

No. 3/1/2015-O&M/550.
Government of India
Central Water Commission

Room No. 326(S), Sewa Bhawan,
R.K.Puram, New Delhi-110066,
Dated 19th May, 2015

OFFICE MEMORANDUM

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

Copies of Ministry of Finance, Department of Expenditure
Office Memorandum No. 7(3)/E-Coord./2013 dated 06.05.15 (2 Nos.) on
the subject mentioned above are circulated for information and
compliance.

Anita
19.5.15
(Anita Agarwal)
Section Officer

Tel. No. 011-26105943

Copy to:

1. PPS to Chairman, CWC
2. P.S. to Member (D&R),/ Member (WP&P) / Member(RM), CWC
3. All Chief Engineers (including field formations), CWC
4. Director (E-1) / Director (E-2) / Director (Admn.) / Secretary, CWC
5. Director, S.M.Dte., CWC for uploading on CWC website.
6. Accounts Officer, CWC
7. All Under Secretaries / Section Officers, CWC
8. Guard File, O&M Section, CWC

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

North Block, New Delhi
Dated the 6th May, 2014

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

O & M Section
Dy. No. 593
Date 15/5/15

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

Dated the 6th 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

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US (p & m) - for
circulation

13/5/15

So (p & m)

O & M Section
Dy. No. 594
Date 13/5/15