

**विषय:-** Standard Operating Procedure for Hospitality for Meeting/  
Training/ Conference to be held in office बारे में।

The Headquarters office while circulated a Booklet of Guidelines on Expenditure Management in IA & AD has refer their letter No 43-FMD/Policy175-2023 dated 03-02-2023 wherein it is stated that:-

- (i) refreshment may be made preferably from Departmental Canteen. However, where the departmental canteen does not exist, the upper ceiling for refreshment will be ₹40/- per person during internal meetings, celebration of other days (Republic Day, Independence Day, Audit Diwas, Hindi Diwas etc.) and in-house training (₹40/- per person for forenoon and ₹40/- per person for afternoon)
- (ii) The existing rates for high level meetings for serving of refreshment/working lunch during meeting/seminars/conference will be ₹200/- (Tea+Snacks), ₹500/- (High Tea) and ₹750/- (Lunch) per head prescribed by the Ministry of Finance as circulated vide HQ's letter dated 03-02-2023.
- (iii) As per Headquarters instructions, above limit is maximum permissible limit. However, economy in expenditure and adherence of Financial Rules/norms/propriety may be kept in mind while deciding expenditure on above account.

In compliance of the above instructions of Headquarters office to regulate expenditure under the Head:13-Office Expenses-Sub-Head-1306-Procurement of Goods & Materials and Services" officer-in-charge of all the Sectors/Sections of this office should follow the instructions given below in respect of the expenses incurred on account of Hospitality to be provided to the officers/officials who will be attending the Meeting/Training/Conference to be held in office.

1. Any Meeting/Training/Conference which is required to be held in office by any sector/section, the information regarding tentative number of Officers/Officials who will attend the said meeting, may be e-mailed to Sr. Audit Officer (GAD) (cc to Group Officer concerned) before commencement of such meeting/Training/Conference etc., so that the budget provision could be made available on account of hospitality expenses incurred for said meeting.
2. Information regarding arrangements needed for holding meeting/Training/Conference etc. may be e-mailed (cc to Group Officer concerned) to Welfare Officer and Welfare Assistant. The responsibility of arranging refreshments from departmental canteen or outside lies with welfare section.

हस्ता/-

वरिष्ठ लेखापरीक्षा अधिकारी  
(जी.डी.)

Authority: Sr. Deputy Accountant General (Admin)

Dated : 29-05-2025

संख्या: प्रशासन/ जी.डी./Hospitality for Meeting/2025-26/ ५५-५७

दिनांक: 29-05-2025

Copy forwarded to the following for information and further compliance of the above instructions: -

1. Sr. PS to Pr. Accountant General (Audit)
2. PA to Sr. Deputy Accountant General (Admin)
3. PA to Deputy Accountant General (AMG-I)
4. PA to Deputy Accountant General (AMG-II)
5. PA to Deputy Accountant General (AMG-III)
6. Welfare Officer
7. All Sr. Audit Officers (Hqrs)
8. All the Sections of the Office

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