

FOR OFFICIAL USE



सत्यमेव जयते

COMPENDIUM OF

**IMPORTANT INSTRUCTIONS/ORDERS
(PERIOD FROM 1.1.2013 TO 30.09.2015)**

**INTEGRATED FINANCE DIVISION
MINISTRY OF ENVIRONMENT, FOREST**

&

CLIMATE CHANGE

GOVERNMENT OF INDIA

2015

अशोक लवासा
ASHOK LAVASA, IAS



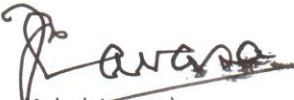
सचिव
भारत सरकार
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
Secretary
Government of India
Ministry of Environment, Forests & Climate Change



FOREWORD

The Compilation of the Instructions/ orders relating to financial matters in the form of Compendium is commendable effort, made by the Integrated Finance Division of the Ministry of Environment, Forests and Climate Change. The Compendium includes the latest instructions/ orders relating to financial matters issued by the Ministry of Finance, Department of Personnel & Training etc. and by the Ministry.

2. Since the Ministry has got many Central Schemes, Centrally Sponsored Schemes with matching grants from the States and grants to several autonomous bodies spread over the country, this Compendium will go a long way and help all the divisions/ offices/ institutions/ autonomous bodies in adhering to the norms of financial propriety.


Ashok Lavasa,

New Delhi,
October, 2015



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भारत सरकार
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
Additional Secretary & Financial Advisor
Government of India
Ministry of Environment, Forest & Climate Change



P R E F A C E

This is the Fifth issue of the Compendium of Instructions/orders prepared by Integrated Finance Division of the Ministry of Environment, Forest and Climate Change, encompassing all recent instructions/orders issued after the last Compendium, December, 2012 till 30th September, 2015. The earlier issues were found to be of great help to all concerned and a need was felt to update the last issue.

2. Most of the relevant orders/Instructions issued from time to time by the various Ministries/Departments of the Central Government have now been compiled in the present Compendium as a guidance note for all the offices/Divisions of the Ministry. This will be of great help to all concerned while taking decisions having financial implications.

3. It has been the effort of IFD to remove the bottlenecks and to improve the functioning of various divisions, while complying with the norms of financial discipline and budget management. Any suggestion for improvement of the Compendium is welcome and may be forwarded to DS/Director (IFD) of the Ministry.

4. S/Shri B.B. Babbar and D.N. Grover Consultants in IFD deserve to be complimented for the extensive efforts made by them to make this Compendium as comprehensive, as possible.

5. The information compiled in the Compendium is also being made available on the website of this Ministry www.envfor.nic.in.

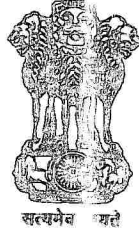
(P.K. Dash)
AS&FA

New Delhi,
September, 2015



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सत्यमेव जयते

भारत सरकार
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FORESTS AND CLIMATE CHANGE
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INDIRA PARYAVARAN BHAWAN, JOR BAGH ROAD,
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INTRODUCTION


In the present compilation, attempt has been made to incorporate all instructions issued by various Ministries particularly involving financial implications to examine and procedure to be followed for submission of proposals. Amendments have been made in the draft EFC/SFC, proforma required to be submitted to SCOS relating to visits of officers abroad and inter alia on various subjects which have been incorporated in the Compendium.

2. After the issue of last compendium of December, 2012, important instructions have been issued on subject like Air Travel, holding of International/domestic Conferences, EFC/SFC, Procurement of Goods and Services, Preparation of Notes for Cabinet/Cabinet Committees, posting of Information on Social Media Guidelines on Swachh Bharat Kosh operation etc.

3. The compendium consist of Ten Chapters on various subjects, and the orders/instructions are arranged subject-wise, which will facilitate the preparation of proposals on the lines of instructions by the Offices/Institutions/Organisations/Divisions of the Ministry. The information has been obtained from the Websites of the Ministry concerned, Old Compilations (including which were not included in the earlier compendiums) and by obtaining personally.

4. We are grateful for sincere support received from S/Shri P.K. Dash, AS&FA, S.S. Mohanty, former AS&FA, Hari Har Mishra, Director (IFD), Rajeev Kumar, Director (FF) and Section Officer (IFD) in bringing out the present compilation.

New Delhi
September, 2015


(B.B. Babbar) Consultant

(D.N. Grover) Consultant



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Chapter I – Scheme of Integrated Financial Adviser

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F. No. 23(1)/E-Coord/2013
Government of India
Ministry of Finance
Department of Expenditure
(E-Coord)

North Block, New Delhi
Dated 25th February, 2014

Office Memorandum

Subject: Visits Abroad by Financial Advisers – Reg.

It has been noticed that Financial Advisers are deputed on various tour/training abroad without first taking approval of Secretary (Expenditure). Attention of F.As. is invited to the instructions issued vide O.M. No. 1(15)/E-Coord/93, dated the 16th June, 1993 which stated that the proposals for visits abroad of F.As. should be got cleared from Secretary (Expenditure) after obtaining the approval of the Secretary of the Administrative Department to which they are attached, but before submitting the proposals for approval of concerned Minister/Screening Committee (if required).

2. All Financial Advisers are requested to ensure compliance of these orders.

Sd/-
(R.K. Kureel)
Deputy Secretary to the Government of India

All Financial Advisers.

Chapter II – Deputation/Delegation abroad

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MOST IMMEDIATE

**No. 1/19/2/2005-Cab.
GOVERNMENT OF INDIA
CABINET SECRETARIAT
RASHTRAPATI BHAVAN**

New Delhi, the 22nd November, 2006

OFFICE MEMORADNUM

**Subject: instructions/guidelines regarding foreign travel of
Ministers of the Central Government.**

The undersigned is directed to refer to the detailed instructions/guidelines issued by the Cabinet Secretariat O.M. No. 21/1/7/04- Cab dated 30th March, 1995 and to say that it has since been decided that the provisions contained in 1(i) and 1(ii) of the aforesaid O.M. dated the 30th March, 1995 would **also cover the private visits abroad of the Central Ministers.**

2. It is requested that the above instructions may be brought to the notice of all concerned in your Ministry.

sd/-
(K.L. Sharma)
Deputy Secretary (Cabinet)

No.1/19 (1)/2010-Cab.
GOVERNMENT OF INDIA
CABINET SECRETARIAT
RASHTRAPATI BHAVAN

New Delhi, the 26th August, 2010

OFFICE MEMORANDUM

Subject: Instructions regarding foreign travel by Ministers in the Union Government and Chief Ministers/Ministers in the State Governments/Union Territories.

The undersigned is directed to say that instructions regarding foreign travel had been issued vide Cabinet Secretariat Office Memorandum No. 21/1/7/94-Cab., dated 30.03.1995 and modified thereafter from time to time. These instructions have been further reviewed and in part supersession of earlier instructions, the existing instructions, in so far as these concern member of the Union Council of Ministers and the Chief Ministers and other Ministers in the States and Union Territories will stand modified to the extent indicated below:

1. Official Foreign Travel by Ministers of the Central Government:

- (i) Proposals relating to official visits abroad of Central Ministers/Cabinet Ministers, Minister of State holding independent charge, Minister of State or Deputy Ministers) require prior approval of the Prime Minister.
- (ii) Such proposals should be submitted to the Prime Minister's Office (PMO) directly. For effective presentation of our view point with foreign governments, the visits should be coordinated through the Ministry of External Affairs (MEA) to avoid duplication of visits. Therefore, it may be ensured that Political Clearance is obtained from the MEA before forwarding the proposal to PMO. Requests for political clearance may be submitted at least 15 days before the date of departure to MEA and thereafter submitted at least five days prior to the date of departure to PMO for obtaining the approval of the Prime Minister. Proposals received beyond the stipulated period in the PMO and proposals received without the political clearance will not be processed and will be returned.
- (iii) Proposals for Minister level foreign travel may not be taken up by Ministries/Departments directly with either the foreign government concerned or its representations in India or elsewhere with international organisations or their representations in India or elsewhere, with the prior clearance of the MEA, if such travel is to enter into or discuss, explore, examine a bilateral or multilateral agreement. Protocol, Memorandum of Understanding or any such

mechanism. In cases, where proposals for Minister level foreign travel are already covered under an existing bilateral or multilateral mechanism, discussions to plan such foreign travel of Minister with concerned foreign governments or their representations in India or International organisations or their representations in India may be undertaken. However, in all cases, political clearances from MEA would be required.

- (iv) Minister-level visits abroad should be undertaken only in response to formal governmental invitations from the country concerned.
- (v) In case of an International Conference abroad, Minister's level visits should be proposed only if it has been certified by the MEA that attendance at that Conference is going to be at the level of Ministers.
- (vi) Minister level visits can be undertaken for meetings of bilateral joint commissions, where the Minister concerned from our side happens to be the Co-chair person.
- (vii) Minister-level visits in response to invitations from various non-governmental bodies would not be advisable unless specifically recommended by MEA and our Embassy/High Commission concerned.
- (viii) Proposals for Minister level visits for reasons other than mentioned in (iv) to (vii) above are not advised, unless there are compelling circumstances which warrant a visit at the Ministerial Level, for which justification may be submitted.
- (ix) Ministers of Cabinet Rank are entitled to take their Private Secretaries along with them.
- (x) A Minister of State, holding independent charge, is entitled to take his Private Secretary along with him except when (i) he is accompanied by officials in a delegation which include an officer of the rank of Director or below and (ii) when he is accompanied by other Ministers and he is not leading the delegation. Private Secretaries and other personnel staff are not intended to replace Technical officials of the Department. Request for departure from this policy should not be made.
- (xi) Proposals for deputation of a Private Secretaries or Members of personal staff of Ministers should be sent to the Prime Minister for his approval along with the proposals for deputation of Minister concerned. In no circumstances, should the proposals for deputation of Private Secretary or any member of the personal staff be considered under the delegated powers of the Ministry/ Department.
- (xii) The exact date of departure and return from abroad should be indicated clearly in the note submitted to the Prime Minister.

- (xiii) Instructions issued by the Ministry of Finance and MEA regarding ceiling on gifts, entertainment, class of travel, DA and hotel accommodation should be followed. It is important that the choice of gifts be made in consultation with the Mission/Territorial Division/MEA Protocol. Such consultation would help in avoiding selection of inappropriate gifts.
- (xiv) In regard to expenditure on entertainment and contingency etc., to be incurred by the Minister, the orders issued by the Ministry of Finance would continue to apply.
- (xv) A copy of the previous tour report of the concerned Minister and information regarding funding of such tour etc. should be attached.
- (xvi) In the event of conventions being organized abroad by NRI Institutions, the representation may normally be limited to the Mission in that country and in the case of a conference organized by NRIs in India, where a Minister's participation on substantive issues become unavoidable, a brief on the issues may be obtained from the Administrative Ministry/MEA/Ministry of Overseas Indian Affairs. The offer of a membership of any Committee, constituted by NRI organisation, may be politely declined.

II **Composite delegations consisting of Central Ministers and Officials:**

- (i) Where a delegation is headed by a Minister, proposal for approval of the tour of the Minister along with his private secretary or one person from his personal staff may be submitted to the Prime Minister and the proposal of the accompanying official delegation (if the officers of the level of Additional Secretary and above are to be deputed) only be sent to Ministry of Finance for seeking the concurrence of the Screening Committee of Secretaries, as per present practice.

However, the details of the entire delegation accompanying the Minister may be brought out in the proposal submitted for approval of the Prime Minister and the fact that the Minister will be heading the delegation may be brought to the notice of the Screening Committee of Secretaries while submitting proposals of the accompanying official delegation.
- (ii) The Minister and the Secretary should not be away from the Headquarters at the same time on foreign tour during Parliament Sessions. During other periods, i.e. when Parliament is not in session, if the Minister and the Secretary are required to be away at the same time, the circumstances necessitating, this should be brought out clearly for consideration and approval of Prime Minister.

- (iii) Normally, the size of a Minister led delegation may not exceed five, inclusive of personal staff of the Minister, except in case of Joint Working Group. If the size of delegation exceeds five, justification will have to be given for each additional member.

III Private Foreign Travel by Ministers of the Central Government

- i) The Prime Minister's office should be kept informed of the proposed private visits. However, prior political and FCRA Clearances are mandatory.
- ii) During Parliament Sessions, private visits, also needs the approval of the Prime Minister.
- iii) No official / member in the personal staff of the Minister or from the Ministry/Department, should accompany the Minister on his private visit.

IV Foreign Travel by the Chief Ministers and Ministers of the State Governments.

The Prime Minister's Office should be kept informed of foreign visits, either official or private, of Chief Ministers and Ministers in the State Governments/Union Territories. However, prior political and FCRA Clearances are mandatory.

Sd/-
(Som Dutt Sharma)
Deputy Secretary to the Government of India

To

Secretaries to the Government of India (As per the list attached)

No. 1-6/2011-IFD
Government of India
Ministry of Environment & Forests
(Integrated Finance Division)

Dated, the 10th September, 2012.

OFFICE MEMORANDUM

Subject: Deputation/Delegation abroad – Concurrence of FA – regarding

The undersigned is directed to refer to Ministry of Finance, Department of Expenditure's O.M. No. 23 (2)/E. Coord.- 2006 dated the 7th January, 2010 and Secretary (E&F)'s Circular dated 14th June, 2011. wherein it was requested that all the proposals for deputation/ delegation abroad are required to be first examined by the Financial Adviser before they are submitted to the Secretary/Minister for approval. This ensures that the Secretary and the Minister have the benefit of the views of Integrated Finance Division before taking a decision.

