

GOVERNMENT OF MEGHALAYA
FINANCE (CONTROL – I) DEPARTMENT

No.FC.(I) 44/91/9

Dated Shillong, the 29th Feb.'92

OFFICE - MEMORANDUM.

Sub: Subscription of News Papers and magazines to the entitled Officers – Grant of Allowance.

The undersigned is directed to refer to the Printing and Stationery Department's letter No.SP.4/90/61, dated 18/09/91 on the subject of the entitlement for the subscription of News Papers and Magazines and the re-imbursement of the expenditure incurred thereon to the entitled Officers. After careful consideration, the Governor of Meghalaya is pleased to decide that the Officers entitled to the provision of News Papers and Magazines at Government cost shall be granted News Papers/Journals Allowance at the rates indicated below :

<u>Entitled Officers</u>	<u>No. of News Papers & Magazines entitled to be provided.</u>	<u>Rate of Allowance per month</u>
(a) Special Secy./ Commissioner to the Government.	Four News papers and Two Indian Magazines	Rs. 360.00
(b) Secretaries/Addl. Secretaries to the Government.	Two News Papers and one Indian Magazine.	Rs. 180.00
(c) Heads of Department/ Jt. Secretaries/Dy.Sec-retaries to the Govt.	Two News Papers (One Local Daily and one National Daily).	Rs. 150.00

2.. The drawal of the allowance in lieu of cost of subscription shall be subject to the following conditions :-

- i) At the end of each month, the entitled Officers shall furnish a Certificate in Annexure –I
- ii) That the News Papers and Magazine so purchased/procured shall be deposited/returned by the concerned Officers to the Secretariat(Nazarat) Department/Office at the end of each month. Where an Officer does not deposit/return the News Papers/Magazines, a deduction at the rate of 5 percent of the sanction allowance shall be deducted at source in lieu thereof.

Contd....2/-

- 3.. The expenditure shall be debitable to the head from which the Officer draw his salaries
4. This order shall supersede existing orders on the re-imbursement of the cost of subscription of the News papers and magazines. It shall, however, not apply in the cases of Ministers and Chief Secretary/Additional Chief Secretary.
5. It shall come into force from 01/02/92.

Sd/-
Spl. Secretary to the Govt. of Meghalaya,
Finance (EC) Department.

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Memo No.FC(I).44/91/9-A,

Dt. Shg. the ____Feb., '92.

Copy to :-

1. The Accountant General (A&E/Audit), Meghalaya, etc., Shillong.
2. All Special Secretaries / Commissioners/ Secretaries / Additional Secretaries / Joint Secretaries / Deputy Secretaries.
3. All Administration Departments.
4. All Heads of Departments.
5. All F.As./F & A.Os/ T.O.
6. The Director of Printing & Stationery, Meghalaya, Shillong . He is requested to publish in the New issue of the Meghalaya Gazette and to Supply this Department with 250 spare copies.

By Orders . etc.,

Sd/- Under Secretary to the Govt. of Meghalaya
Finance (EC) Department.

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RE-APPROPRIATION

It has become necessary to streamline the checking on re-appropriation and statement submitted to Finance by various Departments. All Dealing Assistants concerned may check the following points whenever re-appropriation proposal is received and keep proper record of the Head of Account and the amount of re-appropriation agreed to by Finance.

1. Every proposal for re-appropriation should be accompanied by detailed picture with an over view statement.
2. Full justification in prescribed form.
3. Re-appropriation of proposal should be within the same grant.
4. Re-appropriation between Sub-ordinate Heads to minor Heads. If this do not involve in undertaking recurring liability, should have prior approval of the Minister in-charge of the Department.
5. Re-appropriation within minor Heads or such other Subordinate Head should have the approval of Principal Secy./ Commissioner & Secy/ Secretary of the concerned Department.
6. No re-appropriation proposal from one grant to another grant should be entertained.
7. No re-appropriation from charged head to voted head or vice versa be accepted.
8. No re-appropriation should be allowed for any purpose, whatsoever, from supplementary grants voted by the Assembly for a definite purpose.
9. Proposal for re-appropriation should indicate that the items for which expenditure has to be incurred has been sanctioned by the competent authority.
10. Re-appropriation of fund from general areas to the sixth Schedule areas and vice versa should not be allowed.
11. No re-appropriation from savings under salaries head be allowed.
12. Re-appropriation for new services not contemporary the budget should be allowed.
13. Proper and correct classification and arithmetically accurate re-appropriation proposal has to be ensured. It has to be checked that all information including figures are fully furnished in the appropriate column as provided for in the form for the purpose.
14. That the re-appropriation proposal relate from plan to non-plan and from capital to revenue and vice versa should not be entertained.
15. Re-appropriation proposal under other charges has to be scrutinized meticulously and ensure that these are not allowed for grant of Honorarium etc.
16. Any proposal for re-appropriation from the savings of any particular scheme which has been reduced by Planning/ Finance should be meticulously examined and sanction of re-appropriation should be considered absolutely on merit.

Sd/- P.C. Chakraaborty,
Jt. Secy. to the Govt. of Meghalaya,
Finance Department.

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Memo No. FC (I) 6/90/Pt/

Dt. Shillong, the 16th Nov.'94.

Copy forwarded to :-

1. The Officer on Special Duty, Govt. of Meghalaya, Finance (Control) Department.
2. The Under Secretary Govt. of Meghalaya, Finance (Control-II) Department.
3. The Superintendent, Finance (Control -I) & (Control -II) Department for favour of information and necessary action.

Sd/- Joint Secretary to the Govt. of Meghalaya,
Finance Department.
