

राष्ट्रीय विज्ञान संग्रहालय परिषद  
**NATIONAL COUNCIL OF SCIENCE MUSEUMS**  
(संस्कृति मंत्रालय, भारत सरकार/  
MINISTRY OF CULTURE, GOVT OF INDIA)  
कोलकाता/KOLKATA - 700091

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**परिपत्र/CIRCULAR**

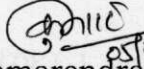
**Sub: Austerity measures to be adopted in NCSM**

Based on the discussions held in the 125<sup>th</sup> meeting of GB, NCSM and 32<sup>nd</sup> meeting of Society, NCSM regarding curtailment of expenditure in various budget heads of NCSM due to shortfall in internal revenue receipt because of closure of science museums/centres for visitors due to COVID-19 pandemic, it has been decided that following austerity measures shall be adopted in NCSM with immediate effect:-

01. Expenditure on Up keeping Sanitary & Housekeeping services and Security and Watch & Ward services is to be reduced by 30 to 40% during the year by rationalizing the strength of upkeep and security personnel due to estimated reduction in footfall by augmenting the existing security surveillance system;
02. Consumption of electricity in science museums/science centres shall be strictly monitored and efforts be made to reduce consumption by 20-30% annually or as far as practicable. For this, use of efficient lighting system in the galleries may be promoted. Isolated galleries/spaces in the centres may be closed for the time being. It may be ensured that all the lights, fans, ACs etc., are switched off when not in use.
03. Due economy should be observed in organizing educational programmes. Only national level celebrations viz., National Science Day, World Yoga Day, etc., may be organized. Preference may be given for organization of online activities for participation of students in the educational programmes as far as practicable and prizes in the form of free membership, free passes etc., may be given. Efforts may be made to obtain sponsorship for prizes, wherever possible;
04. Administrative expenditure to be cut during 2020-21 as far as practicable. Expenditure on printing of office stationaries, postage, official tours, engagement of daily wage labour for various works, engagement of Trainees (Education/Craft), renewal of AMCs, hiring of vehicles, TA/DA, telephone charges, lunch and snacks during meetings, conferences, fuel for vehicles etc. shall be closely monitored and efforts may be made to reduce them considerably;
05. Available digital/internet based facilities should be availed to cut down expenditure on postages, advertisement, publications, holding of meetings, conferences, seminars etc.
06. Expenditure on LTC, leave encashment, CEA to employees of NCSM may be deferred till third/fourth quarter of the current financial year except for the entitled employees who are going to superannuate during the year;

All units of NCSM are requested to take appropriate action on the measures outlined above to ensure maximum economy in expenditure under GIA-General/Salaries/CCA heads.

This issues with the approval of DG, NCSM.

  
(समरेन्द्र कुमार /Samarendra Kumar)  
निदेशक (मु.) व प्रभारी सचिव/  
Director (Hqrs.) & Secretary-in-Charge

To,

01. Directors of all NCSM Units & MD, CMD
02. PPS to DG, NCSM
03. PCs of all NCSM units
04. CoAs of all NCSM units
05. Dy. CoAs of all NCSM units
06. Dy. CoFAs of all NCSM units
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