2. In spite of clear instructions, it has come to the notice of Finance Division that in a number of cases, approval of Secretary (E&F) and the Minister of Environment & Forests are obtained by the Division, before referring them to Finance Division for concurrence. If a proposal is sent to Finance Division after obtaining the approval of the Competent Authority, the ability of IFD to examine such proposals impartially becomes constricted.

3. All the Divisions in the Ministry must therefore ensure that the above mentioned procedure in respect of foreign travel proposals is strictly adhered to; failing which IFD would be constrained to return without concurrence.

4. This issues with the approval of AS&FA.

Sd/
(Hari Har Mishra)
Director (Finance)

To

All Divisional Heads in the Ministry (including NAEB & NRCD).

No.1-6/2011-IFD
Government of India
Ministry of Environment & Forests

CGO Complex, New Delhi
Dated, the 31st January, 2013.

OFFICE MEMORANDUM

Subject: Deputations/ Delegations abroad-concurrence of FA-regarding

Reference is invited to the Circular No. Secy. (EF)/PPS/2011, dated 14th June, 2011, wherein detailed instructions/ guidelines for processing foreign travel proposals were circulated to all the Divisional Heads for strict compliance. Subsequently, instructions were also reiterated by the IFD vide their OM No. 1-6/2011-IFD dated 6th January, 2012 and 10th September, 2012 respectively.

2. The instructions issued by the Department of Expenditure , Ministry of Finance stipulates that all the proposals for deputation/ delegation abroad are required to be first examined by the Financial Adviser before they submitted to the Secretary/ Minister for their approval. This ensures that the Secretary and the Minister have the benefit of the views of the Integrated Finance Division before taking a decision.

3. In spite of clear instructions, it has come to notice that there is a tendency with most of the divisions to obtain prior approval of Secretary (E&F) and MEF and thereafter refer the files to IFD for post facto concurrence. The Secretary being the Chief Accounting Authority of the Ministry has approved the proposal, reverse comments of IFD thereafter becomes redundant, and under these circumstances, IFD cannot scrutinize such cases.

4. All the Divisional Heads in the Ministry are, therefore, advised to follow the guidelines for strict compliance to avoid recurrence of such cases.

5. This has the approval of Secretary (E&F).

Sd/-

(A.C. Ojha)

Under Secretary to the Govt. of India

All Divisional Heads

CC: DGF&SS/SS(MM)/All Addl. Secretaries/ ADGs

Copy to :

1. PS to Hon'ble Minister (E&F)
2. PPS to Secretary (E&F)
3. PPS to AS&FA
4. Director (IFD)

F.No-1-6/2011-IFD
Government of India
Ministry of Environment & Forests

New Delhi, 17th April, 2013.

Subject: Instructions/Guidelines for processing of foreign travel proposals regarding

All the Divisional Heads were impressed vide circular of even number dated 14.6.2011 to ensure strict compliance of guidelines/instructions issued by the Cabinet secretariat, Ministry of External Affairs, Ministry of Finance etc., while processing the cases of foreign deputation. These were further reiterated vide OM of even number dated 6.1.2012 and 10.9.2012. Despite repeated reminders, instances have come to notice where these instructions/ guidelines have been ignored.

In terms of extant instructions, all Divisional Heads were requested vide circular dated 14.6.2011 to prepare a calendar of visits for foreign travel for 2011-12 and submit the same to IC Division of the Ministry for compilation and approval of competent authority. Processing Divisions did not respond and MEF took a serious view directing that if information regarding calendar of visits is not received within 7 days, further proposals to travel abroad may not be entertained or approved. The directions of MEF were brought to the notice of all Divisional Heads vide circular dated 20.9.2011. IFD has not received calendar of visits for 2011-12 and even for 2012-13 till date.

The preparation of calendar of foreign visits is a pre-requisite to prioritize the visits and avoid rush of such proposals in a particular period. Generally, there is sudden flow of foreign travel proposals towards the end of the financial year, which could be avoided by putting in the calendar of visits for the entire year with their prioritization. It is about time that PDs came up with their foreign visit calendar for 2013-14. So far, only FP/FIC Division have submitted the calendar of visits for 2013-14. The compliance of specific instructions on the subject has been ignored despite the strong view taken by Hon'ble MEF.

All the Divisional Heads are, therefore, once again instructed to submit the calendar of visits abroad for 2013-14 to IC Division, latest by 25th April, 2013 under intimation to IFD. Based on the information received, IC Division would prepare a consolidated calendar of visits and submit for approval by 3.5.2013 failing which foreign travel proposals will not be entertained.

Sd/-
Secretary (E&F)

All Divisional Heads

Copy forwarded for information & necessary action to:

1. DGF/Special secretary (MM)
2. AS(SS)/AS(HP)/ADG(FC)/ADG(WL).

No. 1-6/2011-IFD
Government of India
Ministry of Environment & Forests
(Integrated Finance Division)

Dated, the 9th September, 2013.

OFFICE MEMORANDUM

Subject: Deputation/Delegation abroad – Concurrence of FA – regarding

The undersigned is directed to refer to this Ministry's O.M. of even number dated the 10th September, 2012 (copy enclosed) on the subject mentioned above whereby it was requested that all proposals of deputation/delegation abroad were required to be first examined by the Financial Adviser before they were submitted to the Secretary/Minister for approval. This was keeping in view the instructions contained in the O.M. No. 23 (2)/E. Coord.- 2006 dated the 7th January, 2010 of the Ministry of Finance, Department of Expenditure's and Secretary (E&F)'s Circular dated 14th June, 2011 to ensure that the Secretary and the Minister have the benefit of the views of Integrated Finance Division before taking a decision.

2. Despite the above instructions, it is seen that in number of cases the Divisions are obtaining the approval of Secretary (E&F)/ MEF before referring them to Finance Division for concurrence.

3. Ensuring "value for money" is the key objective of IFD, with emphasis on improving the quality of expenditure and requisite systematic improvements / capacity – building for this purpose as enjoined by Ministry of Finance, it is therefore, imperative for IFD to follow an arm's length system across various Wings/Divisions of the Ministry in fulfillment of its mandate, in all cases of deputation abroad.

4. All the Wings / Divisions are once again requested to ensure that the above referred instructions are strictly followed so that the foreign deputation proposals are properly scrutinized prior to their submission to Secretary (E&F)/ MEF for approval, failing which, it shall not repeat not be possible for IFD to consider such proposals, offer any comments and accord concurrence.

5. This issues with the approval of Secretary (E&F).

Sd/-
(Sudhanshu Mohanty)
AS&FA

Encl: As above.

To

AS(SS) /AS(HK)/AS(SK)/ADG (FC)/ADG(WL)/ ADG (PT)/ Senior Adviser (E).

All Divisional Heads in the Ministry (including NAEB & NRCD).

For information to PPS to Secretary (E&F)/ DGF&SS.

New Delhi, the 11th June, 2014.

OFFICE MEMORANDUM

Subject: Instructions regarding foreign travel by Ministers in the Union Government and Chief Ministers/Ministers in the State Governments/Union Territories.

The undersigned is directed to refer to the Cabinet Secretariat O.M. No. 1/19/1/2010 dated 26.08.2010 on the above mentioned subject and to say that it has since been decided to modify the instructions relating to visits abroad by the Ministers to the following extent:

- (i) the proposal(s) seeking approval of the Prime Minister for official visits abroad by the Minister(s) of the Central Government shall be forwarded to the Prime Minister's Office **at least ten days** before the proposed date of departure, as against the earlier stipulation of **five days** contained in paragraph 1 (ii) of the OM under reference. Further the proposal seeking approval of the Prime Minister should *inter-alia* incorporate details of tasks to be accomplished during the visits. Thereafter, in each such case, a post visit report will also be submitted by the Minister concerned to the Prime Minister on the immediate outcome of the visit; and
- (ii) further, in partial modification in paragraph 1(xv) of the aforesaid OM, when a proposal seeking approval to undertake a subsequent visit abroad is moved for obtaining approval of the Prime Minister, in addition, to a copy of the previous tour report of the Minister concerned, the proposal shall also be accompanied by a description of further efforts made by the Minister during the interregnum to fully realize the intended outcome of the previous visit and the results thereof.

2. It has further been decided that the same process will also be adopted in respect of the visits abroad by Secretary/Additional Secretary level officers seeking the clearance of the Screening Committee of Secretaries as also officers up to the level of Joint Secretary, in whose case, the proposal is cleared internally within the Ministry/Department with the approval of Minister.

3. It is requested that the above instructions may be brought to the notice of all concerned for strict compliance.

sd/-
(S.G.P. Verghese)
Director

To

Secretaries to the Government of India.

**CABINET SECRETARIAT,
RASHTRAPATI BHAWAN
NEW DELHI – 110 004**

D.O. No. 1/19/2/2014-Cab.

June 12, 2014.

Dear Secretary

It has been observed that the proposals for tours abroad are not submitted for approval before the competent authority, in time. Permissions are sought to be obtained in the nick of the time as a result of which the proposals cannot be always scrutinized properly. The Prime Minister has expressed concern at this practice, and has directed that the proposals for visits abroad should reach the competent authority at least 10 days before the date of proposed visit. The proposal should contain details of the tasks to be accomplished during that visit. On return from the visit a post-visit report should be submitted to the authorities concerned on the immediate outcome of the visit.

2. The Prime Minister has further directed that for submitting the proposal for any subsequent visit abroad, the efforts made to realize the intended outcome of the earlier visit and the results thereof should also be mentioned.

3. You are requested to bring this to the notice of all concerned for strict compliance in all cases emanating from your Ministry/Department. In this connection O.M. No. 1/19/2/2014-Cab, dated the 11.6.2014 also refers.

4. Receipt of this communication may please be acknowledged.

With regards,

Yours sincerely,

Sd/-
(Ajit Seth)

All Secretaries to Government of India

F. No. 4(1)/E.Coord-2014
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated 2nd July, 2014

Office Memorandum

Subject: Deputation /Tours abroad – Revised deputation proforma – reg.

Reference is invited to this Department's O.M. No. 23(2)/E.Coord./2006 dated 11th December, 2007 on the above subject.

2. The deputation proforma prescribed under the above cited reference has been revised and the revised proforma is enclosed. The administrative Ministries/Departments and their Internal Finance Wing may ensure that the proposals for consideration of the Screening Committee of Secretaries are submitted as per the enclosed revised deputation proforma. While submitting the proforma to this Department, it may be ensured that all the points contained therein have been addressed/ replied upon satisfactorily, failing which proposals will be returned unprocessed by Department of Expenditure.

Sd/-
(Sudha Krishnan)
Joint Secretary to the Govt. of India

1. All Secretaries to the Government of India
2. All the Financial Advisers

Copy for kind information to:

1. Cabinet Secretary
2. Finance Secretary

PROFORMA FOR APPROVAL OF DEPUTATION/TOUR ABROAD

1. Sponsoring Ministry/ Department:

2.

S. No.	Name of Officers with Designation	Ministry/ Department	Scale of Pay (Rs.)/Grade Pay	Date of Super-annuation/Completion of Tenure	Source of funding
i)					
ii)					
iii)					
3.	(i) Purpose of Visit in brief: Detailed justification, copies of the Agenda etc. to be enclosed as separate Annexure.				
	(ii) Tasks proposed to be undertaken/ accomplished and outcome to be achieved by the proposed visit. Pl. indicate exact outcomes and tangible/non tangible benefits in quantified terms, wherever possible.				
4..	Country/Countries to be Visited(City/Country) all places				
5.	Duration of Visit (excluding journey time)		From	To	Days
6..	(a) Actual expenditure in previous financial year (FY) in the Foreign Travel Expenses Head (FTE)				
	(b) Budget provision under FTE head for the current FY.				
	(c) Budget provision for the current FY after 10% cut in the FTE head				
7.	Actual expenditure incurred in the current FY under FTE (Visits to be stated chronologically with progressive total of expenditure as annexure to be enclosed)				
8.	Commitment made for the current year (Visits planned /approved excluding items included in S.N..7) (including hotel charge/ bills not received etc.)				
9.	Balance funds available for the current financial year under FTE head (6(b) or (c)) - (7+8)				
10	(a) Budget for the ongoing quarter in the current fiscal year under FTE				
	(b) Expenditure incurred so far in the on going quarter under FTE				
	(c) Whether the expenditure on the proposed visit fall within the half-yearly/quarterly ceiling ?If not full justification may be given.				
11.	<u>Estimated expenditure on the proposed Visit:</u>				
	(a)	Air Fare & Airport Tax (Class)		Amount (Rs)	
	(b)	D.A. @ US \$__ / day for __ days =US \$			
	(c)	Entertainment, if any			
	(d)	Contingencies, if any			
	(e)	Hotel accommodation USD__ /day x_ days= USD			
	(f)	Excess Baggage *			
	(g)	Gifts*			
	(h)	Transport*			

	(i)	Mobile Phone*	
	(j)	Lunch/Dinner to be hosted*	
	(k)	Any other (please specify with justification thereof) *	
	(A)	Estimated expenditure-rupees component	
	(B)	Foreign Exchange Component in US\$ & its equivalent in rupees	
	(C)	Total expenditure for this visit(A+B) in rupees	
12.	Full details of the foreign visits undertaken by the Officer(s) during the last three calendar years (to be enclosed as a separate annexure)		
13.	(i) Whether deputation/delegation sent in the past for similar purpose? If so the name of officers deputed together with period of deputation		
	(ii) Is an increase proposed in the number of delegates vis-a-vis that approved/deputed on the last occasion? If so, justification for increasing the delegation size may be furnished. Justification for participation of each member of the delegation to be brought out in a separate annexure.		
14.	(i) Whether tour report was submitted after the last visit abroad (a copy of the previous tour report indicating quantified outcomes including tangible and / or non-tangible benefits of that visit to be enclosed).		
	(ii) Details of efforts made by the Ministry / Department during the interregnum to fully realize the intended outcome of the earlier visits. A copy of follow up action taken thereon to be enclosed.		
15.	Why cannot the purpose be served by		
	(i)	Deputing officers at the functional level viz. Director/Deputy Secretary, instead of deputing officers of high level(s)	
	(ii)	Our Mission abroad /Officer of the Ministry/Deptt. already stationed abroad.	
	(iii)	Any another officer already abroad/or being deputed in the same or neighboring country; or	
	(iv)	Video Conferencing . Justifications to be given as to why this facility can not be utilized.	
16.	Whether FCRA Clearance from MHA and political clearance from MEA have been obtained ? (Copies to be enclosed.		
17.	(i) Whether the proposal attracts ban imposed under the economy instructions of the Deptt. of Expenditure i.e. Study Tours, Workshops, Conferences, Seminars, Presentation of Papers abroad etc.		
	ii) If so, justification for the proposed visit.		
18.	(i) Whether the number of visits by the officers (s) in a year is within the norms laid down in this regard i.e. four in a calendar year.		
	(ii) If not, the reasons/ justification therefor.		

