

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



No.30-1(36)/2008-Finance  
Dated 21-06-2010

To

Heads of all National Laboratories/Institutes

Subject : Procedure to be followed for holding of International Conferences/Workshops/Seminars, etc. (Domestic & International).

Sir,

I am directed to enclose herewith a copy of Govt. of India, Ministry of Finance, Department of Expenditure OM No.7(1)/E.Coord/2010 dated 31<sup>st</sup> May 2010 (copy enclosed) on the above subject for your information, guidance and compliance.

Kindly acknowledge receipt.

Yours faithfully,

(Ajit Singh)

Finance & Accounts Officer

Encl : a/a

Copy to :

1. Shri A.Wahid, Scientist for updating CSIR website
2. PS to DG, CSIR
3. PA to FA, CSIR
4. PS to JS(A), CSIR
5. PA to CVO, CSIR
6. PA to Staff Officer, CSIR
7. Legal Adviser, CSIR
8. Head, RAB/ISTAD/IT/URDIP/HRDC/IPMD/USD/PPD/HRDG
9. Sr.COSP, CSIR, Hqrs.
10. Sr.COAs/COAs/AOs of all National Labs./Instts.
11. COFAs/F&AOs of all National Labs./Instts.
12. Sr.Dy.Secretaries/Dy.Secretaries/USs at CSIR, Hqrs./Complex
13. Sr.Dy.FAs/Dy.FAs/FAOs at CSIR, Hqrs./Complex
14. All Notice Boards

F.No. 7(1)/E.Coord/2010  
Ministry of Finance  
Department of Expenditure  
E.Coord Branch

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New Delhi, the 31<sup>st</sup> May, 2010.

**OFFICE MEMORANDUM**

**Subject: Procedure to be followed for holding of International Conferences/Workshops/Seminars, etc. (Domestic & International)- regarding.**

Attention is drawn to this Department's OM No. 7(21)E.Coord/93 dated 27<sup>th</sup> May, 1998 and OM No. 7(5)E.Coord/2002 dated 28<sup>th</sup> May, 2003 on the procedure to be followed for holding Conferences/Seminars/Workshops. The matter has been considered further and it has been decided that henceforth only proposals involving expenditure above Rs. 10 lakh will need to be referred to the Department of Expenditure. In respect of domestic conferences/workshops/seminars etc., the approval will be accorded by the Secretary (Expenditure). For International Conferences, the approval of Cabinet Secretary would be obtained. In respect of the latter, the operative instructions of 28<sup>th</sup> May, 2003 are reiterated as follows:

- (i) That the proposals for hosting of international conference/seminar/workshop etc. should be submitted by the Ministries/Departments after clearance of the Minister-in-charge to the Cabinet Secretary through Secretary (Expenditure). The Ministries/Departments are also required to ensure clearance of Ministry of External Affairs from political angle and Ministry of Home Affairs from security angle, before referring the proposals to Cabinet Secretary through Secretary (Expenditure). All preparations for holding the conference and other formalities should be completed sufficiently in advance to avoid any last minute hitch and embarrassment.
- (ii) Provision should have been made in the Budget at the BE stage to ensure that the conference was well planned. Priority will be given to those conferences that arise out of international agreements/obligations. Other conferences etc. should be planned only if there is residual provision in the Budget.
- (iii) "In principle" approval of the Minister-in-charge should be taken sufficiently in advance say 4 to 6 months in advance before the event.
- (iv) Political clearance from Ministry of External Affairs/ security clearance from Ministry of Home Affairs shall be taken prior to the file being referred to Department of Expenditure.

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(v) The file thereafter may be referred to the Secretary (Expenditure) and Cabinet Secretary for approval, wherever such approval is prescribed at least one month before the date of the Conference/Workshop and before invitations are issued; and

(vi) All administrative arrangements including issuance of invitations should be done after receiving Cabinet Secretary's approval.

2. Notwithstanding the enhancement in the prescribed expenditure ceiling, all Ministries/Departments may ensure utmost economy in public expenditure.

3. These instructions will come into operation with immediate effect.

  
(Madhulika P. Sukul)  
Joint Secretary

To

1. All Ministries/Departments as per standard mailing list.
2. All Secretaries to the Government of India.
3. All FAs (by name)

File No. 134  
Letter Diary No. 02/6/03  
दिनांक/Date 03/06/03

No. 7(5)E.Coord./2002  
Ministry of Finance  
Department of Expenditure  
E-Coord. Branch

Dated, the 28 May, 2003

Office Memorandum

Subject: Procedure to be followed for holding of International Conferences/  
Workshops/Seminars, etc., reg.

