

Fax Message No. 1631 /ICAR HQ.  
Dated 19/2/10  
No. of Pages 3

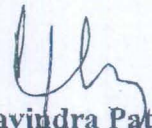
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN: NEW DELHI**

F.No. 12(3)/98-Cdn (A&A)

Dated the 19<sup>th</sup> February, 2010

**ENDORSEMENT**

A copy of Council's letter No.12(3)/98-Cdn(A&A) dated 28<sup>th</sup> September, 2005 along with Govt. of India, Ministry of Finance OM. F. No. 7(2)/E-Coord/03 dated 25.3.2004 revising the maximum ceiling of serving refreshment etc. during the Meetings/Conferences/Seminars/Workshops is forwarded herewith for information, guidance and necessary action.

  
(Ravindra Pattar)  
Director (Fin.)

**DISTRIBUTION:**

**I ICAR Institutes:**

1. Directors of all ICAR Research Institutes/ Bureaux/Project Directorates/ National Research Centres/Zonal Coordinators.
2. Finance & Accounts Officers of all Research Institutes, Project Directorates/National Research Centres/Zcs.

**II ICAR Headquarters:**

1. Sr. PPS to Secretary, DARE & DG, ICAR/PPS to AS, DARE & Secretary, ICAR/ PS to AS&FA, DARE/ICAR
2. Under Secretary dealing with Institute Admn. Section.
4. All IA Sections.
5. Shri Hans Raj, Information System Officer, (DIPA), KAB – I for posting the above mentioned letters in the ICAR Web-Site.
6. Guard file/Spare copies (10).



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN : NEW DELHI**

F.No.12(3)/98-Cdn(A&amp;A)

Dated : 28<sup>th</sup> Sept. 2005.

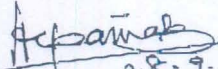
To

The Directors of all ICAR Research Institutes/Bureaus/Project  
Directorates/National Research Centres/Zonal Coordinators.

**Subject : Economy in expenditure – serving of refreshment during meeting etc.**

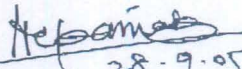
Sir,

I am to forward herewith Govt. of India, Ministry of Finance O.M. No.7(2)/E-Coord/03 dated 25.3.2004 revising the maximum ceiling of serving refreshment etc. during the Meetings / Conferences / Seminars / Workshops. In this connection, it is stated that as per scheme of delegation of power, Directors are competent to incur expenditure on this item subject to budgetary restrictions and expenditure ceilings issued from time to time. It goes without saying that the limit mentioned in the circular is the maximum permissible limit. Actual expenditure is to be monitored judiciously depending on the requirements of a particular situation and also keeping in view the austerity measures. Holding of Meetings / Conferences / Seminars / Workshops etc. in hotels should be avoided with a view to minimizing expenditure. There will be no additional allocation of non-plan funds for the purpose. The above may strictly be adhered to.

  
28-9-05  
(H.C. Pathak)  
Director (Finance)

Copy to :-

1. Finance & Accounts Officers of all Research Institutes/PDs/NRCs/Zcs.
2. Sr. PPS to DG, ICAR/PPS to Secretary/PS to FA(DARE/ICAR).
3. Under Secretary dealing with Institute Admn. Section.
4. All IA Sections.
5. Guard file/ Spare copies(10).

  
28-9-05  
(H.C. Pathak)  
Director (Finance)



No. 7(2)E-Coord./03  
Government of India  
Ministry of Finance  
Department of Expenditure

New Delhi, the 25th March, 2004

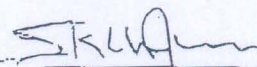
Office Memorandum

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

This Department, vide its O.M. No. 7(5)E-Coord/98 dated 12.6.1998, had fixed the ceiling of Rs. 50/- per head for serving refreshments etc. during the meetings/conferences/seminars/workshops which start in the forenoon continue beyond lunch time.

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 limit of Rs. 50/- per head to Rs. 150/- per head for serving refreshments/working lunch during the meetings/seminars/conferences which start in the forenoon and continue beyond lunch time. The holding of meetings/conferences/seminars/workshops etc. in hotels should be avoided to curb wasteful expenditure. The Financial Advisers are requested to adhere to the prescribed revised ceiling keeping always in view the need for austerity and economy in expenditure.

  
(S.K. Chopra)

Under Secretary to the Govt. of India

All Ministries/Departments  
All FAs (By name)