

F.No. 7(1)/E.Coord/2010
Ministry of Finance
Department of Expenditure
E.Coord Branch

New Delhi, the 31st May, 2010.

OFFICE MEMORANDUM

Subject: Procedure to be followed for holding of International Conferences/Workshops/Seminars, etc. (Domestic & International)- regarding.

Attention is drawn to this Department's OM No. 7(21)E.Coord/93 dated 27th May, 1998 and OM No. 7(5)/E.Coord/2002 dated 28th May, 2003 on the procedure to be followed for holding Conferences/Seminars/Workshops. The matter has been considered further and it has been decided that henceforth only proposals involving **expenditure above Rs. 10 lakh** will need to be referred to the Department of Expenditure. In respect of domestic conferences/workshops/seminars etc., the approval will be accorded by the Secretary (Expenditure). For International Conferences, the approval of Cabinet Secretary would be obtained. In respect of the latter, the operative instructions of 28th May, 2003 are reiterated as follows:

(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 (Expenditure). 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 (Expenditure). All preparations for holding the conference and other formalities should be completed sufficiently in advance to avoid any last minute hitch and embarrassment.

(ii) 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.

(iii) "In principle" approval of the Minister-in-charge should be taken sufficiently in advance say 4 to 6 months in advance before the event.

(iv) Political clearance from Ministry of External Affairs/ security clearance from Ministry of Home Affairs shall be taken prior to the file being referred to Department of Expenditure.

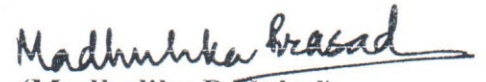
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(v) The file thereafter may be referred to the Secretary (Expenditure) and Cabinet Secretary for approval, wherever such approval is prescribed at least one month before the date of the Conference/Workshop and before invitations are issued; and

(vi) All administrative arrangements including issuance of invitations should be done after receiving Cabinet Secretary's approval.

2. Notwithstanding the enhancement in the prescribed expenditure ceiling, all Ministries/Departments may ensure utmost economy in public expenditure.

3. These instructions will come into operation with immediate effect.


(Madhulika P. Sukul)
Joint Secretary

To

1. All Ministries/Departments as per standard mailing list.
2. All Secretaries to the Government of India.
3. All FAs (by name)

No. 24(1)/E.Coord./2010
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, dated 21.07.2010

Subject:- Mobile Phone Facility-During Deputation Abroad-reg.

References are being received from various Ministries/Department seeking approval for mobile phone facility during deputation abroad on official tours. The issue has been considered and it has been decided with the approval of the Cabinet Secretary that visiting delegations of the level of DS/Director and above may be provided Sim Cards by the concerned Mission/Embassy. As far as usage is concerned, there will be a monetary ceiling of Rs. 1,000/- per day of duty for Secretary and above levels and Rs. 500/- per day of duty for other officers. The cost of usage may be debited to the concerned Ministries/Departments.

2. Ministry of External Affairs may issue necessary instructions as stipulated above, to the Missions/Embassies, to keep the sim cards handy for this purpose.

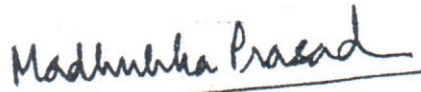
Sd/-

(Madhulika P. Sukul)
Joint Secretary (Pers.)
Tel. 2309 3283

Ministry of External Affairs
(Smt. Nirupama Rao, Foreign Secretary)

Copy for information to;

1. All Secretaries to the Government of India
2. All FAs


(Madhulika P. Sukul)
Joint Secretary (Pers.)

No. 5(33)06-C&V(Pt)
Ministry of Finance
Department of Expenditure
Coord. & Vigilance Cell

North Block, New Delhi
Dated January 08, 2007

OFFICE MEMORANDUM


Sub: Prior consultation with Financial Advisers.

In the meeting of Finance Minister with Finance Secretary & Financial Advisors held on 8th Sept., 2006, the issue of prior consultation with Financial Advisors before seeking approval of Minister or the Competent Authority on the proposals, was discussed. A redefined Charter for Financial Advisor was issued on June 1, 2006 to strengthen the role of Financial Advisors in the present scenario. Accordingly, with a view to achieve the intended outcomes defined in measurable and monitorable terms and to ensure 'value for money', it is important that Financial Advisors are fully involved in the key processes/activities which have clear economic and financial dimension. The benefit of advice of FA can be had and best utilized only if it is obtained before obtaining the approval of the Competent Authority; otherwise the purpose of obtaining advice gets defeated.

2. It has been decided that prior consultation with Financial Advisors would be mandatory before a proposal is sent to Ministry of Finance, on the following issues.

- (i) Creation of new posts.
- (ii) Issues involving abandonment or sacrifice of any revenue; and,
- (iii) Notes seeking approval of Cabinet or its sub-committees on matters having financial implication.

3. This issues with the approval of Finance Minister.


(Atanu Chakraborty)
Joint Secretary (Pers)

To

All Secretaries,
Govt of India

Copy to: All FAs.