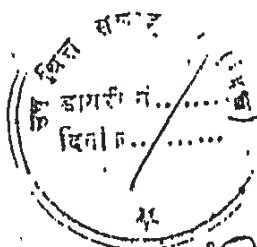
Instructions on the procedure to be followed for holding international conferences/workshops/seminars etc. have been issued earlier vide

- i) O.M. No. 7(37)E.Coord./92 dated 15<sup>th</sup> October, 1992
- ii) O.M. No. 7(4)E.Coord./2000 dated 24<sup>th</sup> September, 2000
- iii) O.M. No. 7(4)E.Coord./2001 dated 6<sup>th</sup> June, 2001
- iv) O.M. No. 7(5)E.Coord./2002 dated 1<sup>st</sup> January, 2003

2. The operative part of these instructions are:

- (i) That the proposals for hosting of international conference/seminar/workshop etc. should be submitted by the Ministries/Departments after clearance of the Minister-in-charge to the Cabinet Secretary through Secretary(Exp.). The Ministries/Departments are also required to ensure clearance of Ministry of External Affairs from political angle and Ministry of Home Affairs from security angle, before referring the proposals to Cabinet Secretary through Secretary(Exp.) All preparations for holding the conference and other formalities should be completed sufficiently in advance to avoid any last minute hitch and embarrassment.
- (ii) Ministries/Departments can hold the international conference/seminar/workshop etc. in consultation with the concerned FA provided the expenditure involved is upto Rs. 5 lakh after following the prescribed procedure as per O.M. dated 15.10.1992. The proposals involving expenditure beyond Rs. 5 lakh would require the approval of Cabinet Secretary through Secretary(Exp.).
- (iii) The Ministries/Departments are required to ensure that economy instructions issued by this Department from time to time are observed scrupulously in the spending of public funds.

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3. An instances has come to the notice of this Department that a Ministry did not observe these guidelines scrupulously and the proposal was referred to this Department for seeking approval of the Cabinet Secretary through Secretary(Exp.) at the last moment. While considering the case, the Cabinet Secretary pointed out that seeking approval at the last moment,

when every thing has been done including issue of invitations to the participants, is meaningless and serves no purpose.

4. In view of the above observations of the Cabinet Secretary, it has been decided that Ministries/Departments should adhere to the following procedure while hosting international Conference/Seminar/workshop etc.:

- (i) Provision should have been made in the Budget at the BE stage to ensure that the conference was well planned. Priority will be given to those conferences that arise out of international agreements/obligations. Other conferences etc. should be planned only if there is residual provision in the Budget.
- (ii) 'In principle' approval of the Minister in-charge should be taken sufficiently in advance say 4 to 6 months in advance before the event;
- (iii) Political clearance from Ministry of External Affairs/ security clearance from Ministry of Home Affairs shall be taken prior to file being referred to Department of Expenditure;
- (iv) The file thereafter may be referred to the Secretary(Exp.) and Cabinet Secretary for approval, wherever such approval is prescribed, at least one month before the date of the Conference/Workshop and before invitations are issued; and
- (v) All administrative arrangements including issuance of invitations should be done after receiving Cabinet Secretary's approval.

These instructions will come into operation with immediate effect.

  
(B.P. Misra)

Additional Secretary to the Govt. of India

To:

1. All Ministries/Departments as per standard mailing list.
2. All Secretaries to the Govt. of India
3. All FAs (by name).

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O.M.No.7(21)E-Coord./93  
Government of India  
Ministry of Finance  
Department of Expenditure  
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New Delhi, the 27th May, 1998

OFFICE MEMORANDUM

Subject :- Economy in Expenditure - holding of Conferences/  
Seminars/Workshops etc.

O.M.No.7(37)E-Coord./92  
dated 15.10.1992  
O.M.No.7(21)E-Coord/93  
dated 23.3.1994  
O.M.No.7(21)E-Coord./93  
dated 31.1.1995

This Department, vide its marginally noted Office Memoranda issued guidelines regarding holding international/domestic conferences. According to existing guidelines, the Ministries/Departments have been given full powers, in consultation with their FAs, to hold domestic conferences. As regards international conferences, proposal involving expenditure of more than Rs. 2.00 lakh are required to be submitted for approval to Cabinet Secretary/Cabinet.

2. The matter has further been considered and it has been decided to permit Ministries/Departments to hold international/domestic conferences, in consultation with their FAs, if the expenditure is not more than Rs. 5.00 lakhs in each case, subject to the condition that necessary budget provision has been made for holding such conferences, seminars, workshops (national and international) and the delegated powers are used with utmost care to avoid wasteful expenditure. Proposals for holding domestic conferences, seminars, workshops etc. involving expenditure of more than Rs. 5.00 lakh would require to be submitted to this department through FA for approval of Secretary (Expenditure). As regards holding of international conferences, seminars, workshops etc., the procedure laid down in our O.M. of even number dated 31.1.1995 and O.M. No. 7(37)E-Coord/92 dt. 15.10.1992 remains unchanged.

(U.P.Roy)  
Director

All Ministries/Departments of the Govt. of India  
All FAs (By name).