

No.19(9)/E.Coord/2011
Ministry of Finance
Department of Expenditure
E.Coord

New Delhi, the 13th September, 2011

OFFICE MEMORANDUM

SUB: Approval for holding international/national seminars & conference etc.

It has been observed that Ministries/Department refer proposals for approval of Cabinet Secretary through Secretary (Exp) for holding of international/national seminars & conferences at the last minute. In a recent case where the seminar was to be held from 6th September, the file was referred to this department on 5th September for approval of Cabinet Secretary. While approving the said proposal Cabinet Secretary has observed that the Department should have been alert to the need to refer such a proposal well in advance and has directed that Financial Advisors may be advised regarding such a need. In this context attention is invited to Para 1(V) of this Department's OM No. 7(1)/E.Coord/2010 dated 31st May, 2010 which prescribes that proposals may be referred to the Secretary (Exp) to seek the approval of Cabinet Secretary, (where such approval is prescribed) at least one month before the date of the Conference/workshop and before invitations are issued.

2. It is reiterated that proposals seeking approval for holding international seminar/conferences where the expenditure exceeds the delegated powers of Ministries/Departments may be referred to this Department at least one month in advance. FA's in Ministries/Departments may, in turn, advise the administrative Departments suitably so that the time frame is adhered to.



(Madhulika P. Sukul)

Joint Secretary to the Govt of India

To

1. All FAs (by name)