

## PERSONAL ATTENTION

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

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From

The Principal Secretary (Finance) to the  
Government of Himachal Pradesh, SHIMLA-02.

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 -171002, the 11<sup>th</sup> March, 2020.

Subject:- Delegation of financial powers and revision of economy instruction(s).

Sir,

1. The issue regarding seeking approval for undertaking journey(s) by air, especially by the non entitled class of officer(s)/official(s) had been engaging the attention of the Government for quite some time past and after careful consideration, it has now been decided that in partial modification of this Department's letter of even number dated 07.03.2017, the provision of Para-(vi) under SOE "Travel Expenses" shall be substituted as below:-

EXISTING PROVISION	AMENDED PROVISION
The Officer(s)/Official(s) can perform journey(s)/tour(s) <u>by air</u> as per their entitlement(s) subject to the condition that for all officer(s) /Official(s) upto the rank of Head(s) of Department(s)/Special Secretary(s), the permission may be given by the concerned Administrative Secretary and for officer(s) above that rank, permission be given by the Chief Secretary without distinction of purposes between tours under taken for Seminar(s)/Workshop(s)/ Training(s) and Other(s). In case(s), where the entitlement is not there	The Officer(s)/Official(s) can perform journey(s)/tour(s) <u>by air</u> as per their entitlement(s) subject to the condition that for all officer(s) /Official(s) upto the rank of Head(s) of Department(s)/Special Secretary(s), the permission may be given by the concerned Administrative Secretary and for officer(s) above that rank, permission be given by the Chief Secretary without distinction of purposes between tours under taken for Seminar(s)/Workshop(s)/ Training(s) and Other(s). In case(s), where the entitlement is not there


<p>and it's necessary to undertake the journey(s) <u>by air</u>, all permission(s) are henceforth required to be taken from the Chief Secretary.</p> <p><u>However, all journey(s)/tour(s) to be undertaken by air shall be restricted to "Economy Class" only.</u></p> <p>Other administrative instruction(s)/restriction(s) in travel/tours etc. as issued from time to time shall continue to be in force.</p>	<p>and it's necessary to undertake the journey(s) in exceptional and emergent circumstances <u>by air</u>, all permission(s) are henceforth required to be taken from the Administrative Secretary concerned.</p> <p><u>However, all journey(s)/tour(s) to be undertaken by air shall be restricted to "Economy Class" only.</u></p> <p>Other administrative instruction(s)/restriction(s) relating to travel/tours etc. as issued from time to time, shall continue to be in force.</p>
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All concerned working under your control, may kindly be instructed to adhere to the above instructions in its 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".

  
[ D. D. SHARMA, IAS ]

Special Secretary (Finance-Exp.) to the  
Government of Himachal Pradesh, SHIMLA - 2  
Endst. No. As above. Dated Shimla - 171 002, the 11.03.2020.  
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 Commission - 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.

  
[ D. D. SHARMA, IAS ]  
Special Secretary (Finance-Exp.) to the  
Government of Himachal Pradesh, SHIMLA - 2.  
Contact No. 0177-2880690



## 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-02.

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 -171002, the 24<sup>th</sup> July, 2020.

Subject:- Economy Instructions regarding printing of calendars or diaries, greeting cards etc. and serving of lunch/dinner during meetings.

Sir,

1. The issue regarding competent level/authority to accord permission for serving lunch/dinner at Government expenses at any meeting including the meeting(s) of the Council of Minister(s) had been engaging the attention of the Government for quite some time past and after careful consideration, it has now been decided that in partial modification of this Department's letter/instruction No. Fin-I-( C )-14-1/92-Vol.-I dated 16.11.1999 (Copy enclosed), the provision of Para-(3) under SOE shall be substituted as below:-

EXISTING PROVISION	AMENDED PROVISION
No lunch/dinner will be served at Government expenses at any meeting including the meeting(s) of the Council of Minister(s). Exceptions shall be made in case of full day long meeting(s) where working lunch only will be served.	(i) For meetings to be organized by the Department(s), the authority to authorize lunch/dinner shall be the Minister-in-Charge concerned. (ii) In case of meeting(s) of Council of Minister(s), the Chief Secretary shall be the competent authority to authorize lunch/dinner.

