C I R C U L A R

Sub: Curtailment in Expenditure – Effecting 20% savings and Exercising Austerity Measure in CSB units for the year **2020 - 2021** – regarding.

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In continuation to Central Office Circular No.CSB-30(1)/Tech./2018-19/Accts., dated 24th May, 2018 on the subject cited above, it is to inform that the Ministry of Textiles, GoI, New Delhi had imposed the curtailment in incurring the expenditure by 20% and strictly exercising the austerity measures during the financial year 2020 – 2021.

Accordingly, the Competent Authority had instructed that in order to comply with the curtailment in incurring the expenditure by 20% as imposed by the Government of India, it is essential to save the expenditure by 20% in the financial year 2020 – 2021. Hence, the following austerity measures are required to be strictly adhered by all the CSB Units.

1. Only the expenditure relating to the functional requirement has to be incurred to achieve the targets as fixed/approved in Annual Action Plan.

2. The Electricity charges are required to have a reduction of **20%** of over average of last three years charges. This would be possible by putting off the lights/ Air conditioner in the room whenever leaving the room for any discussion /attending the meeting etc. The printers are required to put on only at the time taking print out.

3. There is a need for reduction of **20%** of water consumption over the average of previous three years by arresting the leakage of water either in the office or farms or staff quarters.

4. The printout of letters is required to be taken on both the sides invariably without any exception in order to save on paper consumption. The printout of draft letters can be taken on the blank side of the paper which had already been used for any other purpose. For internal communication the usage of IP messenger and E-mail may be put to maximum use so as to avoid printouts as well as papers, which will result in less consumption of papers.

5. To maintain the vehicles properly so as to ensure the required mileage. This result in for savings in fuel consumption and repairs.

6. To dispose off the vehicles which are condemned or not economical to use, at the earliest to avoid further payment of taxes, insurance etc., by following the prescribed procedure thereon. Hiring of Vehicle shall be resorted to only when it is essentially required, that too when the unit is not having vehicle, by following the prescribed procedure.

7. To utilize the testing facilities available effectively for various tests/services required for research by pooling method without resorting to the purchase of new testing equipments.

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8. To install CCTV cameras at vital/vulnerable places which will result in reducing the Number of Security Guards.

9. Utmost economy need to be exercised in attending the conferences/workshops/seminars, etc.,

10. The available infrastructure at the unit/Institute has to be put into its optimum usage.

a) Only the essential tours which are unavoidable have to be performed. In this connection, the facilities of video conferences / emails/telephones and other electronic modes need to be put into use to the maximum extent possible.

b) The TA/DA expenditure has to be reduced by 20% of the average of the last three years.

c) The units which are not having VC facilities may make use of VC facility available at NIC District Head quarters for effective communication with Main Institute/Head Quarters or Central Office.

d) Wherever CSB Guest Houses are available the staff members are required to stay in the guest houses and not in Hotels. The system of obtaining the Non-availability certificate from the CS Guest House shall continue.

e) The Air journey may be sanctioned sparingly instead of as a routine. The approval of Air Journey on LTC continued to be obtained from Central Office, Bangalore.

f) The tour of the In-charge Officers to their nested units in a month may be restricted based on the need.

g) The number of tours can be avoided by undertaking the tours by clubbing the official visits and only the essential tours shall be undertaken based on the need.

h) As far as possible, tours should be minimized and local units/offices of CSB can represent in the meetings to whom details could be provided in advance (DoS, Institute or other units).

The funds under Plan for 2020 – 2021 will be released to the CSB Units only to meet the expenditure on the functional requirements / essential items / statutory in nature.

This is for strict compliance and any deviation in the above instructions will be viewed seriously.

This issue with the approval of Member Secretary.

Yours faithfully,

[Dr.Narendar Rebelly, IRS]
DIRECTOR (FINANCE)

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