19..	In case the proposal is being sent less than 15 days before the date of departure, whether condonation of delay has been obtained from the Cabinet Secretary in terms of instruction of Department of Expenditure.	
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Note *: Serial No. 11 – The cost for each item including expenditure to be incurred by the Embassies/Missions should be clearly stated after ascertaining the prevailing rates from the Indian Missions/Embassy.

Joint Secretary (Admn)

Financial Adviser

New Delhi, dated the 22nd August, 2014.

CIRCULAR

Subject: Instructions/Guidelines for processing of foreign travel proposal - regarding.

1. Guidelines and instructions on travel abroad of Ministers, their personal staff, various categories of Govt. officials and non-officials have been issued from time to time by the PMO, Cabinet Secretariat and Ministry of Finance. Some of these instructions/guidelines were re-iterated by an internal circular of this Ministry vide F. No. Secy. (EF)/PPS/2011 dated June 14, 2011, while also providing guidelines for processing the proposals related to foreign visits. In the recent past, new instructions have been issued by the Cabinet Secretariat regarding travel by Ministers and officials of the Ministry/Departments. This was followed by a revision in the 'foreign travel proforma' by Ministry of Finance for compliance in proposals that are referred to the Screening Committee of Secretaries (SCOS).
2. In the recent past it has been observed that the aforesaid instructions/guidelines related to foreign visits are not being followed in the right earnest. This coupled with the need to incorporate the recent instructions issued by Cabinet Secretariat and Ministry of Finance has made it necessary to re-iterate the important instructions and the guidelines for processing foreign visit proposals for strict compliance by all the concerned processing divisions in this Ministry.
3. In view of the foregoing, some of the important instructions regarding foreign travel issued by Cabinet Secretariat and Ministry of Finance are reiterated as under:

Proposals of Central Ministers, personal staff of Minister & non-officials to be approved by PMO

- (i) Proposals relating to visits abroad of Central Ministers (Cabinet Ministers, Ministers of State holding independent charge, Ministers of State or Deputy Ministers) require prior approval of the Prime Minister;
- (ii) Such proposals should be submitted to the Prime Minister directly after obtaining political clearance from the Ministry of External Affairs. The visits should be coordinated through Ministry of External Affairs to avoid duplication of visits and for effective presentation of our view points with foreign Governments.

[Source: Cab. Sectt. OM No. 21/1/7/94-Cab. dated March 30, 1995]

- (iii) The foreign visit proposals of Ministers seeking approval of the Prime Minister shall be forwarded to the Prime Minister's Office (PMO) at least 10 days before the proposed date of departure
- (iv) The proposal should inter-alia incorporate details of the tasks to be accomplished during the visit, a copy of the previous tour report of the Minister concerned accompanied with a description of further efforts made by the

Minister during the interregnum to fully realize the intended outcome of the previous visit and the results thereof.

- (v) In each case, a post-visit report will also be submitted by Minister concerned to the PM on the immediate outcome of the visit
- (vi) The process adopted while processing the proposals for foreign visit of Ministers will also be adopted in respect of visits abroad by Secretary/ Additional Secretary level officers seeking the clearance of the Screening Committee of Secretaries (SCOS) as also the officers upto the levels of Joint Secretary in whose case, the proposal is cleared internally within the Ministry/Department with the approval of the Minister.

[Source: Cab. Sectt. OM No.1/19/2/2014-Cab. dated June 11, 2014]

- (vii) Minister level visits abroad should be undertaken only in response to formal governmental invitations from the country concerned.
- (viii) Ministers of Cabinet rank are entitled to take their Private Secretaries along with them.
- (ix) A Minister of State holding Independent Charge is entitled to take his Private Secretary along with him except when (i) he is accompanied by officials in a delegation which include an officer of the rank of Director or below; and (ii) when is accompanied by other Ministers and he is not leading the delegation.
- (x) Proposals for the deputation of a **Private Secretary or members of the personal staff of Ministers** should be sent to the Prime Minister for his approval along with the proposals for deputation of the Minister concerned. In no circumstances should the proposals for the deputation of the private Secretary or any member of the personal staff be considered under the delegated powers of the Ministry/Department.
- (xi) In respect of **non-officials** in respect of whom the expenditure is being borne by the Govt. of India, the approval of the Prime Minister will be required even if their names are included in a composite delegation. Such cases should be submitted to the Prime Minister through the Screening Committee of Secretaries (SCOS). The objectives of including the non-officials should be clearly mentioned and the expenditure likely to be incurred on the visit indicated. It should also be mentioned if the same non-official was sponsored by the Govt. of India for a visit abroad during the last 3 years.

[Source: Cab. Sectt. OM No. 21/1/7/94-Cab. dated March 30, 1995]

Proposals of Govt. officials to be approved by Screening Committee of Secretaries (SCOS)

- (xii) Delegations where the number of members exceed five in number and composite delegations led by Additional Secretary or above level officers would be referred to the SCOS for prior approval.

[Source: D/o Exp. OM No. E.Coord-2006 dated July 23, 2010]

- (xiii) No delegation for foreign travel should exceed five members nor should the duration exceed five days. In cases where these numbers have to be exceeded due to unavoidable reasons, the matter may be placed before the SCOS giving detailed justifications, irrespective of whether the proposal is required to come to the SCOS for approval as per the present guidelines

[Source: Cab. Secy. D.O. letter No. 23(2)/E.Coord/2006 dated 12th June, 2008]

- (xiv) Case of deputation abroad of officials of the rank of Secretary and Additional Secretary to SAARC countries may be decided by Ministries/Departments in consultation with Financial Advisers.

[Source: Cab Sectt. O.M. No. 21/1/7/94-Cab. dated 30.3.1995]

Proposals of Govt officials [Joint Secretary & below]

- (xv) Powers to approve foreign visits of officers up to the level of Director and equivalent are delegated to the administrative Secretaries with prior consultation with the Financial Adviser (FA) concerned. With regard to the foreign visits of Joint Secretary/equivalent and above level officers, the existing provisions viz. obtaining Minister's approval for such visits in consultation with FA and the stipulations for the visits of composite delegation, will however continue.

[Source: D/oExp. O.M. No. 23(2)/E.Coord-2006 dated 7th anuary,2010]

- (xvi) The SCOS approval will not be required in respect of cases where the delegation consists of officers of the level of Joint Secretary and below and expenditure in the case of only 5 members or below is borne by Government of India although the overall size of the delegation may exceed five.

[Source: D/o Exp. OM 23(2)/E.Coord-2006 dated July 23, 2010 & Dec 13, 2010]

- (xvii) The foreign deputation/visits of delegations comprising more than five members (irrespective of the level of officers), where the Govt. of India is bearing the expenditure in respect of more than five members to SAARC countries and Myanmar are exempt from the requirement of prior approval of SCOS, subject to the following conditions –

- a. The Ministries/Departments may manage such visits from funds allocated in their annual budgets under the FTE
- b. Where both the Secretary and Minister-in-charge would be away from HQ at the same time, a visit to any SAARC country or Myanmar by the Secretary would continue to be placed before the SCOS.

[Source: D/o Exp. O.M. No. 23(2)/E.Coord-2011 dated Feb 13, 2012]

Proposals of officers of Autonomous Bodies

- (xviii) Proposals for deputation/delegation of officers of Autonomous Bodies need not be referred SCOS. However, where the proposal involves visit of a composite delegation comprising officials from the Ministry and autonomous body and being led by an Additional Secretary or above level officer from the Ministry, approval of SCOS would be required. In all other cases, viz. foreign visit of delegations comprising officers of autonomous bodies only, (irrespective of the level), SCOS approval is not required. Further, where the foreign tour of officers of autonomous body attract restrictions on foreign travel imposed

under economy instructions, issued from time to time, if so deemed by the Financial Adviser concerned, in such case it would require relaxation of the economy instructions by the Department of Expenditure.

[Source: D/o Exp. O.M. No. 19036/2/85-E.IV dated 16th May, 1985]

**Proposals involving acceptance of invitation from foreign bodies/
international organizations etc.**

(xix) In case invitation to participate in workshop/conference/seminar/study tour/presentation of papers etc. abroad is received directly by the officer by name by virtue of his/her expertise in a particular field, such visits will be treated as in personal capacity for which the officer would have to proceed on leave after obtaining the approval of competent authority. Such visits are to be allowed only if 100% funding support is provided by the organizers. The proposals in respect of the officers of Joint Secretary and below may be considered in consultation of the Minister and the Financial advisor concerned. The proposals in respect of the officers of the levels of AS and above will be referred to SCOS for consideration. Necessary clearances viz. political clearance from MEA, FCRA from MHA wherever required, may invariably be obtained for such visits.

[Source: D/o Exp. OM No. 23(2)/E. Coord-2006 dated Oct 27, 2008]

Composite delegations

(xx) In case of composite delegations consisting of Central Ministries and officials, the proposal relating to officials proposed to be included in the delegation should first be examined in the nodal Ministry/Department in consultation with other Ministries and matter should be referred to the Screening Committee after getting the clearance of the Ministry of Home Affairs (MHA) and Ministry of External Affairs (MEA) from FCRA/Political angle. In the delegation to be led by a Central Minister, names of all the officers to be deputed including those coming within the purview of the delegated powers should be mentioned

(xxi) In case of composite proposals in which officers from different departments are required to be deputed, the proposal should be coordinated by the nodal ministry. The nodal Ministry will obtain the list of officers from different Ministries on the prescribed proforma duly signed by the Joint Secretary (Administration), Financial Advisors concerned and submit a consolidated proposal to the Screening Committee.

[Source: : Cab. Sectt. OM No. 21/1/7/94-Cab. dated March 30, 1995]

(xxii) In case of composite delegation headed by Secretary/ Additional Secretary and including officers of the level of Joint Secretary and below, a proposal should not be split. A composite proposal in respect of all the officers so nominated for the same event may be sent for consideration of the Screening Committee of Secretaries (SCOS).

(xxiii) The Financial Advisers (FAs) of the concerned Ministries/Departments may ensure that separate proposals for participation of officers for the same event are clubbed and proposals in piecemeal are not sent for consideration of the SCOS.

(xxiv) In case of composite delegations, which also include officials from other Ministries/Departments, it is the responsibility of the nodal Ministry to obtain information viz. budget provision, number of foreign visits previously

undertaken by the officer etc. in respect of each and every officer nominated and submit a single deputation proforma for consideration of SCOS.

[Source: D/o Exp. O.M. No. 23(2)/2006–E.Coord dated July 5, 2007]

Economy Measures to rationalize the expenditure on foreign visits

(xxv) Ministry of Finance, Department of Expenditure has been issuing austerity instructions from time to time with a view to containing non-developmental expenditure and releasing additional resources for priority schemes. In its latest instruction, D/o Expenditure has directed that -

- a. Officers may travel by entitled class for international travel; however, officers in apex scale may travel only by business class. In all cases of air travel only the lowest fare tickets of entitled class are to be purchased/procured. No companion free ticket on domestic / international travel is to be availed of.
- b. It would be the responsibility of the Secretary of each Ministry/Department to ensure that foreign travel is restricted to most necessary and unavoidable official engagements based on functional necessity, and that extent instructions are strictly followed.
- c. Where travel is unavoidable, it would be ensured that the officers of the appropriate level dealing with the subject are sponsored instead of those at higher levels. The size of the delegation and duration of visits will be kept to the absolute minimum.
- d. Proposals for participation in study tours, workshops/conferences/ seminars/ presentation of papers abroad at Government cost will not be entertained except those are fully funded by the sponsoring agencies.
- e. Travel expenditure (including FTE) should be so regulated as to ensure that each Ministry remains within the allocated budget for the same. Re-appropriation proposals on this account would not be approved.

[Source: D/o Exp. OM No. 7(2)/E.Coord/2013 dated Sept 18, 2013]

(xxvi) No officer shall undertake more than four official visits abroad in a year and for Ministries where the nature of work demands a higher number of visits, a calendar of visits for the entire year should be prepared and visits should be prioritized.

