

Prasar Bharati
(India's Public Service Broadcaster)
Directorate General: Doordarshan
Doordarshan Bhawan
New Delhi
(Budget Section)

No.G-25013/1/2020-BI

Date: 10.09.2020

Subject:- Economy Measures and Discontinuation of forwarding hard copies of various letters/returns expenditure statement and other correspondences to Prasar Bharati secretariat/ DD Directorate by field formations regarding-reg.

Please find enclosed herewith the Prasar Bharati Secretariat's Letter NO.- Misc-1 / 001(1)2020-21 / Budget /33 dated 8th September 2020 along with its enclosure on above mentioned subject (copy enclosed).

2. At many occasions, it was requested to discontinue the unnecessary letters/copies/statements etc. to Prasar Bharati Secretariat/DG:Doordarshan. DD Field Units are still sending the unnecessary letters copies/statements etc. to Prasar Bharati Secretariat/DG: DD.
3. Therefore, HOO/DDO of all the Kendras/Field Units are, requested to avoid sending unnecessary letters, statements, etc to Prasar Bharati Secretariat & DG: DD.
4. In this regard, please see the enclosed letter for strict compliance.

Encl: as above.


(R.S. Chouhan)
Dy. Director (F)

1. All HOO/DDO of Doordarshan Kendras/Field Units.

Copy to:-

1. Dy. Director General (B & A), PB Sectt., Prasar Bharati House, New Delhi
2. PPS to ADG (F)/DDG (F) at this DG:DD (email only).
3. IT Cell, DG:DD with a requested to upload the letter on website.
4. Guard File.

PRASAR BHARATI

India's Public Service Broadcaster
PRASAR BHARATI SECRETARIAT

Prasar Bharati House,
Copernicus Marg, New Delhi -110001
Phone: 23118431, email: pbbudgetdivision@gmail.com

No. Misc-1/001(1)2020-21/Budget /33

Dated: 08.09.2020

Subject: Economy Measures and Discontinuation of forwarding hard copies of various letters/returns expenditure statements and other correspondences to Prasar Bharati Secretariat by field formations-reg.

1. It has been noticed that the Field Stations are forwarding hard copies of various letters/returns expenditure statements and other correspondences to this Secretariat. Thousands of rupees are being spent on postage by the field offices every day on the same.

2. With the implementation of e-office in the network of Prasar Bharati, the need for movement of physical files and paper has reduced considerably. Moreover, official email IDs have been provided to all employees. It is, therefore, advised that as far as possible, all the correspondences should be made through digital mode either through email or e-office. These means of communications are not only quick but also save time, money and man-hours'. These also avoid inordinate delays in complying with the directions.

3. Further, the revenues of Prasar Bharati had already shown downward trend in the year 2019-20 and due to the spread of Covid-19, the trend is likely to continue in this fiscal also. Moreover, due to spread of Covid-19 and resultant lockdown, the country as a whole is facing economic slowdown. In this hour of need, it becomes the duty of all field units to make every effort to avoid ostentatious and unnecessary expenditure. A copy of Ministry of Finance, Department of Expenditure OM No. 7(2)/E.Coord/2020 dated 04.09.2020 issued regarding economy in expenditure is also attached for information.

4. Therefore, as a part of austerity measures and green initiatives, both the Directorates of AIR & DD are therefore, requested to advise their field formations to desist from forwarding hard copies of various letters/returns expenditure statements and other correspondences to this Secretariat.

5. This may kindly be accorded due attention and brought to the urgent notice of all field units of the respective directorates.


(C K Jain)

Dy. Director General (B&A and Head B&R)

DG: DD

DG: NSD, AIR/DG: DDN

ADG (A), PBS/DDG (A), AIR/DDG (A), DD

Copy to:

1. ADG (F), DG: AIR/DD
2. The DDG (T) at PB Sectt. with the request to upload this letter at the official website of Prasar Bharati.

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:-

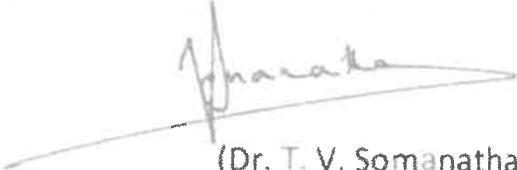
All Ministries/Departments including Attached Offices/Subordinate Offices and Autonomous Bodies shall observe the following instructions for curtailing Administrative Expenditure.

- 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 Advisors

(India's Public Service Broadcaster)
Directorate General: Doordarshan
Doordarshan Bhawan
New Delhi
(Budget Section)

No. G-28012/10/2018-BI/1952

Dated: 10th January, 2020

Subject:- Discontinuation of endorsing unnecessary letters copies/statements etc. to DG, Doordarshan-reg.

It is noticed that Doordarshan Field Units are sending unnecessary letters/statements etc. to this Directorate. Therefore, following guidelines/points are listed to avoid wastage of resources:-

- a) Field Units are instructed to furnish Monthly Expenditure Statement, Digital Transactions Statement and Liabilities Details before **05th of the month on the respective email of the Budget Section, DG:DD.**
- b) **Additional budget/re-appropriation of budget requests and Revised/Budget Estimates may be sent to Budget Section's email ID additionalbudget@gmail.com and avoid sending Receipt & Payment Report, Cash Balance Report, Misc. Receipt Report to this Directorate. These reports are already available on the Expenditure Monitoring System (EMS).**
- c) **Monthly Expenditure Statement may be furnished at email ID budgetsection1@gmail.com and Digital Transactions Statement at email ID doordarshandigital@gmail.com.**
- d) All the GST related matter may be furnished to Taxation Cell, DG:DD's email cenvat123@gmail.com.
- e) Submit the requisite information within stipulated time as sought from time to time by the Budget Section, DG:DD on the respective email.
- f) **Misc. Receipts should be deposited into either Kendra/Unit's receipt account or into the receipt SBI A/c No. 11084233390 (DG:DD).**
- g) Field Units should use digital system (email) while sending correspondence.
- h) Two circulars dated 03.08.2017 & 10.08.2018 from the Prasar Bharati Sectt. are herewith enclosed for information and ready reference. The guidelines may be followed as mentioned in the circular.

In this way, the expenditure on stationery and postage may be reduced and resources (manpower) may be utilized in effective manner.

All the DD Field Units may please take note of these guidelines for information and strict compliance.


(R.S. Chouhan)
Dy. Director Admn.(F)

- 1) **All Additional Director General,
Doordarshan**
- 2) **HOO/DDO of Doordarshan Field Units.**

Copy to:-

PPS to ADG(F)/DDG(F)/DDA(F), DG:DD New Delhi