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All concerned working under your control, may kindly be instructed to adhere to the above instructions in its 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

[ PRABODH SAXENA, IAS ]

Principal Secretary (Finance) to the  
Government of Himachal Pradesh, SHIMLA - 2  
Endst. No. As above. Dated Shimla - 171 002, the 24.07.2020.  
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 Commission - 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.

[ D. D. SHARMA, IAS ]

Special Secretary (Finance-Exp.) to the  
Government of Himachal Pradesh, SHIMLA - 2.  
Contact No. 0177-2880690

**PERSONAL ATTENTION**

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

The Addl. Chief Secretary (Finance) to the  
Government of Himachal Pradesh, SHIMLA-02.

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 -171002, the 07<sup>th</sup> September, 2020.

Subject:- Revised criteria/parameter(s) for condemnation of Government vehicles of all make(s)/kind(s) - Latest instruction thereof.

Sir,

1. The issue regarding revision of existing norms/parameter(s) set for the condemnation of all kind(s) of Government vehicles, especially in view of changing technology in automobile sector and present needs vis-à-vis use of these vehicles had been engaging the attention of the Government for quite some time past and after careful consideration in consultation with General Administration Department which has fixed such norms earlier, it has now been decided that in partial modification of this Department's letter/instruction No. Fin-I-( C )-14-1/92-II dated 20.08.2002 (Copy enclosed), the provision of Para-2 (1) shall henceforth be substituted as below:-

Type(s) of vehicle(s)	Existing Criteria for Condemnation	Revised Criteria for Condemnation
<b>LMVs</b>		
Cars of all Make(s)	2.00 lakhs Kms and 08 years	2.50 lakhs or 10 years
Jeeps of all make(s)	2.40 lakhs Kms and 08 years	3.00 lakhs or 10 year(s)

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Criteria for Tribal / Hard Area of the State		
All type of LMVs	2.00 lakh Kms and 08 year(s)	2.00 lakh Kms or 08 year(s)
HMTVs		
JCB	10,000 Hrs of service (fixed by PWD)	10,000 Hrs or 15 years
Bulldozer/ crane	9,000 Hrs and 15 years of service (fixed by PWD)	10,000 Hrs and 15 years of service.
Roadroller	12,000 Hrs and 15 years of service (fixed by PWD)	12,000 Hrs and 15 years
HTVs		
Trucks (including Tankers)	Not fixed	15 years or 03 lakhs Kms for normal areas ; and 12 years or 2.5 lakh Kms for Tribal / Hard areas.
Buses	09 years & 8.50 lakh Kms	15 years or 6 lakh Kms for normal areas ; and 12 years or 5 lakh Kms for Tribal / Hard areas. The HRTC has different types of buses having different seating capacities; operate in different areas (Hard, tribal & plain areas). The BOD of the HRTC may take their own decision in the larger commercial interest of HRTC. Further, if a vehicle is transferred from Tribal / Hard area to Non-tribal area in that case proportionate Kms/ years have been worked out as per the given formula for the condemnation of the buses e.g. :- 1 tribal year = 1.25 normal year

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		<p>1 tribal Km = 1.13 normal Km</p> <p><u>USAGE :-</u></p> <p>For the sake of condemnation criteria the number of years/Kms will be converted to the area in which the bus is finally stationed. i.e. if the bus at the time of condemnation is in plain area but has scored 'X' years and 'Y' Kms previously in tribal area then, for the sake of conversion the department will add '1.25x' years and '1.13y' Kms in the years and Kms travelled in plain area and then apply the criteria for condemnation in plain area. This would apply vice-versa e.g. if the bus had completed 'x' years and 'y' kms in plain area and then transferred to a tribal area where it is being considered for condemnation then <math>1/1.25(x)</math> years and <math>1/1.2(y)</math> Kms will be added to its years &amp; kms travelled in tribal area and the criteria for condemnation of tribal area will be applicable.</p>
Mini Buses/Ambulances	No such criteria has yet been fixed.	3.50 lakhs Kms or 10 years

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Fire Tender(s)	Criteria fixed by Standing Fire Advisory Council (SFAC) i.e. 5000 hours (Stationary operation) or 10 years is being followed.	Same Criteria fixed by the SFAC i.e. 5000 hours (Stationary operation) or 10 years.
Tractors	No such criteria has yet been fixed.	Criteria fixed for JCB i.e. 10,000 Hrs or 15 years.
Two Wheeler(s)/ Motorcycle(s)	10 years and 70,000 Kms (fixed by the Police Deptt.)	10 years or 70,000 Kms for normal areas ; and 08 years or 50,000 Kms for Tribal / Hard areas.