[Source: Cab. Secy. D.O. letter No 23(2)E. Coord/2008 dated 12 June,2008]

(xxvii) For a proposal relating to visits exceeding four by an officer, detailed justification would need to be furnished, and such visits would be allowed only in exceptional cases. Approval for foreign visits has to be based on functional necessity and not on number of visits/trips already made.

[Source: D/o Exp. O.M. No. 23(2)/2006/E.Coord. dated 18th August, 2006]

(xxviii) As far as possible Ministries/Departments will use our Missions abroad to represent our interest instead of deputing officers from India. Facilities of video conferencing may be used effectively so that all avoidable visits abroad are indeed avoided. Every proposal for foreign travel must be supported by reasons explaining why these alternatives cannot be availed of.

[Source: Cab. Secy. D.O. No. 23(2) E. Coord/2008 dated 12th June, 2008]

(xxix) Travel expenditure (including FTE) should be so regulated as to ensure that each Ministry remain within the allocated budget for the same. Re-appropriation proposals on this account would not be approved. In fact, in one of the case SCOS has directed vide **ID note No.DC-53139/E.Coord-2014 dated 21/3/2014** that *"for future, MoEF is advised to plan/prioritize their foreign tour proposals in advance as adjustment viz. incurring/adjustments of expenditure from budget heads other than that authorized ,will not be allowed"*.

Prior Consultation with IFD

(xxx) As per the instructions issued by Ministry of Finance, Department of Expenditure and by this Ministry time and again, prior approval of IFD must be obtained before referring the file for approval of Minister or Secretary to ensure that the Secretary and Minister have the benefit of views of IFD before taking a decision The latest OM of even number dated 09.09.2013 on this issue is reiterated. Further, in the recent past, SCOS vide their **ID Note No. DC-170294/E.Coord-2013 dated 19.9.2013 followed by ID Note No. C-51826/E.Coord-2013 dated 24.3.2014, and ID Note No. DC-112330/E.Coord-2014 dated 9.7.2014** has advised the Ministry to ensure that the foreign tour proposals are routed through the IFD before the approval of Competent Authority viz. Minister-in-Charge or the Administrative Secretary is obtained, failing which proposals will be returned unprocessed.

Guidelines for processing the foreign visits proposals

4. Keeping in view the instructions as referred to above, the following guidelines shall be followed by Processing Divisions for processing the cases of foreign deputation –
 - (i) All the Processing Divisions (PDs) where foreign visits are anticipated shall prepare a calendar of visits at the beginning of each financial year and obtain the approval of competent authority. In case the PD doesn't have a budget allocation for foreign travel expenses, the calendar of visits shall be sent to the IC Division of the Ministry who in turn will consolidate all such visits and obtain the approval of the competent authority. The approved calendar of visits shall be sent to the Administration Division for uploading on the MoEF website, latest by April 30. The calendar of visits should besides indicating the details of meeting, level of participation and expected number of participants for each visit also indicate the availability of funds and tentative budget per visit delineating the financial support, if any, expected from the organizers as per earlier convention.
 - (ii) The proposal must be routed through the IFD for prior consultation before the approval of competent authority in the Ministry is obtained. In case this is not followed, IFD will not accord concurrence.
 - (iii) The proposal should generally be submitted to IFD at least 20 days before the date of departure in the latest format for Foreign Travel Proforma (FTP) prescribed by the Department of Expenditure for submission to the Screening Committee of Secretaries (**vide OM No. 4(1)/E.Coord-2014 dated July 2, 2014**). The FTP should be accompanied with the following enclosures –

- a. Invitation letter
 - b. Agenda
 - c. Brief/country position duly approved by the competent authority
 - d. Clearances from MEA, PMO, MHA etc., as necessary,
 - e. Self-verified list of foreign visits undertaken in last three years in respect of each participant
 - f. Information regarding support, if any, available from the sponsoring organization(s) to cover the cost of visit
 - g. Certificate that the composite delegation has not been split and the nodal Ministry or the concerned Division in the Ministry has been consulted on the matters covered by the visit
- (iv)** All the columns in the FTP should be complete in all respects and provide clear and concise information sought therein. The FTP should be duly verified by the JS (Admn).
- (v)** All proposals for foreign travel seeking approval of SCOS should be forwarded by the Additional Secretary & Financial Adviser (AS&FA) to the appropriate authority as per subject orders and not by any other officer.
- (vi)** The time-lines for submitting a proposal to PMO and SCOS for approval are at least 10 days/15 days respectively before the date of departure. In case a proposal is delayed, condonation of delay from PMO/Cabinet Secretary must accompany the proposal.
- (vii)** On return from tour abroad, the leader of the delegation/ official concerned besides the submitting the tour report shall also submit a separate note summarizing the major achievements of the visit, follow up action needed in the interregnum and way forward. In respect of cross cutting issues relevant to more than one Division in the Ministry, the delegation should give a presentation to the Secretary (E&F) and senior officers of the Ministry.
- (viii)** The PDs shall ensure that appropriate object head with availability of funds is indicated in the proposal. It must be ensured that adjustment viz. incurring/adjustments of expenditure from budget heads other than that authorized has not been proposed.
- (ix)** Cases of officers of Autonomous Bodies of the Ministry will be decided by the Autonomous Bodies on their own except where Ministry has decided otherwise.
- (x)** Visits to be uploaded on website in the prescribed format within a fortnight after return of the concerned officer.
- (xi)** A copy of the sanction order for deputation should invariably be endorsed to IFD.

sd/-
Secretary (EF&CC)

All Divisional Heads
CC: All Additional Secretaries/ADGs

MOST IMMEDIATE

AJIT SETH

CABINET SECRETARY

NEW DELHI

D.O. No. 1/19/2/2014-Cab.

September 26, 2014

Dear Secretary,

Prime Minister has, in the context of a proposal for deputation abroad, observed that "the foreign as well as domestic tours of the Secretaries should be planned only if the Joint Secretary/Additional Secretary level officers are not likely to address the needs.

2. The above observation of the Prime Minister may kindly be kept in mind for strict compliance, while considering any proposal involving domestic and foreign tours, including as part of a delegation led by the Minister concerned.

With regards,

Yours sincerely,

Sd/-

(Ajit Seth)

No.1/19/2014-Cab.
GOVERNMENT OF INDIA
CABINET SECRETARIAT
RASHTRAPATI BHAVAN

New Delhi, the 29th September, 2014

OFFICE MEMORANDUM

Subject: Instructions regarding foreign travel by Ministers in the Union Government and Chief Ministers/Ministers in the State Governments/Union Territories.

The undersigned is directed to refer to the Cabinet Secretariat O.M. No. 1/19/1/2010-Cab. dated 26.08.2010 on the above mentioned subject and to say that it has been decided to modify paragraph IV of the above instructions relating to visits of Chief Ministers/Ministers in the State Governments/Union Territories. The modified paragraph IV will be as follows:

“(IV) Foreign Travel by Chief Ministers and Ministers of the State Government:

- (a) The Cabinet Secretariat and the Ministry of External Affairs should be kept informed of the proposed foreign visit, either official or private, of Chief Ministers and Ministers in the State Governments/Union Territories. However, prior political and FCRA clearances are mandatory.
- (b) Further, while granting political clearance, Ministry of External Affairs will also stipulate that they would be kept informed of the visit(s) when the same is actually made.”

2. It is requested that the above modification in the existing procedure may please be brought to the notice of all concerned.

Sd/
(Sanjukta Ray)
Director
Tel: 23792204

To

- (i) The Chief Secretaries to the State Governments/UTs
- (ii) Secretary, Ministry of External Affairs.
- (iii) Secretary, Ministry of Home Affairs.
- (iv) Secretary, Department of Economic Affairs

NOO: Copy to Prime Minister’s Office (Shri Krishan Kumar, Director) with reference to their I.D. Note No. 4024153/PMO/2014-Pol-3570944 dated 24.09.2014

No.7(1)/E. Coord/2014
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated, 10th November, 2014.

Office Memorandum

Subject: International Travel – clarification regarding.

Guidelines/instructions on the subject of International Travels have been issued by this Department from time to time. Latest instructions on the subject have been issued vide this Department's OM of even number dated 29.10.2014 (para 2.4 refers). In order to clarify the subject further, following instructions on International Travel are reiterated for compliance:

- (i) Proposals for participation in Conferences/ Seminars/ Conventions/ Workshops/study tours/presentation of papers abroad at Government cost will not be entertained except those that are fully funded by sponsoring/inviting organisations which may be considered keeping in mind the public interest and Government business at home.
- (ii) No officer should undertake more than four (4) official visits abroad in a calendar year. For visits exceeding four by an officer, detailed justification would need to be furnished and such visit would be allowed **only in exceptional** cases depending on functional need.
- (iii) The size of the delegation and duration of visit shall be kept to the absolute minimum. The Administrative Secretary shall make sure that in every case, officers of appropriate functional level dealing with the subject are sponsored/deputed instead of those at higher levels. **Visits at the level of Secretaries should be planned only if their presence is essential and officers of or the level of Additional Secretary/Joint Secretary cannot substitute them for the purpose of enunciating Government policies/ stand point.**
- (iv) Foreign travel of Government officers at the cost of PSUs/PSEs is discouraged, unless the journey is undertaken specifically in connection with the affairs of the PSU/PSE. Specific reasons for

charging the expenditure to the PSU/PSE on account of foreign travel must be spelt out in the proposal. Wherever expenditure on the visit of Government officers is borne by PSU/PSE , the entitlement of the officers shall remain same as his entitlements under the Government Rules/ Regulations/ norms/instructions.

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

Sd/-
(N. Radhakrishan)
Director

1. All Secretaries to the Government of India.
2. All Financial Advisers.

Copy for kind information to :-

1. Cabinet Secretary.
2. Principal Secretary to the Prime Minister
3. Finance Secretary.

No. 7(1)/E.Coord-2014
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated, 25th November, 2014

Office Memorandum

Subject: Foreign Tours/Travels as part of Training Programmes – approval of Screening Committee of Secretaries (SCOS).

Instructions have been issued by this Department from time to time on the need to curtail expenditure on foreign travel. In recent months, it has been observed that the Ministries/Departments have been proposing Foreign Study Tours (FSTs) of large delegation of officers as a part of training programmes. In keeping with the Government's drive on economy and rationalization of expenditure and to have an objective assessment of such FSTs, it has been decided **prior approval of the Screening Committee of Secretaries would be for all FSTs** of delegations exceeding 5 members (irrespective of level/rank of officers), where Government of India is funding such tours and which are part of career training programme(S) or stand alone tours or otherwise.

2. This has the approval of Cabinet Secretary.

Sd/-
N. Radhakrishan
Director (E-Coord)

3. All Secretaries to the Government of India.

4. All Financial Advisers.

Copy for kind information to :-

4. Cabinet Secretary.

5. Principal Secretary to the Prime Minister

6. Finance Secretary.

No. 1-6/2011-IFD
Government of India
Ministry of Environment & Forests

CGO Complex, Lodhi Road
New Delhi, dated the 6th January, 2012.

OFFICE MEMORANDUM

Subject: Instructions/Guidelines for processing of foreign travel proposals clarifications about the officers of the Autonomous Bodies.

Reference is invited to Circular No. Secy.(EF)/PPS/2011 dated 14th June, 2011 on the subject mentioned above.

2. In para 6 (viii) of the Circular referred to above, it was inter alia stipulated that proposals for deputation abroad of officers of the level of Additional Secretary or above including composite delegation led by Additional Secretary or above will be submitted to the Screening Committee after obtaining the approval of Minister (E&F) in consultation with IFD. This would also include the cases of officers of Autonomous Bodies in the level of Additional Secretary or above.

3. Since there was some ambiguity about the interpretation for the proposals of Autonomous Bodies of the level of Additional Secretary and above, the matter was referred to Ministry of Finance, Department of Expenditure for clarification. The position has been clarified as under:

- (i) Where the proposal involves visit of a composite delegation comprising officials of the Ministry and Autonomous Body and being led by an Additional Secretary or above level officer from the Ministry, approval of SCOS would be required. In all other cases, viz. foreign visits of delegation comprising officers of Autonomous Bodies only (irrespective of the level) SCOS approval is not required.
- (ii) Where the foreign tour of officers of Autonomous Bodies attract restrictions on foreign travel imposed under economy instructions, issued from time to time, if so deemed by the Financial Adviser concerned, in such case it would require relaxation of the economy instructions by the Department of Expenditure.

This issues with the approval of Secretary (E&F)

Sd/-
(Gauri Kumar)
AS&FA

All Divisional Heads
CC: DGF&SS, All Additional Secretaries/ADGs
All officers in IFD

Chapter III – International/Domestic Conferences

1.	19(9)/E.Coord/2011	5.3.2015	Approval of holding International/ domestic conferences, seminar etc.	37
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No. 19(9)/E.Coord/2011
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
5th March, 2015.

OFFICE MEMORANDUM

Subject: Approval for holding international/domestic Conferences/
Seminars/ Workshops, etc.- timely submission of proposals
and economy in official expenditure.

Reference is invited to the instructions issued by this Department under O.M. of even number dated 13th September, 2011 on the above subject, which stipulate that proposals for approval of Secretary (Expenditure) and/or Cabinet Secretary (where such approval is prescribed) are to be submitted at least one month before the actual event and before invitations are issued by the Administrative Ministry.

