



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH (ICAR)  
KRISHI BHAVAN: NEW DELHI: 110 001**

F. No.: 12(4)/2007-CDN (A&amp;A)/

Dated: 29<sup>th</sup> September 2015.**OFFICE ORDER****Subject: Economy in expenditure: serving of refreshments during meetings: regarding.****Reference: MoF DoE Order No.: 7(3)/E-Coord/2013, dated: 6<sup>th</sup> May 2015, endorsed by ICAR vide 12(4)/2007-CDN (A&A), dated: 13<sup>th</sup> May 2015 (S. No.:2).**

Secretary, DARE & DG ICAR has reviewed the instructions contained in order in reference above in consultation with the AS&FA, DARE/ICAR and is pleased to approve the following ceiling of expenditure for serving of refreshments during meetings/seminars/conferences as per the following ceilings:

S. No.	Item	Ceiling	ICAR Institutes located in City
(A)	Tea + Snacks	Rs. 200/-	High level meetings such as the Governing Body Meeting, AGM, Foundation Day of ICAR and any such meeting attended by High dignitaries.
	High Tea	Rs. 450/-	
	Lunch/Dinner	Rs. 700/-	
(B)	Tea + Snacks	Rs. 100/-	New Delhi, Kolkata, Chennai
	High Tea	Rs. 200/-	Mumbai, Pune
	Lunch/Dinner	Rs. 400/-	Ahmedabad, Bengaluru, Hyderabad
(C)	Tea + Snacks	Rs. 75/-	All other cities not mentioned in (B) above.
	High Tea	Rs. 150/-	
	Lunch/Dinner	Rs. 300/-	

Proposal for relaxation of ceiling, in specific cases, may be moved for concurrence of AS&FA.

No change has been made in the rates of refreshments fixed by the MEA for Lunch/Dinner.

*Devendra Kumar*  
(DEVENDRA KUMAR)  
Director (Finance)

**Distribution:****(I) ICAR Institutes**

- The Directors of all Research Institutes/Zonal Project Directorates/National Research Centres/Project Directorates/ASRB/ICAR Hqrs.
- The Comptroller/Chief Finance & Accounts Officer/Senior Finance & Accounts Officer/Finance & Accounts Officer/Assistant Finance & Accounts Officer, of all Research Institutes/Zonal Project Directorates/National Research Centres/Project Directorates/ASRB/ICAR Hqrs.

6/6

**(II) ICAR Headquarters**

1. All Officers/Sections, ICAR, Krishi Bhavan, New Delhi including KAB I & II, NASC, Pusa, New Delhi.
2. ADG (CDN)/ADG (PIM)/PD, DKMA
3. Chairman, ASRB.
4. NC, NFBSFARA
5. Sr. Director (Admn)
6. Director (DARE)/Director (A)/Director (P)/Director (GAC)
7. DS (WSYUS (Cash)
8. Sr. PPS to Secretary, DARE & DG, ICAR
9. PPS to AS&FA
10. PPS to AS DARE & Secretary, ICAR.
11. Sri Hans Raj for uploading on ICAR website.
12. Secretary, (Staff side).
13. Guard File.
14. Spare copies (10)

कैक्स संदेश संख्या 6332/भा.कृ.अ.प. मुख्या.  
दिनांक 26/10/2015  
पृष्ठों की संख्या 26

1/6

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

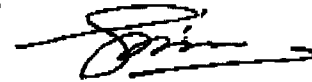
F.No.12 (4)/2007-CDN (A&amp;A)

Dated the 13<sup>th</sup> May, 2015**ENDORSEMENT**

The Ministry of Finance, Department of Expenditure has issued following instructions on Economy in Expenditure- serving of refreshment during meetings etc.:

Sl. No.	Ministry of Finance OM No. & date	Subject
1.	OM.No.7(3)E-Coord/2013 dated the 6 <sup>th</sup> May, 2015	Holding meetings and conferences at Five Star Hotels except in case of bi-lateral/multi-lateral official engagements.
2.	OM.No.7(3)E-Coord/2013 dated the 6 <sup>th</sup> May, 2015	Serving refreshment/working lunch during meetings/seminars/conferences.

As approved by the Competent Authority the OMs. No. 7(2) E. Coord/2013 dated 6<sup>th</sup> May, 2015 has been posted on the ICAR website [www.icar.org.in](http://www.icar.org.in) for information, guidance and compliance.



(G.P.Sharma)  
Deputy Director (Finance)

**Distribution:****I ICAR Institutes:**

1. Directors/Joint Directors/Project Directors of all Research Institutes/Project Directorates and National Research Centres/Bureaux
2. Project Coordinators/Coordinated Research Projects/Zonal Project Directors.
3. The Finance & Accounts Officers of all Research Institutes, Project Directorates and National Research Centres.

**II ICAR Headquarters:**

1. All Officers/Sections, ICAR, Krishi Bhavan, New Delhi including Krishi Anusandhan Bhavan I & II, NASC, Pusa, New Delhi
2. ADG (CDN)/ADG (PIM)/PD, DKMA.
3. ND, NAIP/Chairman, ASRB
4. NC, NFBSFARA

कैक्स जारी किया

Contd...2/-

06 OCT 2015

Fax Issued

2/6

- 2 -

5. Director(A), ICAR Hqrs./Director (DARE)
6. DS(WS)/US(Cash)
7. Cash-I, II and Audit-II Sections, ICAR, Krishi Bhavan, New Delhi
8. Sr. PPS to Secretary, DARE & DG, ICAR/PPS to Additional Secretary, DARE & Secretary, ICAR/PPS to SS & FA, ICAR/DARE
9. Shri Hans Raj, Information System Officer, Agricultural Knowledge Management Units (AKMU), KAB-I Pusa, New Delhi-12 for placing the pre-page mentioned OMs in the ICAR Web-Site.
10. Secretary (Staff Side), CJSC, NRC on Meat, Hyderabad.
11. Guard file.
12. Spare copies-10.

SI. NO. 15(R)

3/6

Director (F)  
6.24.15  
8.5.15

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

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. Radhakrishna  
Direc

Secretaries of All Ministries / Departments  
All Financial Advisors

S.O. CDN (ARA) 11/05/15

For. Min  
P.A.  
11/5/15

11/5/15

out  
11/5/15

Sl. No. 18(R)

4/6

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

By No. 62451  
Date 8-5-12  
Director (F)

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).

*[Handwritten signatures and initials]*

*[Handwritten signatures and initials]*

*[Handwritten signature]*  
[N. Radhakrishnan]  
Director

Secretaries of all Ministries / Departments  
All Financial Advisors

*[Handwritten signature]*  
11/5/15

*[Handwritten signatures and initials]*  
11/5/15

*[Handwritten signature]*  
S.O. (N(CA)) 21/5/15

Vertical text on the left margin: 62451, 8-5-12, etc.