All concerned working under your control, may kindly be instructed to adhere to the above instructions in its 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

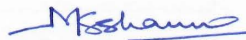
[ PRABODH SAXENA, IAS ]

Additional Chief Secretary (Finance) to the  
Government of Himachal Pradesh, SHIMLA - 2

Endst. No. As above. Dated Shimla - 171 002, the 07.09.2020.

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 Commission - 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. 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.

  
[ MANOJ SHARMA ]

Under Secretary (Finance-Exp.) to the  
Government of Himachal Pradesh, SHIMLA - 2.  
Contact No. 0177-2880522



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**PERSONAL ATTENTION  
MOST URGENT**

No. Fin-1-( C )-14-1/92-II  
Government of Himachal Pradesh  
Finance Department  
( Expenditure Control - II )  
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From

The Principal Secretary (Finance) to the  
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh, SHIMLA - 171 002.
2. All the Principal Secretaries/Secretaries to the Government of Himachal Pradesh, SHIMLA - 171 002.
3. All the Head(s) of Department(s) in H. P.
4. All the Managing Director(s) of Boards/Corporations in Himachal Pradesh.
5. All the Deputy Commissioners in Himachal Pradesh.
6. All the Vice Chancellors of Universities in H. P.

Dated Shimla - 171 002, the 20<sup>th</sup> August, 2002.

Subject :-

Amendment(s) in the existing procedure of the disposal of condemned store in order to achieve the objectives of speedy disposal in respect of condemned vehicles as contained in Chapter 15 of H.P.F.R. Volume - I, Rule 15.3 (Annexure-B).

Sir,

It has been observed at the Government level that there is inordinate delay in the condemnation and final disposal of condemned vehicles leading to deterioration of condemned vehicles and resultant financial loss to the Government. It has also been felt that the particularly in towns condemned vehicles remain park either in the premises of Offices or on roadside. The streamlining of the procedure of condemnation of vehicles had been under the consideration of the Government for past some time and it was felt that the existing procedure prescribed for the condemnation of vehicles and consequent auctions in the open market requires certain changes so that the condemned vehicles are expeditiously disposed off and the maximum realizable value of the vehicles is received on its disposal.

Now, after consideration of the matter regarding condemnation and speedy disposal of vehicles, the following procedure has been prescribed :-

1. The GAD notification dated 1.05.2002 prescribing the criteria for condemnation of vehicle in respect of Kilometerages covered etc. is required to be adhered to. For ready reference, the same is being tabulated below :-

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Sl. No.	TYPE OF VEHICLE	KMs COVERED	OTHER CONDITIONS
01.	Passengers Cars (Ambassador)	1.6 lac	8 Years of Service
02.	Passengers Cars (Ambassador Cars ISSUZU Engine)	2.0 lac	8 Years of Service
03.	Maruti Vehicles other than Jeeps	2.0 lac	8 Years of Service
04.	Other Vehicles	2.0 lac	8 Years of Service
05.	Contessa Cars	2.0 lac	5 Years of Service
06.	Jeeps of All Makes	2.4 lac	8 Years of Service

The above parameters in exceptional cases can be relaxed in the eventuality of particular vehicle having manufacturing defects during the warranty period or is not providing efficient service even after repairs. However, it would be the responsibility of users' Deptt. to take cognizance of manufacturing defects during warranty period. Once the warranty period is over, FD shall not consider the vehicles for condemnation in relaxation of norms prescribed by the GAD in their notification referred to above.

2. When the HOD is satisfied that a vehicle is required to be condemned keeping in view the above parameters, he would seek bids from the authorised dealers of vehicles through exchange-cum-buy back route.