2. It has been observed that not only are the timelines for submission of cases not being adhered to by Ministries/Departments, large number of cases are being referred to Department of Expenditure seeking post-facto approval. This has been viewed very seriously and it is requested that the stipulated timeline for submission of proposals is adhered to. It may be noted that henceforth, delayed proposals will not be processed unless accompanied by a Delay Report containing reasons for the delay, duly approved by the Administrative Secretary.

3. It may also please be ensured that instructions contained in Cabinet Secretary's D.O. letter no. 213/1/2/2015-CA.IV dated 11th February, 2015 regarding ban on holding of meetings and conferences in Five Star Hotels except in the case of bilateral/multilateral official engagement are also strictly adhered to considering that Government has been laying stress on the need to effect economy in official expenditure.

Sd/-
(Annie George Mathew)
Joint Secretary (Personnel)
Tel. : 2309 3283

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

Chapter IV – EFC/SFC/PIB Memo./Appraisal/Approval of Projects/Schemes

1.	19014/1/2012-E.IV	10.10.2013	Delegation of Powers for appraisal and approval of public funded Plan schemes/projects	39-42
2.	55(5)/PF II/2011	6.1.2014	Guidelines for Flexi Funds within Centrally Sponsored Schemes (CSSs)	43-45
3.	1(1)/PF II/2011	31.3.2014	Revised format of EFC/PIB Memo	46-57
4.	16(5)/PF II/2010	11.6.2014	Amendment to the Guidelines for appraisal/approval - NCEF	58

No. 19024/1/2012-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated, the 10th October, 2013

Office Memorandum

Subject: Delegation of Powers for Appraisal and Approval of Public Funded Plan Schemes/Projects.

Reference is invited to the Department O.M. no. 1(3)/PF-II/2001, dated the 1st April, 2010 regarding the guidelines for formulation, appraisal and approval of Public Funded Plan schemes/Projects. The proposal for enhancing the appraisal and approval limits of **Original Cost Estimates (OCE)** and **Revised Cost Estimates(RCE)** for such Schemes/Projects have been under the consideration of this Department.

2, The revised delegation of powers for appraisal and approval of **Original Cost Estimates (OCE)** is as follows:

Scheme/Project Appraisal		Scheme/Project Approval	
Cost (Rs. Cr.)	Appraisal by	Cost (Rs. Cr.)	Approval by
Up to 100	The Admn. Deptt. in the Normal course	Up to 100	Secretary of the Admn. Deptt. in consultation with Financial Adviser
>100 & up to 500	SFC Chaired by Secretary of the Admn. Deptt.	>100 & up to 500	Minister-in-Charge of the Admn. Department
>500	EFC/PIB Chaired by Secretary (Expenditure), except departments/projects/schemes for which special dispensation has been notified by the Competent Authority	>500 & upto 1000	Minister-in-Charge of the Admn. Department and Finance Minister, except where special powers have been delegated by Ministry of Finance
		>1000	Cabinet/ Cabinet Committee concerned with the subject , except where special threshold have been laid by the Cabinet/Committee of the Cabinet.

Note: 1. The financial limits as above are with reference to the **total** size of the project/Scheme which may include budgetary support, internal resources, external aid, loans and so on.

2. Composition of PIB/EFC/SFC will be as per the Delegation of Financial powers Rules. In accordance with the DFPR, Financial Advisers may refer any financial matter, or part thereof and also seek participation of the Department of Expenditure in the SFC meetings, wherever necessary.

3. For appraisal and approval of PPP projects, separate orders issued by the Department of Economic Affairs would be applicable.

3. The revised delegation of powers for appraisal and approval of **Revised Cost Estimates (RCE)** is as follows:

S. No.	Limit	Appraisal and Approval Forum
A	Increase in costs due to increase in statutory levies*, exchange rate variation, and price escalation envisaged within the original approved time cycle irrespective of the cost of the scheme/project.	No appraisal. Approval by Secretary of the Admn. Dept. if absolute cost escalation is up to Rs. 100 Crore, and by the Admn. Minister-in-Charge, if absolute cost escalation is above Rs. 100 Cr.
*Statutory levies include State/Central taxes, including import and export duties as notified by GOI and paid by the project authorities, but exclude water, electricity charges and POL price increases		
B. Increase in cost estimates due to reasons such as time over-run change in scope, under estimation, etc. (excluding cost escalation for reasons cited in A above)		
1	Increase in costs up to 20% of the firmed up**cost estimates	Appraisal by the Financial Adviser. Approval by Secretary of the Admn. Dept. if absolute cost escalation is up to Rs. 100 Crore, and by the Admn. Minister-in-Charge, if absolute cost escalation is above Rs. 100 Cr.
2.	Increase in costs beyond 20% of the firmed up**cost estimates	Fresh Appraisal and Approval by the Competent Authority as per the extant delegation of Powers.
**Firmed up cost estimate means a cost estimate which has gone through the full appraisal and approval process as per the extant delegation of powers		

4. All schemes/projects which involve setting up of **new** Companies, Autonomous Bodies/Institutions/Universities, Special Purpose Vehicles, etc. would need appraisal by EFC chaired by Secretary (Expenditure), irrespective of the outlay or the nature of the Ministry/Department, and all such cases need to be approved at the level of Cabinet/Committee of the Cabinet.

5. It has been found that many Ministries/Departments have started operating small multiple schemes, which spread resources too thinly to realize any meaningful outcome. It is directed that henceforth;

- (i) No **new** Scheme/Programme will be initiated without the prior "in-principle" approval in accordance with the extant procedure;
- (ii) No **new** budget line at the level of sub head and above in the Detailed Demand for Grants will be opened without the approval of Budget Division and the concerned Division of the Department of Expenditure in the Ministry of Finance.
- (iii) Department of Expenditure reserves the right to merge, drop or restructure any scheme or budget line through the budgetary process, after obtaining the comments of the Administrative Department;
- (iv) Financial Advisers will, before the preparation of Budget every year, submit proposals to the Department of Expenditure for rationalization of existing schemes/subschemes to ensure efficient management of public expenditure at all times.

6. The delegation of powers for sanctioning **Pre-Investment** activities is as follows:

S.No.	Limit	Appraisal and approval Forum
1.	Up to Rs. 50 crore if budgetary support is being sought (up to Rs. 100 crore with resource of public enterprise added) subject to the availability of funds and requisite regulatory clearances as prescribed.	Appraisal by the Administrative Secretary and Approval by the Minister-in-charge
2.	All other cases	Appraisal by EFC/PIB and Approval by the Competent Authority as per the extant delegation of powers

Pre-Investment activities may include activities like preparation of PFRs/FRs/DPRs, undertaking surveys/investigations of all types required for the project, preliminary land acquisition for acquiring right of way or initiating work on the project site, collection of environmental data, preparation of environmental plans, forestry and wildlife clearances, construction of access roads, minor bridges, culverts, power lines, water lines, site offices, temporary accommodation and so on; Compensatory Afforestation as per MoEF guidelines and payment of NPV towards conversion of forest land for non-forest purposes.

7. While considering the appraisal and approval of Public funded schemes/projects, the administrative Ministries/Departments may ensure the following:

- (i) Ministries should ensure that proposals considered within the delegated powers are subjected to rigorous examination in

- project design and delivery, and careful attention should be paid to recurring liabilities and fund availability after adjustment of the committed liabilities.
- (ii) Ministries should avoid the tendency to operate multiple small schemes without focus on meaningful outcomes. While considering proposals for continuation of ongoing schemes, a careful rationalisation must be done through merger and dropping of redundant schemes.
 - (iii) Small value proposals should not be mooted by splitting schemes into individual schemes, like buildings, training programmes, procurement of equipment etc. for the same autonomous body.
 - (iv) While designing new schemes/programmes, the core principle to be kept in mind is economies of scale, separability of outcomes and sharing of implementation machinery. Schemes which share outcomes, and implementation machinery should not be posed as independent scheme, unless the scale is so large that independent existence can be justified unambiguously.
 - (v) Outcomes should be measurably defined, and adequate attention should be paid to the quality of monitoring and evaluation. Shortcomings pointed out in the evaluation reports should be addressed as quickly as possible.
 - (vi) These delegated powers will continue to be governed by procedural and other instructions issued by the Government from time to time for example, the general economy instructions.

8. The delegation of financial powers contained in this OM will be exercised only where necessary/ requisite funds are available in the budget and the five year plan outlay as per the phasing of scheme/project. For attached offices and autonomous bodies, year to year financial plan must be prepared to ensure adequate availability of resources over the time horizon over which the scheme/project is to be implemented. Creation of new posts should be submitted separately for approval of Department of Expenditure.

9. This OM supersedes OM No. 1(3)/PF-II/2001 dated 1st April, 2010 and will be effective from 29th August, 2014.

10. This issues with the approval of the Minister of Finance.

Sd/-
(Arunish Chawla)
Joint Secretary to the Govt. of India

Secretaries of all the Ministries /Departments
All Financial Advisers
Cabinet Secretariat/Planning Commission/ Prime Minister's Office.

No. 55(5)/PF.II/2011
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated January, 6, 2014

Office Memorandum

Subject: Guidelines for Flexi Funds within Centrally Sponsored Schemes (CSSs).

Objectives

The introduction of a flexi-fund component within the Centrally Sponsored Schemes (CSS) has been made to achieve the following objectives:

- i) To provide flexibility to States to meet local needs and requirement within the overall objective of each programme of Schemes;
- ii) To pilot innovations and improve efficiency within the overall objectives of the Scheme and its expected outcomes;
- iii) To undertake mitigation/ restoration activities in case of natural calamities in the sector covered by the CSS.

Budgetary Allocation

2. Central Ministries concerned shall keep at least 10% of their Plan budget for each CSS as Flexi-fund, except for the Schemes with emanate from a legislation (e.g. MGNREGA), or Schemes where the whole of a substantial proportion of the budgetary allocation is flexible (e.g. RKVY).

Allocation of State Share

3. After approval of the Plan Budget, Central Ministries shall communicate tentative allocations for each CSS to States including the allocation of flexi-fund by the end of May of every financial year. In the CSS that are demand driven or project driven and it is not feasible to make allocation to States, tentative allocation for a quarter/half year/year shall invariably be communicated to the States by the end of May of every financial year. Allocation to States shall be based on transparent and equitable criteria. Central Ministries shall make allocation for 10% of flexi-funds for the CSS amongst States in the same proportion as tentative state allocation in the 90% portion of CSS.

4. Flexi-funds will be a part of the CSS and the name of the concerned CSS will precede the word "flexi-funds", in the communication to States. There will be no separate budget and account head for this purpose.

5. As flexi-funds are a part of the concerned CSS, the same State share (including beneficiary contribution, if any) would be applicable for the flexi-fund component as well. However, State may provide additional share (including beneficiary contribution, if any) over and above the required State share for the flexi-funds component of the allocation for the CSS.

Use of Flexi-funds

6. States may use the flexi-funds for the CSS to meet the objectives mentioned above in accordance with the broad objectives of the main Scheme. The flexi-funds may also be utilized for mitigation/restoration activities in the event of natural calamities in accordance with the broad objectives of the CSS. However, the specific guidelines of CSS, applicable for 90% of the CSS allocation, will not be essential for the flexi-funds component of the CSS, except of States share requirements.

7. The flexi-funds of the CSS in a particular sector, however, shall not be diverted to fund activities/Schemes in other sectors. For example, if a particular CSS relate to elementary education, the flexi-funds for that Scheme can only be used for elementary education and not for Agriculture or any other sectors. But, it would be permissible to converge flexi-funds of different schemes to improve efficiency and effectiveness of outcomes.

8. The purpose of providing flexi-funds is to enable the States to undertake new innovative schemes in the particular area covered by CSS. Flexi-funds shall not be used to substitute State's own Non-Plan or Plan Schemes/expenditure. It shall also not be used for constructions/repairs of offices/residences for Government officials, general publicity, purchase of vehicles/furniture for offices, distribution of consumer durables/non-durables, incentives/rewards for staff and other unproductive expenditure.

9. Schemes taken up with flexi-funds shall invariably carry the name of concerned CSS.

10. The State-level Sanctioning Committee (SLSC) may sanction projects under the flexi-funds component. States will not be required to send the projects to Ministry for approval under the flexi-funds window as the SLSC will have a representative of the concerned Ministry and Planning Commission. States wishing to use flexi-funds as part of the normal 90% component are free to do so.

Release of flexi-funds

11. Release of flexi-funds for each CSS may be made on a prorate basis along with the normal releases under CSS. In other words, no separate

system for release of or for Utilization Certificates for flexi-funds would be required.

12. Flexi-funds within each CSS will be subject to the same audit requirements as the main CSS including the audit by the Comptroller and Auditor General of India (CAG)

Monitoring and Evaluation

13. Web-based requirements for reporting the use of Flexi-funds may be designed by adding modules to the existing MIS. Outcomes (medium term) and outputs (short term) need to be part of the MIS along with pictures/images and good practices to ensure greater transparency and cross-learning across States. For this purpose, web portal for sharing best practices is proposed to be created in Planning Commission.

14. Evaluation of Flexi-funds may be done through the existing evaluation processes including those by Ministries, Programme Evaluation Organisation (PEO) and Independent Evaluation Organisation (IEO), Planning Commission and by independent third parties. Terms and conditions for evaluations may be designed in such a manner that outcomes of the Scheme as a whole as well as Flexi-funds are well identified/measured.

