

THE STATE TRADING CORPORATION OF INDIA LTD: NEW DELHI

PERSONNEL DIVISION

(I.R. GROUP)

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December 6, 2013

CIRCULAR NO: IR/17/2013

Sub : Expenditure Management – Economy measures and Rationalization of Expenditure.

Department of Expenditure, Ministry of Finance vide their OM No. 7(2)E.Coord/2013 dated 18.9.2013 forwarded through Department of Public Enterprises OM No. DPE/3(4)/08-Fin dated 15.10.2013 have issued instructions/guidelines on the subject. The relevant instructions/guidelines applicable to CPSEs are reproduced below for strict compliance by all departments/Branch Offices.

**1. Cut in Non-Plan Expenditure:**

For the year 2013 – 2014, a mandatory 10% cut in Non-Plan expenditure excluding interest payment, repayment of debt, salaries and pension shall be effected.

**2. Seminars and Conferences:**

(i) Utmost economy shall be observed in organizing conferences/seminars/workshops. Only such conferences, workshops, seminars, etc. which are absolutely essential, should be held wherein also a 10% cut on budgetary allocations shall be effected.

(ii) Holding of exhibitions/seminars/conferences abroad is strongly discouraged except in the case of exhibitions for trade promotion.

(iii) There will be a ban on holding of meetings and conferences at five star hotels.

**3. Purchase of vehicles:**

Purchase of vehicles is banned until further orders, except against condemned vehicles.

**4. Domestic and Foreign Travel:**

(i) All officers are to travel in economy class only for domestic travel except officers in the Apex Scale who may travel in executive class. Officers may travel by entitled class for international travel, however officers in Apex scale may travel only by business class. In all cases of air travel, only the lowest fare air tickets of the entitled class are to be purchased /procured. No companion free ticket on domestic international travel is to be availed of. Only CMD, STC will be entitled to the benefits of apex scale.

(ii) It would be the responsibility of the Head of the Organization to ensure that foreign travel is restricted to most necessary and unavoidable official engagements based on functional necessity, and that extant instructions are strictly followed.



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(iii) Where travel is unavoidable, it will be ensured that officers of the appropriate level dealing with the subject are sponsored instead of those at higher levels. The size of the delegation and the duration of visit will be kept to the absolute minimum.

(iv) Proposals for participation in study tours, workshops/conferences/seminars /presentation of papers abroad at Government cost will not be entertained except those that are fully funded by sponsoring agencies.

**5. Creation of Posts:**

There will be a total ban on creation of new posts.



(VIJAY BHUSHAN)  
GENERAL MANAGER (PERS.)

- Exe. Secy. to CMD
- Exe. Secys. to Director/CVO
- PS to all CGMs
- JGM(Fin.)-(A&E)
- All BMs
- SG, Fed. Of STCEUs, New Delhi
- SG, Fed. Of STCOAs, New Delhi
- SG, All India Fed. Of STC SC/ST Emp. Association, New Delhi
- Internal Audit Division
- Secy. Cell
- Notice Board