऑफिस नोटिस बोर्ड



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दिनांक 17-09-2020

Date:

नं.

No:.....No.D-29011/1/2020-ADM(ESTABLISHMENT)

C I R C U L A R

Sub:- Economic Instructions- Printing activities and Expenditure
Management- regarding _____

The Department of Expenditure, Ministry of Finance vide OM No.7(2)/E.Coord-2020 dated 2nd September, 2020 and 4th September 2020 has informed that 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 requested to make efforts to adopt innovative means to use digital or online method for the above activities.

The copies of the aforesaid Office Memorandums issued by the Ministry of Finance, is circulated herewith for information and strict compliance.

This issues with the approval of the Secretary, Coir Board.

ADMINISTRATIVE OFFICER

Encl: As above

- To 1. All Section/Branch Officers in Head Office
2. All Sub-Offices and SR&SDs
3. E-office Notice Board

No. A-13/6/2020-GEN
Government of India
Ministry of Micro, Small & Medium Enterprises

Udyog Bhavan, New Delhi,
the 14th September, 2020

OFFICE MEMORANDUM

Subject:- Economy Instructions- Printing activities and Expenditure Management- Further Economy Measures - regarding.

The undersigned is directed to enclose a copy of Department of Expenditure O.M. No. 7(2)/E.Coord/2020 dated 2nd September, 2020 and dated 4th September, 2020 on the above mentioned subject for information/strict compliance.

(S.C. Kashyap)

Under Secretary to the Government of India

To

1. PS to Economic Adviser.
2. All Directors/Deputy Secretaries in the Ministry
3. Office of Hon'ble Minister of MSME.
4. Office of Hon'ble Minister of State (MSME).
5. US(DN) and US(SC), IF Wing

Copy to :-

1. Office of AS&DC(MSME), Nirman Bhawan, New Delhi
2. CMD, NSIC, Okhla, New Delhi
3. CEO, KVIC, Mumbai.
4. Secretary, Coir Board, Cochin
5. Director, MGIRI.
6. D.G., NI-MSME.

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

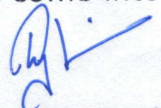
North Block, New Delhi
Dated 2nd September, 2020

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:- 4th 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.

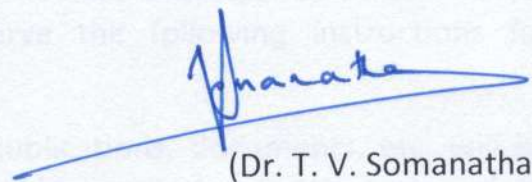
- a.) No printing/publishing of books, publications, documents, etc. will be done on imported paper, except where printing is done abroad by Indian Missions, etc.
- b.) Expenditure on functions such as celebrations of Foundation Day, etc. should be discouraged or if felt necessary be appropriately curtailed.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