15. These guidelines will be applicable from the financial year 2014-15.

Sd/-
(Dr. Saurabh Garg)
Joint Secretary (Plan Finance II)
Government of India.

To

Secretaries, All the Departments/Ministries, Government of India.

Chief Secretaries, All States/Union Territories

F. No. 1(1) PF- II/2011
Government of India
Department of Expenditure
(Plan Finance-II Division)

North Block, New Delhi,
Dated: 31st March, 2014

OFFICE MEMORANDUM

Subject: Circulation of Revised formats of EFC/PIB Memorandum for Original Cost Estimates (OCE) and Revised Cost Estimates (RCE).

The existing EFC/PIB format was circulated vide O.M. of even no. dated 9th March, 2012. Since then, a number of suggestions have been received by this Department regarding the provisions to be incorporated in the EFC/PIB memo. After consultations with the Planning Commission and various Ministries / Departments, the format has been revised in order to improve its functionality, incorporate evolving policies and procedures and for better appraisal of proposals. Separate formats have been prescribed for OCE and RCE proposals.

2. Copies of the revised EFC/PIB format of OCE and RCE proposals are circulated herewith for preparation of proposals for appraisal.

3. Ministries / Departments are requested to present the proposals for appraisal in the revised formats with effect from 1st April, 2014.

Sd/-
(Saurabh Garg)
Joint Secretary to the Government of India
Tel no. 23093052

1. Secretaries of all Ministries/Departments
2. Financial advisors of all Ministries/Departments
3. Advisor (PAMD), Planning Commission

Check list for the RCE Memo.

Particulars	Indicate Yes or No
Whether proposal has been prepared in the prescribed RCE format	
Whether an Executive Summary has been attached	
Whether comments of Financial Adviser/IFD have been attached with RCE Memo.	
Whether feasibility report, if any, has been appended with the RCE Memo.	
Whether report of Standing Committee for fix the responsibility for cost and time overrun has been appended with the RCE Memo. along with the action taken report.	
Whether a soft copy of the RCE Memo. has been attached.	

Check list for the EFC/PIB Memo.

Particulars	Indicate Yes or No
Whether proposal has been prepared in the prescribed EFC/PIB format	
Whether an Executive Summary has been attached	
Whether "in- principle" approval of the Planning Commission has been taken and funding tied up.	
Whether the comments of Financial Adviser/IFD have been attached with EFC/PIB Memo..	
Whether Evaluation Report, if any, has been enclosed with the EFC/PIB Memo.	
Whether feasibility report, if any, has been appended with the EFC/PIB Memo.	
Whether mandatory clearances/approvals have been obtained	
Whether a soft copy of the EFC/PIB Memo. has been attached.	

No. _____
Government of India
Ministry/Department of _____
(_____ Division)

Date _____

FORMAT FOR RCE MEMORANDUM

1. Programme/project identification

- 1.1 Title of the programme/project
- 1.2 Name of the sponsoring agency (Ministry/Department/Autonomous Body/Central PSE)
- 1.3 Duration of the programme/project
- a) Original/latest approved
 - b) Revised duration being proposed now
- 1.4 Total cost of the programme/project
- a) Original/latest approved
 - b) Revised cost (RCE) being proposed now

2. Programme/project category

- 2.1 Please Indicate which category the programme/project belong to and the detailed reasons for the same:
- a) Only time overrun
 - b) Only cost overrun
 - c) Both time and cost overrun

3. Programme/project objectives and targets

- 3.1 The objectives of the programme/project may be mentioned
- 3.2 The specific targets proposed to be achieved of the programme/project may be mentioned. These targets should be necessarily measurable. These should also be monitorable against base line data. The baseline may be indicated. The targets should be in tabular form as shown below:

Component	Year		Total	
	Year 1	Year 2 & so on	Physical	Financial

					Total	Total
	Physical	Financial	Physical	Financial		
Component 1						
Component 2 & so on						

3.3 The outcomes of the programme/project to be achieved should be indicated. These outcomes should be in the form of measurable indicators which can evaluate programme/project on quarterly/half yearly/annual/plan basis.

4. RCE Details

4.1 The details of the initial outlays, subsequently revised outlays (including all previous RCEs sanctioned with amount/date and reasons) and the latest proposed outlay may be provided.

4.2 Details of physical progress achieved and expenditure incurred and commitment made so far may be given.

4.3 Date of latest approved, revised and proposed completion schedule of the project along with time overrun and reasons thereof may be elaborated.

4.4 Item-wise cost variation between approved (latest) cost and revised cost as proposed may be given in the format given below:

S.No.	Component	Originally approved cost	Latest approved cost	RCE	Variation(+/-)

4.5 Quantification and Reasons for change in cost may be given in the following manner:

- (a) Price Escalation
- (b) Foreign Exchange variation
- (c) Statutory levies
- (d) Change in scope
- (e) Addition/deletion
- (f) Under -estimation
- (g) Others (to be specified)

With reference to factors (a), (b) and (c) above, indicate the consequential increase in IDC, administrative expenses, etc. within the approved project, time cycle (PTC) and beyond.

4.6 If the change in cost is due to change in factors 4.5 (d) to (g), then provide the relevant information and justification.

4.7 If the programme/project involve more land acquisition, then indicate the name of the agency which is providing the land. If such land is to be acquired, then resettlement/rehabilitation cost may be provided.

- 4.8 Effect of revision in capital cost estimates on cost of production and profitability/viability with reference to earlier approved capital cost of the project.
- 4.9 Report of Standing Committee to fix the responsibility for cost and time overrun along with action taken report on its recommendations may be appended with the RCE Memo.

5. Plan provision and funding:

- 5.1 Revised phasing of expenditure and source of funding;
- 5.2 Details regarding the change in funding pattern, along with justification
- 5.3 Availability of Plan Outlay in FYP/Annual Plan may be indicated

6. Approvals

- 6.1 Please indicate the specific points of RCE Memo. on which approval of EFC/PIB is sought.

(_____)

Joint Secretary to the Government of India

Tel. No. _____

Fax No. _____

E-mail _____

No. _____
 Government of India
 Ministry/Department of _____
 (_____ Division)

Date _____

FORMAT FOR EFC/PIB MEMORANDUM

1. Proposal identification

- 1.1 Title of the proposal
- 1.2 Name of the sponsoring agency (Ministry/Department/Autonomous Body/Central PSE)
- 1.3 Proposed duration of the proposal/Scheme
- 1.4 Total cost of the proposal over the proposed duration
- 1.5 Nature of Scheme: Central Sector/Centrally Sponsored/Additional Central Assistance

2. Proposal category

- 2.1 Please Indicate which category the proposal belongs to ;
 - (a) Continuing Scheme from past Plan periods and included in current Plan period.
 - (b) New Plan proposal included in the current Plan period
 - (c) New Plan proposal not included in the current Plan period.
- 2.2 If proposal pertains to category 2.1 (a), then please indicate the benefits already accrued and expenditure already incurred.
- 2.2 (a) Also for proposals belonging to category 2.1 (a) an evaluation report by an independent agency with comments of FA/IFD thereon may be provided along with following details as Annexure to EFC/PIB Memo.

Commencement of Scheme & Year of Evaluation	Name of Evaluating Agency	Details of Independent Evaluation		
		Methodology	Major Findings	Main commendations
Year		Sample size		
Month		Data source		
		Percentage of		

		coverage		
		Parameters of Evaluation		

2.2 (b) If there are changes proposed in the proposal belonging to category 2.1(a), please provide existing provisions and proposed changes against each component in tabular form along with financial implications due to the proposed changes:

Existing component	New/Revised component	Changes proposed in existing components	Reasons for changes in existing components and addition of new components	Financial implications in the last Plan	Financial implications of additional/change to proposal
Component 1					
Component 2					
Component 3 & so on					

2.3 If the proposal pertains to category 2.1 (c), please indicate whether in-principle approval of Planning Commission has been obtained.

2.4 Please indicate in case of new Centrally Sponsored Scheme or Major change in ongoing CSS, whether States/UTs have been consulted and their consent obtained to implement the scheme with proposed sharing of funds.

3. Justification for the Proposal

3.1 The justification for taking up new/ continuing the ongoing proposal may be provided in terms of:

i) Demand and supply analysis to identify gaps.

ii) Conformity with the Plan Priorities and National objectives

iii) Problems to be addressed at local/regional/national levels, as the case may be, through scheme/project.

3.2 The alternatives that have been considered before firming up the design of the proposal may be stated. (This should also include alternate modes of proposal delivery, e.g. outsourcing, PPP, etc. that have been considered).

3.3 Please state whether the proposal has objectives and coverage which overlap with projects/ schemes being implemented by the same or another agency

(Ministry/ Department/ State government). In cases of overlap, please state why the proposal needs to be considered as a separate stand alone effort.

4. Proposal Objectives and targets

- 4.1 The objectives of the proposal may be mentioned. These objectives should flow from the proposal justification.
- 4.2 The specific targets proposed to be achieved of the proposal may be mentioned. These targets should be necessarily measurable. These should also be monitorable, against baseline data. The baseline may be indicated. The targets should be in tabular form as shown below.

Component	Year				Total	
	Year 1		Year 2 & so on		Physical Total	Financial Total
	Physical	Financial	Physical	Financial		
Components 1,2,3 & so on						

- 4.3 The outcomes of the proposal to be achieved should be indicated. These outcomes should be in the form of measurable indicators which can evaluate the proposal on quarterly/half yearly/annual/plan basis.
- 4.4 Briefly explain the objectives of the other programmes/projects undertaken by Ministry/Dept which are in convergence with the objectives of proposed proposal.
- 4.5 Please indicate whether the proposal is for current Plan only or will continue in next Plan also.

5. Gender Analysis of the proposal

- 5.1 Briefly explain the specific objectives of the proposal relating only to women.
- 5.2 In case the proposal has gender component, please provide the following information in tabular form as shown below:

Gender Component	% of total expenditure on this component
Component 1,2,3 & so on	

6. Proposal design

- 6.1 Briefly explain the proposal Design. This should include all components of the proposal including:
- i. Scope of the project
 - ii Assumptions used

- iii Technology
- iv. Size/ Specifications/ Layout Plan
- v. Plant & Machinery
- vi. Others (Please specify)

The components of the project should be carved out from the Feasibility Report/Project report. The study/ investigations on which project parameters are based should be clearly indicated.

- 6.2 In case the proposal is specific to any location, area and segment of population please state the basis for selection. Details regarding special physical features, technology, etc., may be given.
- 6.3 Please indicate whether the proposal is secured against natural/ man-made disasters like floods, cyclones, earthquakes, tsunamis, etc. If the proposal involves creation/ modification of structural and engineering assets or change in land use plans, disaster management concerns should be assessed.
- 6.4 In case of beneficiary oriented proposal, the mechanism for identification of the beneficiary and the linkage of beneficiary identification with UID numbers, on a voluntary / non-mandatory basis, may be indicated.
- 6.5 Wherever possible, the mode of delivery should involve the Panchayati Raj Institutions and Urban Local Bodies. Where this is intended, the preparedness and the ability of the Panchayats for executing the proposal may be indicated. If exceptions are to be made, the reasons may be explained.
- 6.6 Whether the land required for the proposal is in possession of the agency. In case the proposal involves land acquisition or environmental clearances, the specific requirements and the status in this regard may be indicated.
- 6.7 The legacy arrangements after the scheduled proposal duration may be mentioned. In case the proposal creates assets, arrangements for their maintenance and upkeep may be stated. (For example the proposal assets may be taken over and maintained by the State Government/ PRIs, ULBs).
- 6.8 Please indicate:
 - Inter-linkages with other schemes mainly in terms of coverage, impact, outcomes, etc.
 - Steps taken towards convergence with other schemes to achieve the intended outcomes may also be stated.
 - Steps taken towards convergence in flow of funds from other schemes.

7. Proposal cost

- 7.1 Please provide the proposal cost estimate for its scheduled duration along with a break-up of year-wise, component-wise expenses segregated into non-recurring and recurring expenses.
- 7.2 In case the land is to be acquired, the details of cost of land and cost of rehabilitation/resettlement may be provided.

- 7.3 Estimated expenditure on proposal administration (including expenses on consultants, monitoring, evaluation, IEC, etc.) may be separately indicated.
- 7.4 The basis of these cost estimates along with the reference dates (it should not be more than six months old) for normative costing may be provided. Please indicate the firmness of the estimates, component wise, with the extent (+ / -) of the expected variation.
- 7.5 In case the proposal involves payout of subsidy, the year wise and component wise expected outgo, up to the last year of payout, may be indicated.
- 7.6 In case the proposal intends to create capital assets, employ specialised manpower or involves other activities that necessitate a Recurring Cost of Capital Expenditure (RCCE) (e.g., maintenance and upkeep costs of assets, salary costs of manpower, etc.) over the lifetime of the asset, such expenditures, on an annual basis, may be indicated in the proposal.
- 7.7 It may also be stated whether the agency which would be assigned this legacy responsibility has been consulted and has agreed to bear the continuing recurring expenditure. (e.g., the State governments may need to incur the maintenance and upkeep costs of assets created under Plan schemes).
- 7.8 The cost towards salary/ fees/ emoluments of the proposal human resources as being proposed should be indicated (procedure for seeking approval for human resource requirements is detailed at para-9 below).
- 7.9 The component of the costs mentioned at 7.1-7.8, that will be shared by the state governments/PRI/User Beneficiaries may be indicated.
- 7.10 In the event of fund transfer being made to State Govts/ local bodies or other organisations, "grants for creation of capital assets" may be indicated separately.

