

No. B-11014/1/2004-Admn. III
Government of India
Ministry of Urban Development

Nirman Bhavan, New Delhi
dated the 27th June, 2013

OFFICE-MEMORAMNDUM

Sub:- Revision of hospitality facilities for various categories of officers in the Ministry of Urban Development for official meetings - regarding

The undersigned is directed to convey the approval of the competent authority to authorize expenditure on hospitality for official meeting as per the following monetary ceiling, with effect from 1-7-2013.

Sl. No.	Entitled Officers	Revised Limit (per month)
1.	Joint Secretary & equivalent	Rs. 7,000/-
2.	Director / Deputy Secretary & equivalent	Rs. 2000/-
3.	Under Secretary & equivalent	Rs. 800/-
4.	Desk Officer	Rs. 500/-
5.	Section Officer	Rs. 500/-

2. The entitled officers may avail the hospitality through the CPWD departmental canteen (at 4th Floor, C-Wing) of this Ministry or the Cafeteria operationalised by the Ministry of Urban Development, subject to the overall ceiling so prescribed above.

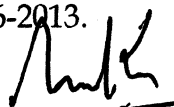
3. The above ceiling will further be subject to following conditions:-

- (i) The offer for serving of tea / coffee / refreshment will be placed with the CPWD departmental canteen or the cafeteria operationalised at Ministry of Urban Development.
- (ii) Responsibility for observing the ceiling limit on hospitality / entertainment lies squarely with the respective officers. The total amount of expenditure that will be accounted towards the entitlement limit, will be the sum total of bill for the refreshment served by the CPWD departmental canteen and of the Cafeteria operationalised at Ist Floor.



- (iii) The bills so raised by the CPWD Depttl. Canteen / Cafeteria would only be considered as a whole, in respect of the officer and in no case, the P.S./ PPS, attached to the officer concerned, would be considered for separate entitlement.
- (iv) For officers of the level of JS / Dir / DS, the P.S. / PPS attached to them would verify the bill in respect of the cost towards the entertainment incurred by their respective officers. For the purpose, the bill may be verified as per provision made in Annexure-A which would be provided by CPWD Depttl. Canteen / Cafeteria which may be further handed over the same to the Depttl. Canteen/ Cafeteria for further submission to Ministry. For officers of the level of S.O. / D.O. / U.S, the Annexure-A may be self-verified for further submission of the same to the Ministry by the CPWD Departmental Canteen / Cafeteria.
- (v) In case, the total expenditure on such meeting exceeds the revised ceiling limit as prescribed above, the excess amount will have to be borne by the officer concerned. The excess amount may preferably be paid to the CPWD Departmental Canteen / Cafeteria, at the time of verification of bills, so as to ensure that there is no excess amount incurred by the officer concerned for the said month and no recovery is to be made further by the Ministry. The excess amount so incurred may also be deposited in the Cash / Admn. II section, by the following month, and acknowledgement slip be deposited to the Admn.III section for reference and records.
- (vi) There will be no carry forward of un-utilized amount of the limit prescribed to the next month or transfer of amount from one officer to another. In case of any officer having charge of more than one seat, there should be a single claim for the concerned month in respect of the officer concerned.
- (vii) In case any entitled officer is on leave for 15 days or more days in a month, the bill raised during the period on duty would be considered on Pro-rata basis.

4. This issues with the concurrence of IFD vide their Dy. No. 66 dated 14-6-2013.



(I.M.Khan)

Under Secretary (GA)

Tele: 23061426

To

- (i) All JS(s) / OSD (UT)/EA, Ministry of U.D.
- (ii) All officers of the level of Dir/ DS and equivalent in the Ministry of U.D.
- (iii) Desk officers / Section Officers in the Ministry of U.D.
- (iv) Pay & Accounts officer (Sectt.), Ministry of U.D.
- (v) Manager, CPWD Departmental Canteen, Ministry of U.D.
- (vi) Cafeteria at Ist Floor {through M/s Bikarnervala Foods Pvt. Ltd.}

Format for raising bills by CPWD Departmental Canteen / Cafeteria
in respect of expenditure incurred by officers

Sl. No. CPWD Departmental Canteen / Cafeteria : M/s Kiran Foods

1. Month of Claim :
2. Designation :
3. Total Amount claimed :
4. Whether original bills in support of
(2) above, attached :

Date :

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For use of concerned section

1. Name of the officer in respect of whom,
the bill is claimed :
2. Designation :
3. Prescribed Ceiling :
4. Amount verified for the expenditure
incurred through the CPWD Depttl.
Canteen during the month :
5. Amount verified for the expenditure
incurred through the Cafeteria during
the month :
6. Total of (4) + (5) above :
7. Excess Amount (3) - (6) :
8. Whether excess amount deposited in
Cash section :
9. Whether the officer was on leave for a
period of 15 days or more during the
concerned month. :

Date :

Name & Signature with Stamp of verifying officer per

