

**Appendix-11****COUNCIL OF AGRICULTURAL RESEARCH**  
**KRISHI BHAVAN: NEW DELHI****F. No. 12-4/98-Cdn (A&A)****Dated: 23-6-2003****ENDORSEMNET**

A copy of Ministry of Finance (Department of Expenditure) O.M. No. 7(5)/E. Coord. / 2002 dated 28.5.2003 is forwarded herewith for information, guidance and necessary action.

The previous reference viz. Ministry of Finance (Department of Expenditure) O.M. No. (i) No. 7 (4) E. Coord/2000 dated 1.1.2003 were circulated vide Council's endorsement of even number, dated 4.10.2000, 12.7.2001 & 27.1.2003.

**(Prashant Kumer)**  
**Finance & Accounts Officer**

**DISTRIBUTION:****ICAR Research Institutes etc.:-**

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

**ICAR Headquarters:-**

1. All Sections/ Officers, ICAR, Krishi Bhavan, New Delhi including Krishi Anusandhan Bhawan I & II, Pusa, New Delhi.
2. P.S. to Minister (Agriculture)/Sr.P.P.S. to Director General/P.P.S. to Secretary/P.S. to Financial Adviser and P.P.S. to Chairman, A.S.R.B.
3. Secretary (staff side), C.J.S.C., ICAR/Secretary (staff side), H.J.S.C., ICAR
4. Guard file.
5. Spare copies-10

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

Dated, the 28<sup>th</sup> 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.Cooord./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.



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 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 these 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-charges 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 dated 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 cone 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).



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

**F. No. 12-4/98-Cdn(A&A)**

**Dated: 12.7.01**

**ENDORSEMENT**

A copy of Ministry of Finance (Department of Expenditure) O.M.No. 7(4)E.Coord/2001 dated 6.6.2001 and No. 7(21)E.Coord/93 dated 31.1.95 are forwarded herewith for information, guidance and necessary action.

**(D.P. YAGAV)  
DY. DIRECTOR (FINANCE)**

**DISTRIBUTION:**

**I. ICAR Research Institutes etc:-**

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

**II. ICAR Headquarters: -**

1. All Sections/Officers, ICAR, Krishi Bhawan, New Delhi including Krishi Anusandhan Bhawan, Pusa, New Delhi.
2. P.S. to Minister (Agriculture)/ P.P.S. to Director General/P.S. to Secretary/P.S. to Financial Adviser and P.P.S. to Chairman, A.S.R.B.
3. Secretary (staff side), C.J.S.C., ICAR/Secretary (staff side), H.J.S.C., ICAR.
4. Guard file.
5. Spare copies-25

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**No. 7(4)E-Coord./2001  
Government of India  
Ministry of Finance  
Department of Expenditure**

New Delhi, the 6<sup>th</sup> June, 2001

**Office Memorandum**

**Subject: - Economy in expenditure- holding of Conferences/Seminars/workshops etc.**

The undersigned is directed to refer to this Department's O.M. No. 7(21) E-Coord. /93 dated 31<sup>st</sup> January, 1995 on the above subject and to state that under para 3 of the above referred O.M., it has been laid down that proposals for holding international conferences/seminars/workshops etc. involving an expenditure of more than Rs. 2.00 crore would require the approval of Cabinet. While considering one such proposal, the Cabinet has directed that henceforth proposal for holding international conferences/seminars/workshops involving expenditure of Rs. 2.00 crore and above may be decided after due inter-ministerial consultations and need not be brought before the Cabinet.

2. In view of the above, it has been decided that all proposals for holding international conferences/seminars/workshops etc. involving an expenditure of more than Rs. 5 lakh would require the approval of Cabinet Secretary through Secretary (Expenditure). The procedure as laid down in our O.M. No. 7(37) E.Coord./92 dated 15.10.1992 remain unchanged.

**(P.N. Thakur)  
Director**

1. All Ministries/Department of the Govt. of India, etc.
2. All FAs (By name).

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**No. 7(21)/ E.Coora./93  
Government of India  
Ministry of Finance  
Department of Expenditure**

New Delhi, the 31<sup>st</sup> January, 1995.

**OFFICE MEMORANDUM**

**Subject: Economy in expenditure---holding of conferences/seminars/workshops, ect.**

This Department had issued guidelines for holding domestic as well as international conferences from time to time, the last being vide O.M. of even number dated 23<sup>rd</sup> March, 1994. According to the existing instructions, all proposals for holding international conferences, after clearance from the Minister-in-charge, are required to be submitted to Cabinet Secretary through Secretary (Expenditure).

2. It has now been decided that Ministries/Departments may permit holding of international conferences, in consultation with their Financial Advisers, if the expenditure involved on the part of the Government is not more than Rs.2.0 lakhs in each case, subject to the condition that necessary budget provisions have been made for holding such conferences, etc. and the delegated powers are used with almost care to avoid wasteful expenditure.

3. Further, in accordance with extant guidelines issued by the Cabinet Sectt. Vide their Memorandum No. 16/1/5/81- Cab. Dated 2.4.1982, international conferences, seminars etc. costing more than Rs 50.00 lakhs require approval of the Cabinet. Keeping in view the increase in prices since then, it has been decided to enhance the limit of Rs. 50.00 lakhs to Rs. 2.00 crores. Accordingly, only proposals, which cost Rs. 2.00 crores or more, would require approval of the Cabinet.

**(V. SEKAR)  
Director (Establishment)**

To

All Secretaries of the Govt. of India (by name)  
All Financial Advisers (by name) Sh N. Poorthesoorchy, P.A DARE

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

No. 22-5-/85-Cds. (A&A)

Dated the 7<sup>th</sup> May, 1985

To

1. Directorial of All Research Institutes
2. All Project Directors, ICAR.
3. All Project Coordinators, ICAR.

**Subject: Attending Conferences, Symposia, and Seminars etc. by the officers and staff of the Council and its Research Institutes----Instructions regarding.**

Sir,

I am to say that instructions on the above mentioned subjected have been issued from time to time by the Council but since references are being made to the Council seeking clarifications, it has been decided to issue Consolidated instructions regarding attending of Conferences, Symposia, Seminars etc. by the officers and staff of the Council and its Institutes as under:-

1. The Officers and Staff of the Council and its Research Institutes will be sponsored to attend conferences, Symposia, Seminars etc. only in cases where it will be beneficial in the discharges of their day-to-day duties.
2. D.G., ICAR will be the competent authority in respect of the officers and staff at Council's Headquarters and the Directors of Research Institutes for allowing them to attend conferences Symposia, Seminars etc.
3. Directors of the Research Institutes will be the competent authorities in respect of the officers and staff working at the respective Institutes for allowing them to attend the conferences etc.
4. In respect of cases where attendance at the conference etc. by the officers and members of staff is considered to be beneficial in the discharge of his duties the employee concerned will be entitled to TA/DA and reimbursement of registration fee. While according sanction for allowing the officers/staff members to attend a particular conference etc. a clause regarding the entitlement of TA/DA and reimbursement of registration fee should invariably be inserted in the sanction order.
5. Where officers or members of the staff are invited directly to attend conference etc. and are not sponsored by the Council's Headquarters/Institute, they may be allowed special

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casual leave to cover the deeded of absence. No TA/DA and reimbursement of registration fee will be admissible in such

6. In respect of Conferences, Symposia, Seminars etc. organized by the Council or its research Institutes where employees from the other Institutes are invited to participate, no registration fee will be charged from such employees by the Institute organizing the conferences etc.

1. Those orders supersede all previous orders on the subject.
2. Please acknowledge receipt of this letter.