8. Proposal: Financing

- 8.1 The source of financing for the proposal may be indicated. In case of proposal already included in the FYP, the specific earmarking may be mentioned.
- 8.2 Whether the funding requirements have been fully tied up with Planning Commission may be indicated. The quantum of the Plan allocation may be indicated.
- 8.3 If there are gaps in the financing of the proposal, the sponsoring agency may indicate how such gaps in FYP as well as the Annual Plans will be addressed.
- 8.4 If external sources are intended, the sponsoring agency may indicate whether such funds have been tied up. In case firm commitment is not available, alternative plans for arranging funds may be indicated.
- 8.5 In case of partial allocation of funds for the proposal, then the components which may be removed/reduced may be indicated.
- 8.6 Please provide the following details in respect of project proposal:
 - Debt-equity ratio along with justification.

- In case of, funding from internal resources (IR), availability of IR may be supported by projections and their deployment on various projects.
- Please indicate funding tie-ups for loans components both domestic and foreign, along-with terms and conditions of loan based on consent/ comfort letters.

9. Proposal: Human Resources

- 9.1 In case posts (permanent or temporary) are intended to be created, a separate proposal may be sent on file to Personnel Division of Department of Expenditure. Such proposals may be sent only after the main proposal is recommended by the appropriate appraisal body (SFC, EFC, etc.).
- 9.2 In case outsourcing of services or hiring of consultants is intended, brief details of the same may be indicated. It may also be certified that the relevant GFR provisions will be followed while engaging the agency/ consultant.
- 9.3 In case additional manpower requirement, please indicate the phased requirement over the proposal timeline (i.e. year-wise break-up of the manpower requirement)

10. Proposal viability

- 10.1 In case of proposals which have identified stream of financial returns, the financial internal rate of return may be calculated. The hurdle rate is considered at 12%.
- 10.2 In case of proposals where financial returns are not readily quantifiable (typically social development proposals), the measurable benefits/ outcomes may be indicated.

11. Proposal implementation and monitoring

- 11.1 Implementing agency (s) may be indicated.
- 11.2 The administrative structure for implementing the proposal may be stated. Usually new structures/ entities, etc. Are, by and large, to be avoided. In case new structures are intended to be created for administering the scheme, the details of such structures and specific justification for the same may be provided. Such new structure should be proposed only if it is has been established after due analysis, that existing structures cannot be levered for the proposed/additional work.
- 11.3 The completion schedule of the proposal indicating timelines of activities should be provided in PERT/Bar Chart along with critical milestones.
- 11.4 **Mode of implementation:** Departmental/ Contract/ Turnkey contract/ EPC/ PPP, etc. with justification may be given.
- 11.5 Nodal officer identified / appointed for being directly in charge and overseeing progress of the proposal may be indicated. Details about his status, past experience in executing similar proposals and balance tenure left for steering the proposal may also be mentioned. He/ She should normally be appointed for entire duration of the proposal.

11.6 The monitoring framework preferably on MIS for the proposal may be indicated. The arrangements for audit/social audit of the proposal may also be stated.

12. Proposal sensitivities/uncertainties

12.1 Any foreseeable constraints/ uncertainties which can affect the technical design, costing and implementation of the proposal may be indicated.

12.2 The likely impact of these constraints/uncertainties on the proposal parameters may be stated. In particular, the sensitivity of the proposal cost, proposal schedule and proposal viability towards the possible constraints/ uncertainties may be mentioned.

13. Mandatory approvals / clearances:

The details regarding the requirement of mandatory approvals / clearances of various local, state and national bodies and their availability may be indicated in a tabular form

S.No.	Approvals/Clearances	Agency concerned	Availability (Y/N)

14. Consultations with the Public, State Governments, External Research Agencies, Think Tanks, etc.

14.1 To the extent possible and practicable, such consultations may be done by the Administrative Ministries. The draft Proposals may be placed on the web site of the sponsoring Ministries and comments invited from the general public. The draft proposals may be formulated / finalized taking into account such comments. Details in this regard may be indicated in the EFC /PIB memo.

15. Concurrence of Financial Advisor

15.1 Comments/Concurrence of Financial Adviser may be indicated along with reply of the Administrative Ministry.

16. Approvals:

16.1 Please indicate the specific points on which approval of EFC / PIB is sought.

(-----)
Joint Secretary to the Government of India
Tel. No. _____
Fax No. _____
E-mail _____

F. No. 16(5) PF.11/2010
Government of India
Ministry of Finance
Department of Expenditure
Plan Finance-II Division

New Delhi dated the 11th June, 2014.

OFFICE MEMORANDUM

Subject: **Amendments to the "Guidelines for Appraisal/ Approval of Projects/Schemes eligible for financing under the National Clean Energy Fund (NCEF)".**

Reference is invited to the O.M. No. 16(5)/PF.II/2010 dated 18th April, 2011 vide which the approved "Guidelines for Appraisal/Approval of Projects/Schemes eligible for financing under the National Clean Energy Fund (NCEF)" were circulated.

2. It has been further decided that NCEF will also finance the schemes/ programmes of Ministry of New & Renewable Energy (MNRE) which are already appraised through SFC/EFC channels if balances are available with the NCEF after financing projects approved by the Inter-Ministerial Group (IMG). This may be done with the approval of Finance Minister.

**Sd/
(Dr. Saurabh Garg)
Joint Secretary to the Government of India**

**Secretaries of all Ministries/Departments
Financial Advisors (FAs) of all Ministries/Departments**

Copy to:

1. Cabinet Secretariat (Shri S.B. Agnihotri, Secretary), Rashtrapati Bhawan, New Delhi.
2. Prime Minister's Office (Shri B.V.R. Subramanyam, Joint Secretary), South Block, New Delhi.
3. Advisor (PAMD), Planning Commission, Yojana Bhawan, New Delhi.

Chapter V – Procurement of Goods & Services

1.	26/6/2012-PPD	21.1.2013	Procurement of Energy Efficient Electrical Appliances	60
2.	26/5/2013-PPD	11.4.2013	Guidelines for conduct of Public Competition for design of symbols/logos	61-62
3.	10/31/2012-PPC	9.1.2014	Implementation of Comprehensive end-to-end procurement	63-64
4.	29(1)/2014-PPD	28.1.2014	Clarification in Rule 160 (xiv) of GFR-regarding award of contract to a firm which has quoted 'Nil' consideration in the bid	65
5.	26/12/2014-PPC	21.1.2015	Implementation of Comprehensive end-to-end procurement	66

No.26/6/12-PPD
Government of India
Ministry of Finance
Department of Expenditure
(Procurement Policy Division)

North Block, New Delhi
Dated, 21st January, 2013.

Office Memorandum

Subject: Procurement of energy efficient electrical appliances.

In order to effect energy savings in the long term by promoting procurement of energy efficient equipment, there is a need for Ministries/Departments to procure energy efficient appliances. In this context, it has been decided in consultation with the Ministry of Powers and the Bureau of Energy Efficiency (BEE) that all Ministries/Departments and their Attached and Subordinate Offices would, while procuring appliances indicated in para 2 of this O.M. ensure that they carry the threshold, BEE star rating against them, or higher. The threshold rating have been finalized based on a life cycle cost analysis carried out by BEE.

2. The appliances and the minimum threshold BEE star rating are tabulated below:-

Appliance	Threshold star rating
Split Air Conditioner	5 Star (under normal conditions where annual usages are expected to be more than 1000 hrs.) 3 Star (where usage of A.C. is limited, e.g. in Conference Rooms)
Frost Free Refrigerator	4 Star
Ceiling Fans	5 Star
Water Heater	5 Star

3. It may be noted that GFR provisions and all extent rules and guidelines of procurement would apply. Ministry of Power and BEE have confirmed that adequate number of manufacturers/models of the prescribed Star rating is available to enable competitive procurement.

Sd/-
(Vivek Ashish)

Under Secretary to the Government of India.

To

The Secretaries and Financial Advisers of the Ministries/Departments of the Government of India.

No. 26/5/2013-PPD
Government of India
Ministry of Finance
Department of Expenditure
(Procurement Policy Division)

North Block, New Delhi
Dated 11th April, 2013

Office Memorandum

Subject: Guidelines for conduct of public competitions for design of symbols/
logos.

In the recent past, certain Ministries/Departments have conducted competitions for the design of logos/symbols for their use, certain aspects of which have given rise to some litigation. In this context, the Hon'ble Delhi High Court, in its final order on WP(C) No. 2449 of 2012, has directed the Union of India to instruct all the Ministries/Departments to frame guidelines which are transparent, fair and objective, to be applied by such Ministries/Departments as well as their Attached/Subordinate offices and the Autonomous Bodies/Public Sector Undertakings /organizations controlled by them in respect of public competition for design of symbols/logos conducted by them.

2. The issue has been examined in this Department and it has been decided that the following guidelines shall be followed by all Ministries/Departments as well their Attached/Subordinate offices and the Autonomous Bodies/Organizations controlled by them, while conducting/competition of design of symbols/logos for their use:-

- (a) Design competitions should be conducted in a transparent, fair and objective manner;
- (b) Wide publicity should be given to the competition so as to ensure that the information is accessible to all possible participants in the competition. This should include publication on the Website of the Ministry/Department/PSU/Organisation concerned, as also the Central Public Procurement Portal. The existing e-publishing module can be utilized;
- (c) Provisions of any applicable laws, including the Official Languages Act and the Emblems and Names (Prevention of Improper Use) Act should be kept in view while conducting the competition;
- (d) A detailed Competition Notice should be drawn up and made public. The notice should, inter-alia, details in the following:-
 - (i) The objectives of the design competition and the key features expected in the proposed design;
 - (ii) Qualification criteria, if any, for participation in the competition;
 - (iii) The process of evaluation and evaluation criteria – whether it would be single or multi-stage (for symbols/logos intended to represent a drive/project/entity of National Importance, it may

- be decided to have the selection through public voting. If so, the modalities should be clearly specified);
- (iv) The manner of Commission of entries and the format/ details etc. expected with the design;
 - (v) Whether multiple designs can be submitted by one participant;
 - (vi) The last date & time for submission;
 - (vii) The details of Entry Fees, if any and the manner of submission of same;
 - (viii) Expected date for announcement of results and the manner in which the results will be intimated.
 - (ix) The number of prizes to be awarded and the amount payable for successful design(s);
 - (x) It may be clearly stipulated that the intellectual property right of the successful design(s) would rest with the sponsoring agency. The status of the unsuccessful design and whether it is intended to return them should be indicated clearly;

3. Once the competition is over and the winning entry selected, this again should be notified in the public domain. If the selection has been by a jury of experts nominated for the purpose, the composition of the jury may be notified.

4. It is evident that every competition would have distinct features and therefore, the aforesaid guidelines should be used a general principle while preparing the details procedures/rules for each competition.

5. This issues with the approval of Finance Secretary.

Sd/-

(Vivek Ashish)

Under Secretary to the Government of India

1. The Secretaries of the Ministries/Departments of the Government of India.
2. The Financial Advisers of the Ministries/Departments of the Government of India.

North Block, New Delhi
Dated the 9th" January, 2014.

OFFICE MEMORANDUM

Subject: implementation of comprehensive end-to-end e-procurement

This has reference to this Departments O.M. of even number dated 30th March 2012 vide which it was conveyed that the Ministries/Departments of the Central Government, their attached and subordinate offices would need to commence e-procurement in respect of all procurements with estimated value of Rs.10 lakh or more in a phased manner as per the prescribed schedule. In this regard an option was given to the procuring entities either to use the e-procurement solution developed by NIC accessible through Central Public Procurement Portal (CPP Portal) or to continue to carry out e-procurement through other service provider/other e-procurement solutions developed in house, provided the conditions/guidelines envisaged in the O.M. referred to above are fulfilled.

2. In this context it is highlighted that, the Prime Minister's Committee on National e-Governance Plan (NeGP) during its second meeting held on 1st July 2013 has an endorsed DeITY proposal that e-Procurement should be adopted both for publication and processing of tenders above a prescribed cut of value. The need to mandate **all** Ministries/Departments to adopt end to end e-Procurement was also emphasized in the meeting of the Apex Committee on NeGP held on 5th November 2013.

3. In pursuance of the decision taken during the above meetings to promote e-Procurement further and to ensure maximum participation of tenders through e-Procurement mode, it **has been decided that the tender value limit of Rs. 10 lakh set in respect of e-Procurement is to be brought down to Rs. 5 lakh w.e.f 01.04.2015 and further down to Rs 2 lakh w.e.f 01.04.2016.** Ministries/Departments are therefore requested to ensure and follow the limits which have now been decided in respect of mandatory publishing of tenders through e-Procurement mode.

4. Ministries / Departments are therefore requested to take necessary action to **ensure** that all tenders above Rs.10 lakh are compulsorily processed through e-Procurement as per the instruction already issued by this Department vide above OM. A report in the following format in this respect is now to be intimated on a quarterly basis to the Ministry of Finance, Department of Expenditure at the email id CPM: doe@nic.in.

