



स./ No. 5-1(17)/2008-PD

दिनांक/Dated: 22/05/2015

प्रेषक / From:

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

सेवा में / To :

The Directors / Heads of all  
National Labs./Instts. of CSIR  
Hqrs./Complex/Centres/Units

**विषय / Sub : Economy in Expenditure-serving of refreshments during meetings etc - reg.**

महोदय/Sir / महोदया/Madam,

मुझे वित्त मंत्रालय, भारत सरकार के व्यय विभाग द्वारा उपरोक्त विषय पर दिनांक 6 मई, 2015 को जारी किए गए कार्यालय ज्ञापन संख्या 7(3)/E-Coord/2013 को जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है।

I am directed to forward herewith Ministry of Finance, Department of Expenditure OM No. 7(3)/E-Coord/2013 dated 6<sup>th</sup> May, 2015 on the above subject for information, guidance and compliance.

भवदीय/Yours faithfully

*Vinod Kumar*

(विनोद कुमार / Vinod Kumar)  
अवर सचिव (नीति) / US(PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) Head, IT Division with the request to make this OM available on the website & Policy Repository.
- 2) कार्यालय प्रति/Office copy

No. 7(3)/E-Coord/2013  
Government of India  
Ministry of Finance  
Department of Expenditure

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Dated the 6<sup>th</sup> May, 2015

**OFFICE MEMORANDUM**

Subject: Economy in expenditure – serving of refreshments during meetings etc.

The undersigned is directed to refer to the Department of Expenditure O.M. No. OM No. 7(1)/E.Coord/2014 dated 29-10-2014 on the subject mentioned above whereby a ban has been imposed on holding meetings and conferences at Five Star Hotels except in case of bi-lateral / multi-lateral official engagements which are held at the level of Minister-in-Charge or Administrative Secretary with Foreign Governments or International Bodies of which India is a Member.

2. A number of references from various Ministries are being received where in view of the nature / level of international engagements as also availability of venue for such meetings, official engagements are proposed in Five Star Hotels and such meetings include extension of hospitality in the form of Lunch / Dinner etc.

3. In this context, it has been decided to extend rates as fixed by MEA for Lunch / Dinner as follows:-

BANQUET RATES	
Function	Rates
Buffet lunch	Rs. 950
Buffet Dinner	Rs. 950
Sit down lunch	Rs. 950
Sit down dinner	Rs. 1050
Cocktail	Rs. 575

4. The Administrative Secretary in consultation with the Financial Advisor would need to exercise utmost discretion and ensure that the above ceiling is adhered to keeping in view the austerity instructions contained in Department of Expenditure OM No. 7(1)/E.Coord/2014 dated 29-10-2014 and Cabinet Secretary's D.O. No. 213/1/2/2015-CA.IV dated 11-02-2015 for strict compliance.

5. This issues with the approval of Secretary (Expenditure).



[N. Radhakrishnan]  
Director

Secretaries of All Ministries / Departments  
All Financial Advisors

No. 7(3)/E-Coord/2013  
Government of India  
Ministry of Finance  
Department of Expenditure  
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North Block, New Delhi  
Dated the 6<sup>th</sup> May, 2015

**OFFICE MEMORANDUM**

Subject: Economy in expenditure – serving of refreshments during meetings etc.

The undersigned is directed to refer to the Department of Expenditure O.M. No. 7(2)E-Coord/03 dated 25.3.2004 on the subject mentioned above whereby the ceiling of Rs. 150/- per head was fixed for serving refreshment/working lunch during meetings/seminars/conferences.

2. A number of proposals have been received from various Ministries/Departments seeking relaxation of the above ceiling.

3. The matter has been re-examined and it has been decided to revise the ceiling of Rs. 150/- per head for serving refreshments/working lunch during meetings/seminars/conferences etc. in the following manner –

S.No.	Item	Ceiling (Rs.)
1.	Tea+Snacks	Rs. 200/-
2.	High Tea	Rs. 500/-
3.	Lunch/Dinner	Rs. 750/-

4. The Administrative Secretary in consultation with the Financial Advisor would need to exercise utmost discretion while deciding expenditure on above account keeping in mind economy in expenditure and adherence of financial rules/norms/propriety.

5. This issues with the approval of Secretary (Expenditure).

  
[N. Radhakrishnan]  
Director

Secretaries of all Ministries / Departments  
All Financial Advisors