3. When the offers as at Sr. No. 2 above have been received or even if the offers are not received, the HOD would place the matter before the Condemnation Board. The constitution of which is already given in Rule 7 Annexure-B referred to Rule 15.3 in Chapter 15 of the HPFR Vol. I. The Condemnation Board would send its recommendations to the Head of Office/Head of Deptt. It would base its recommendations on the following factors :-

- Whether the vehicles is to be condemned or not?
- To assess the responsibility of buy back-cum-exchange offer on the basis of the bid received from the dealers. The Condemnation Board after assessing the responsibility of buy back offer would send its recommendation to HOD / Head of



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Office. The Condemnation Board would also keep in view the re-sale value of particular brand of vehicle to be condemned. It would depend upon make of the vehicle. For illustration sake an Ambassador Car of Nova make/ Mark-IV may have virtually no resale value. However, the chances of an Ambassador car with ISSUZU engine could definitely have reasonable resale value. Similarly, Maruti Gypsy or Maruti car will have good resale value even after covering a distance of 2.5 lac kms. However, Maruti Van after covering more than 2 lacs kms. or inservice for 8 years may not have much resale value.

(c) In case in the opinion of condemnation board the exchange of buy back offer is reasonable, it should recommend its disposal through the buy back route instead of recommending open auction.

(d) In case buy back-cum-exchange offer is not reasonable in the opinion of Condemnation Board, it should be recommended for open auction. The reserve price of the vehicle should be fixed keeping in view the prevalent market rate of condemned vehicle. It should also be ensured by the Condemnation Board that the reasonable reserve price of the vehicle is so fixed that disposal is through auction route. Presently, in most of the cases unreasonable reserve price is fixed resulting in repeated auction without any results. This is to be done only in respect of those vehicles which are road worthy and in running condition or can be made road worthy after minor repairs.

(e) When in the opinion of Condemnation Board, if a vehicle cannot be disposed off either through exchange-cum-buy back mechanism or through open auction, the Condemnation Board would determine the reserve price of all such vehicles on

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the basis of scrap value of iron/steel.

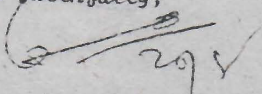
(f) The scrap value of the vehicle would depend upon the scrap value of the iron prevalent in the local market. For assessing the scrap value of the vehicle the duty is enjoined upon the General Manager, D.I.Cs. concerned under the over all guidance of Controller of Stores. To further expedite the process, scrap value of iron/steel should be assessed every six months so that this process has not to be repeated time and again.

(g) If the Head of Office and Head of the Deptt. keeps a watch on the performance of vehicles in their offices/departments, it is not difficult to dispose off the vehicle when these are in good running conditions. However, parameters referred to in (f) above will have to be kept in view. For this purpose, an advance exercise is required to be done so that budgetary provisions are also made in time. It is possible if matter is taken up with the Finance Deptt. when it is expected that a vehicle is going to be condemned or auctioned in 4 or 5 month's time. Another method to speed up the disposal of vehicles is that the meeting of Condemnation Board is convened only when the budget provision is made available by the Finance Department.

(h) Once a vehicle is condemned HOD should seek the approval of the Govt. for its replacement is simultaneously subject to the availability of the budget.

You are, therefore, requested to kindly ensure the strict compliance of the above instructions of the Government forthwith and receipt of this communication may also be acknowledged to this Department too at the earliest.

Yours faithfully,



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



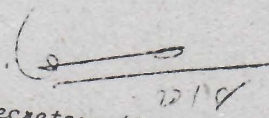
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Endst. No. As above. Dated Shimla - 171 002, the 20th August, 2002.  
Copy of the above is forwarded to :-

1. The Additional Secretary (GAD-C) to the Government of Himachal Pradesh, Shimla - 171 002 w.r.t. Cabinet decision conveyed on 09.08.2002 on the above cited subject.
2. The Additional Secretary (Finance-Regulation) to the Government of Himachal Pradesh, Shimla - 171 002 with the request to carry out/incorporate the above amendments in the relevant Rule/Chapter of the H. P. F. R. at the earliest.
3. The Private Secretaries to Chief Secretary/Addl. Chief Secretary/Secy to C. M., Shimla - 171 002.
4. The Private Secretary to Principal Secretary (Finance) to the Government of Himachal Pradesh for the kind information of the Worthy Pr. Secy.
5. Guard File(s)



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