



**GOVERNMENT OF KHYBER PAKHTUNKHWA
FINANCE DEPARTMENT**

NO.BO.I/FD/5-8/2012-13
Dated Peshawar, the 5th July, 2012

To

- 1) The Senior Member, Board of Revenue, Khyber Pakhtunkhwa.
- 2) All Administrative Secretaries to Govt. of Khyber Pakhtunkhwa.
- 3) The Secretary to Governor, Khyber Pakhtunkhwa.
- 4) The Principal Secretary to Chief Minister, Khyber Pakhtunkhwa.
- 5) The Director S.T.I, Establishment Department, Peshawar.
- 6) All Divisional Commissioners in Khyber Pakhtunkhwa.
- 7) All Heads of Attached Departments in Khyber Pakhtunkhwa.
- 8) All Heads of Autonomous/Semi-Autonomous Bodies in Khyber Pakhtunkhwa.
- 9) All District Coordination Officers in Khyber Pakhtunkhwa.
- 10) The Registrar, Peshawar High Court, Khyber Pakhtunkhwa.
- 11) The Secretary, Provincial Assembly, Khyber Pakhtunkhwa, Peshawar
- 12) The Registrar, Khyber Pakhtunkhwa Service Tribunal Peshawar.
- 13) The Secretary, Khyber Pakhtunkhwa Public Service Commission, Peshawar.

Subject: - **ECONOMY MEASURES FOR FINANCIAL YEAR 2012-13**

Dear Sir,

I am directed to refer to the subject noted above and to say that the Provincial Cabinet in its meeting held on 8th June, 2012 while considering the Budget Estimates, 2012-13, approved the following guiding principles to curtail the recurring expenditure:-

- 1) There shall be complete ban on creation of posts except posts required for completed Developmental Projects. However, in case of exigencies, the Chief Minister may relax the ban on case to case basis.
- 2) No expenditure will be allowed when the Provincial Cash Balance is negative or it exceeds the Ways & Means/ Advance limit.
- 3) There shall be complete ban on treatment/travel abroad on Provincial Government's expense.
- 4) There shall be complete ban on purchase of vehicles. Project vehicles shall be exempted from this ban. However, in case of exigencies, the Chief Minister may relax the ban on case to case basis.
- 5) All Administrative Secretaries, Commissioners, District Coordination Officers and Heads of Autonomous/Semi-Autonomous Bodies, being Principal Accounting Officers, shall be responsible to ensure **internal audit** of their respective Departments and conduct meetings of Departmental Accounts Committee regularly.
- 6) To achieve the budgeted Provincial Revenue targets, the Administrative Secretaries, Commissioners, District Coordination Officers, and Heads of Autonomous/Semi-Autonomous Bodies, shall convene monthly meetings, whose minutes may be sent to Finance Department on regular basis.
- 7) No contingent paid staff shall be appointed during the course of the financial year without prior approval of Finance Department.
- 8) No appointment shall be made against leave vacancies without prior approval of Finance Department.

(Contd: Page-2)

- 9) Appointment of retired Government Servants shall not be made against regular (permanent/temporary) posts.
- 10) No appointment will be made against vacant posts without obtaining NOC from the Establishment Department where the Surplus Pool is being maintained.
- 11) Participation in workshops/seminars and training abroad involving Provincial Funds will be considered only in very special cases with the approval of the Chief Minister on case to case basis.
- 12) Consumption of Electricity and POL shall be economized.
- 13) The Administrative Departments/Districts shall restrict expenditure to the budgetary releases made and shall not incur expenditure in anticipation of additional grants or supplementary grant.
- 14) No development scheme involving creation of posts will be considered without prior clearance of Finance Department.
- 15) No department shall retain receipts in Bank Accounts. The departments must remit all receipts to Provincial Account forthwith except where departments/facilities have been specifically permitted under some Statute/Act.
- 16) Expenditure on "Advertising & Publicity" shall be restricted to the bare minimum.
- 17) Advertisement charges allocated under Current Revenue Expenditure shall be utilized on Current Budget side only. As regards expenditure on Developmental Side, necessary provision will be made in the PC-I(s)/Costs Estimate(s) of the concerned scheme(s) whereas the devolved Department's expenditure on this account shall be met out of Account-IV of the District concerned.

2. The above Economy Measures for the financial year 2012-13 may kindly be implemented in letter and spirit. These economy measures will also be applicable on Autonomous Bodies under the Provincial Government for which funds are provided out of Current Revenue Budget.

Yours faithfully,



(NAEEM KHAN)
BUDGET OFFICER-I

Endst: No. and date even:

Copy forwarded for information and necessary action to:-

- 1) The Accountant General, Khyber Pakhtunkhwa, Peshawar.
- 2) All Additional Finance Secretaries & Provincial Finance Controller, Finance Dept.
- 3) The Director FMIU, Finance Department
- 4) All Deputy Secretaries, Finance Department
- 5) All the Executive District Officers (F&P) in Khyber Pakhtunkhwa.
- 6) All the District Accounts Officers in Khyber Pakhtunkhwa
- 7) All the Budget/Section Officers, Finance Department, Khyber Pakhtunkhwa.
- 8) Private Secretaries to all Provincial Ministers, Khyber Pakhtunkhwa.
- 9) Private Secretary to Chief Secretary, Khyber Pakhtunkhwa, Peshawar.
- 10) Private Secretaries to Finance Secretary/Special Secretary Finance.



BUDGET OFFICER-I