

ANNEXURE-XVIII

Proforma for Statement of Monthly Expenditure

Statement of Monthly Expenditure										
Revenue						(Rs. in thousand)				
S. No.	Object Head	B.E. of current financial year	1/12th of B.E.	Proportionate Grant upto the end of the month	Expenditure during the month	Total Expenditure up to the month	Variation Between col.4 & 6		% of Col 5 of BE	% of Col 6 of BE
							Saving	Excess		
	1	2	3	4	5	6	7	8	9	10
1.	Salaries									
2.	Wages									
3.	Overtime Allowance									
4.	Medical Treatment									
5.	Domestic Travel Exp									
6.	Foreign Travel Exp									
7.	Office Expense (Voted)									
8.	Rent, Rates & Taxes									
9.	Publications									
10.	Other Admn. Exp.									
11.	Advt. & Publicity									
12.	Minor Works									
13.	Professionals Services									
14.	Contributions									

Continued

S. No.	Object Head	B.E. of current financial year	1/12th of B.E.	Proportionate Grant upto the end of the month	Expenditure during the month	Total Expenditure up to the month	Variation Between col.4 & 6		% of Col 5 of BE	% of Col 6 of BE
							Saving	Excess		
	1	2	3	4	5	6	7	8	9	10
15.	Secret Service Expenses									
16.	Other Charges									
17.	Information Technology									
18.	Departmental Canteens									
	Total									

Statement of Monthly Expenditure					
Capital			(Rs. In Thousand)		
Major Head	Funds Allocated till the Month	Funds Utilized	Balance	Surrender, if any	Remarks
1	2	3	4	5	6
4059					
4075					
4216					

No. 7(3)/E-Coord/20 13
 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.CoordI2014 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.

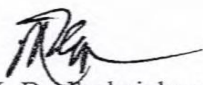
2. A number of references from various Ministries are being received where in view of the nature / level of international engagements as also availability of venue for such meetings, official engagements are proposed in Five Star Hotels and such meetings include extension of hospitality in the form of Lunch / Dinner etc.

3. In this context, it has been decided to extend rates as fixed by MBA 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)IE.CoordI2014 dated 29-10-2014 and Cabinet Secretary's D.O. No. 213/1/2/2015CA.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

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

North Block, New Delhi
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 OM. 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 rule s/norms/propriety.

5. This issues with the approval of Secretary (Expenditure).


[N. Radhakrishnan]
Director

Secretaries of all Ministries / Departments
All Financial Advisors