

**No.19(9)/E.Coord/2012
Government of India
Ministry of Finance
Department of Expenditure**

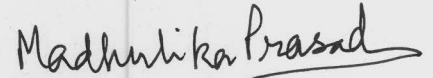
North Block, New Delhi,
Dated: 12 July, 2012

OFFICE MEMORANDUM

Subject: Approval for holding international / national seminar / conference – support for delegates.

It has been observed that Ministries/Departments refer proposals for approval of Cabinet Secretary through Secretary (Exp) for holding of international seminars/conferences, wherein a commitment to provide travel and accommodation support for delegates from foreign countries has already been made. In some cases, even if there is no reciprocity or mutual understanding or MoU, the host Departments/Ministries commit themselves to such support for participants without the approval of the competent authority.

2. It has, therefore, been decided with the approval of Cabinet Secretary, that no commitment for bearing the travel/accommodation cost of participants from foreign countries for participating in seminars/conferences should be made without the prior approval of Secretary (Exp.) / Cabinet Secretary, irrespective of the expenditure to be incurred on the seminar/conference.



(Madhulika P. Sukul)

Joint Secretary to the Government of India

Ph: 2309 3283

To

1. All Secretaries to the Government of India
2. All FAs (by name)