केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
केन्द्रीय राजस्व भवन, आई.एस.प्रेस रोड, कोचिन -682018
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C.No.II/7/2/2014 Estt Date: 11 .02.2015

ESTABLISHMENT CIRCULAR NO. 3/2015

Sub: - Expenditure Management – Economy & Austerity Measures – reg.

In view to containing office expenditure due to shortage of funds the following economy measures for managing the office expenditure may kindly be implemented with immediate effect:-

1. **Minimizing the use of Paper**: It is noticed that large quantities of paper is being utilized unnecessarily. Efforts may kindly, be made to minimize the use of paper. It is suggested that one side papers should be used for communicating within sections. It may also be ensured that all Establishment Orders/Circulars/Notices Inter & Intra Office communication is done in online mode only on departmental website or though emails. Reports etc required from the Divisions or sent by Divisions must be through emails only unless there is a dire need to use paper.

2. **Telephone Expenditure**: The Commissionerate is spending huge amounts on telephone expenses. In order to minimize the expenditure all officers should ensure that minimum use is made of telephones whilst maximum communication is made via emails etc. The Head of Office would be monitoring the monthly bills of each of the sections to identify which sections are incurring huge expenses on telephone charges.

3. **Usage of Electricity**: Efforts may kindly be made to reduce the consumption of electricity. Use of tube- lights should be minimized during day time. Also whenever sections are empty during lunch-time, tea-time etc Air conditioners/Lights/Fans may kindly be switched off. Before leaving office, after office hours, officers working in each Section should ensure that they switch-off their Computers, air conditioners, lights and fans without waiting for caretaker to do so.

4. **Usage of Water**: It is noticed that taps are kept in running condition in toilets leading to wastage of water. Officers should ensure that the taps are properly shut after use. Every drop of water should be saved. If there is any

leakage seen in any of the taps, the same may kindly be reported to the Caretaker for necessary action.

5. **Postage Expenditure:** It is noticed that letters are being sent in hardcopy by post and fax is used simultaneously. Hence each letter is being sent by two modes of communication causing wastage of paper and inks on both ends. It is directed that officers should utilize email facility wherever possible for internal communications with Divisions/Sections, unless it is absolutely essential to use the fax as well.

6. **Buying of Books & Periodicals:** Sections are frequently requesting for copies of various books and periodicals even though a copy of the same is available in other sections. A library will soon be set up in Headquarters to avoid purchasing of books and periodicals by sections and officials can refer to book from the library for day to day functioning.

Co-operation of each and every officer is requested in reducing the expenditure on these heads so that the money saved can be utilized for providing other necessary requirements of staff.

This issues with the approval of the Commissioner of Central Excise, Customs & Service Tax, Cochin.

11/02/15

[MANIKKAVEL P]
JOINT COMMISSIONER [P&V]

To

All Officers of Cochin Commissionerate
Headquarters & Divisions

The Deputy Commissioner (CCO)
Central Excise Hqrs. Office
Cochin