Name of the Ministry Department

Period of Report ____ to _ Quarter ending on _____

No. of tenders floated amounting to Rs. 10 lakh or more	No. of tenders processed through e-procurement (whether NIC or using other solution)	No. of tenders exempted due to national security and strategic considerations demanding confidentiality.	Cases of non-compliance with reasons
Total	Total	Total	Total

5. In this context it is further reiterated that;

i. Ministries / Departments using other than NIC e-Procurement solution have to ensure that details of all their tender enquiries, related corrigenda and details of contracts awarded thereon, through e-Procurement are simultaneously published I mirrored on the CPP Portal using XML facility of NIC.

ii. Ministries / Departments that have not yet appointed Nodal officers and have not got User IDs and Passwords issued from NIC for accessing the portal may please ensure that the Nodal officers are appointed immediately. Action may also be taken to start acquiring Digital Signatures from NIC Certifying Authority or any other Certifying Authority, being an essential requirement for e-procurement.

iii. Ministries I Departments must also tie up with NIC for training and support where e-Procurement solution developed by NIC is adopted and a need in this regard is being felt by sending an e-mail to cPPP-nic@nic.in. MC is periodically organizing training programmes on their e-Procurement Module. Action may be taken to nominate representatives to attend the ongoing training programs as per schedule published on the CPP Portal,

6 It is also requested that necessary instructions in this regard may be issued to all attached and subordinate offices under your administrative control.

7. Hindi version of this O.M. will follow.

Sd/-

(Sanjay Aggarwal)
Director (PPD)

To

- (i) Secretaries of all Ministries /Departments of the Government of India.
- (ii) FAs of all Ministries/Departments of the Government of India.
- (iii) DG (NIC), CGO Complex, New Delhi.

F. No. 29(1)/2014-PPD
Government of India
Ministry of Finance
Department of Expenditure
(P.P. Division)

North Block, New Delhi
Dated 28th January, 2014

Office Memorandum

Subject: Clarification in Rule 160(xiv) of General Financial Rules, 2005 – regarding award of contract to a firm which has quoted “NIL” consideration in the bid.

The undersigned is directed to invite attention to the provision of Rule 160(xiv) of GFRs, 2005 which inter-alia states that the “Contract should ordinary be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per terms and conditions incorporated in the corresponding bidding document”. Attention is also invited to para 3.6 of the Manual on Policies and Procedures for Purchase of Goods issued by this Department which inter-alia state that “Inadequacy of consideration is not a ground for avoiding the contract”.

2. A doubt has arisen as to whether award of a contract can be made against a bid with “NIL” consideration. In a recent case of hiring of manpower services, it was seen that the lowest bidder had quoted “NIL” charges over and above the minimum wages. The issue was referred to the Ministry of Law, which has advised that in such cases, an agreement without consideration become null and void.

3. It is, therefore decided that the Ministries/Departments may consider inclusion of the clause in the bid documents itself that “if a firm quotes “NIL” charges/consideration, the bid shall be treated as unresponsive and will not be considered”.

Sd/-
(Sanjay Aggarwal)
Director (PPD)

All the Secretaries and Financial Advisers of the Ministries/Departments to the Government of India.

Copy forwarded to C&AG (with usual number of spare copies) and to Secretary, Union Public Service Commission, etc., as per standard endorsement list.

N0.26/12/2014-PPC
Ministry of Finance
Department of Expenditure
Public Procurement Cell

Room No.168-C,
North Block, New Delhi
Dated the 21st January, 2015

OFFICE MEMORANDUM

Subject: Implementation of comprehensive end-to-end e-procurement.

This has reference to this Department O.M. of even No. dated 30th March, 2012 and 9th January, 2014 vide which it was conveyed that the Ministries / Departments of the Central Government, their attached and subordinate offices would need to commence e-procurement in respect of all procurements with estimated value of Rs. 2.0 lakh or more in a phased manner.

2. In this context, it is now decided that apart from Ministries/Departments of the Central Government, their attached and subordinate offices, Central Public Sector Enterprise's (CFSEs), autonomous /Statutory bodies will also be required to commence e-procurement as per above referred threshold limits.

3. Ministries/ Departments are requested that necessary instructions maybe issued to all attached/subordinate offices, CPSEs and autonomous/Statutory bodies etc., under their administrative control to commence e-procurement.

Sd/-
(Sanjay Aggarwal)
Director (PPD)
T No, 309496

Secretaries of all Ministries / Departments

FAs of all Ministries/Departments

Copy to

DG (NIC), CGO Complex, New Delhi.

Chapter VI – Creation/abolition of posts

1.	7(3)/E.Coord-I/2015	11.09.2015	Referring the proposals of posts to Department of Expenditure – Reg.	68
2.	7(2)/E.Coord/95	30.5.1995	Procedure to be followed in regard to creations/continuation of high level posts	69-70

No. 7(3)/E.Coord-I/2015
Government of India
Ministry of Finance
Department of Expenditure

Dated , the 11th September,2015

Office Memorandum

Subject: Referring the proposals for continuation of posts to Department of Expenditure - reg .

Reference is invited to this Department's OM No. 7(2)-E.Coord/ 95 dated 30.5.1995 regarding procedure for continuation/ creation of high level posts. Some Ministries/ Departments have sought clarification from this Department whether proposals for continuation of posts below JS level also require approval of the Department.

2. The matter has been considered in this Department and with the approval of Competent Authority, it has been decided that, henceforth, proposals only for continuation of JS and above level posts may referred to this Department with the approval of IFD. So far as posts below JS level are concerned, the continuation of such posts may be decided by the Department, in consultation with Integrated Finance Division.

3. It is, however, clarified that if the said posts are vacant and have come into 'deemed abolition' category, they would need to be referred to this Department as per extant instructions for revival

Sd-
(Ravi Katyal)
Dy. Secretary
Tel # 2309 3290

To:

1. Financial Adviser of all Ministries/ Departments

New Delhi, the 30th May, 1995

OFFICE MEMORANDUM

Subject:- Procedure to be followed in regard to creations / continuation of high level posts.

The undersigned is directed to refer to this Ministry's O.M. No. 7(17)-E.(Coord)/ 90 dated 28.3.90 on the subject indicated above and to clarify below the correct procedure as per latest instructions/practice for creations of high level posts:-

Continuance:

Proposal for continuance of posts of Secretaries, Special Secretaries, Additional Secretaries and equivalent posts are required to be referred to the Department of Expenditure on file through IFU for examination/ approval of the Secretary (E), Secretary (Personnel) and Cabinet Secretary. For continuance of the Secretary level posts approval of the P.M has also to be obtained by the administrative Ministry after Cabinet Secretary has cleared. This need not be routed though the Ministry of Finance.

Creation:

- (i) Proposals for creation of Non-Plan posts of Secretaries, Special Secretaries, Additional Secretaries , Joint Secretaries or equivalent require the approval of the Cabinet(after offering matching savings by abolition of posts of the same group or in immediate line of promotion) and for this purpose administrative Ministries are required to prepare a draft Note for the Cabinet and refer the same to the Department of Expenditure for examination and getting approval of the Finance Minister before the same is submitted by the administrative Ministry (after incorporating views of Finance Ministry) to the Cabinet for approval
- (ii) The proposals for creation of Plan posts of Secretaries, and Special Secretaries also require the approval of Cabinet and the administrative Ministry is require to prepare a draft Note for the Cabinet and refer the same (after getting the approval of EFC/PIB to the Scheme) to the Department of Expenditure for examination and getting approval of Finance Minister before the same is submitted by the administrative Ministry (after incorporating views of Finance Ministry) to the Cabinet for approval . Plan posts of Additional Secretaries, Joint Secretaries or equivalent posts could be created with the approval of the Finance Minister and proposals in this regard are required to be sent to the Department of Expenditure on file along with other lower posts, if any, after EFC/PIB's approval to the Scheme, with all requisite details/ information (including functional justification for the posts) through Integrated Finance for detailed examination and approval in Ministry of Finance.

- (iii) Proposals relating to continuance or creation of personal staff of the senior level posts should also be simultaneously projected.

Sd/-
(A.K. HUI)
Director (Pay)

To

- i) All Financial Advisers
- ii) All Ministries/ Departments of Govt. of India
- iii) Private Secretaries to Secretary (E), Secretary (Personnel) and Cabinet Secretary.

Chapter VII – Instructions/Orders issued by MoEF&CC

1.	1-21/2013-IFD	11.7.2013	Level of Final disposal of cases/ delegation of Financial Powers among the Officers of Finance Division.	72-73
2.	1-13/2011-IFD	12.7.2013	Representative of IFD in Committees of Ministry – nomination regarding	74
3.	36011/1/2013-PII	12.2.2014	Delegation of Financial Powers to HoD in the Ministry	75-76
4.	1/Misc./AR/2013/FF	27.3.2014	Outsourcing of services of contractual staff of the Ministry	77
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No. 1-21/2013-IFD
Government of India
Ministry of Environment & Forests
(Integrated Finance Division)

Paryavaran Bhavan, CGO Complex,
Lodhi Road, New Delhi
Dated, the 11th July, 2013.

OFFICE MEMORANDUM

Subject: Level of final disposal of cases/delegation of Financial Powers among the Officers of Finance Division.

The undersigned is directed to forward a copy of level of final disposal of cases /delegation of Financial Powers among the officers of Integrated Finance Division for information and necessary action.

This issues with the approval of AS&FA.

Sd/
(H.H. Mishra)
Director (IFD)

All officers of IF Division

Controller of Accounts

LEVEL OF FINAL DISPOSAL OF CASES/DELEGATION OF FINANCIAL POWERS AMONG THE OFFICERS OF THE INTEGRATED FINANCE DIVISION.

S. No.	Type of cases	Level of Final Disposal
1.	Scrutiny and release of funds (excluding grants in aid) in fresh cases having a financial implications of Rs. 5.00 lakhs where no relaxation is involved. Cases where any relaxation is involved should be decided by AS&FA.	US
2.	Scrutiny and release of funds in fresh cases (including grants in aid) having a financial implications of Rs. 50.00 lakh where no relaxation is involved. Cases where any relaxation is involved should be decided by AS&FA.	DS/Director
3.	Scrutiny and release of subsequent instalments (including grants-in-aid cases) under the continuing project proposals irrespective of the amount where no relaxation is involved. Cases where any relaxation is involved, should be decided by AS&FA	DS/Director
4.	All cases other than mentioned in 1-3 above	AS & FA
5.	All Deputation/Delegation Abroad.	AS & FA
6.	Membership contribution of India to International Bodies.	AS & FA
7.	Creation/continuation of posts.	AS & FA
8.	Cases involving delegation of financial powers to Subordinate Authorities.	AS & FA
9.	All cases to be referred to Min. of Finance/DoPT or any other Ministry/Deptt. Of GoI.	AS & FA
10.	Cases relating to EFC/SFC of the Schemes/Projects	AS&FA
11.	Any other cases where advice is sought:- (a) Where precedents are not available or rules are not clear (b) Where precedents are available and /or rules are clear	AS&FA DS/Director
12.	Vetting of replies to Audit objections and Action Taken Notes on Audit Paras, PAC cases etc.	AS&FA

No.1-13/2011-IFD
Government of India
Ministry of Environment & Forests

New Delhi, 12th July, 2013

Office Memorandum

Subject: Representative of IFD in Committees of Ministry – nomination of Officers of IFD – regarding.

This has the reference to Office Memorandum No. 5-1/98-FC dated 17th May, 2012 and No. 1-13/2011-IFD dated 26th June, 2012 on the subject mentioned above whereby it was decided that there would be a cross representation between Director / DS (IFD) and Director (FF) so far as participation in Consultancy Evaluation Committees and other Committees are concerned.

2. It has since been decided that to enable proper scrutiny of proposals relating to their core subject / thematic specialty (ies), Director (IFD) and Director (FF) would participate in the Consultancy Evaluation Committees and other Committees under their respective sphere of work. Accordingly, IFD's Office Memorandum of even number dated 26th June, 2012 stands withdrawn with immediate effect.

3. This issues with the approval of AS&FA.

Sd/-
(Hari Har Mishra)
Director (IFD)

To all concerned.

Copy to all Under Secretaries / Section Officers in IFD/FF.

Copy also to PPS to AS&FA.

F.No.36011/1/2013-P.II
Government of India
Ministry of Environment & Forests
P.II Section

New Delhi, 12th February, 2014.

Office Memorandum

Subject: Delegation of Financial Powers of Head of Department (HoD) of
Ministry of Environment & Forests.

In terms of the note 2 below Schedule -V as also the Note 2 before Schedule-VI of the Delegation of Power Rules (DFPRs), 1978 as amended vide Department of Expenditure's notification No.1(II).E.II(A)/03, dated 16.09.2004 read with O.M. No. 1/7/E.II(A)/2008, dated 30.5.2008 of that Department, the Head of Department in Ministry of Environment & Forests (proper) is delegated financial powers to incur contingent and Miscellaneous Expenditure as detailed in the following table:

A. CONTINGENT EXPENDITURE (SCHEDULE V OF DFPRs 1978)		
Sl. No.	Item of Expenditure	Deceleration of Financial Power to HoD
1.	Unspecified items Recurring	Upto Rs. 2 lakhs per annum in each case
2.	Unspecified items Non Recurring	Upto Rs. 5 lakhs in each case.
3.	Bicycle	Full Powers
4.	Conveyance Hire	On actual basis, subject to the conditions under general notes for item No. 3 of Annexure to Schedule V of DFPR.
5.	Electric, Gas and Water Charges	Full Powers
6.	Fixtures and furniture, purchase and repair	Full Powers, subject to such conditions and scales as may be prescribed by the Ministry of Works & Housing.
7.	Freight and demurrage /wharfage charges	Full Powers
8.	Hiring of office furniture, electric fans, heaters , coolers, clock and call bells	Upto Rs. 5 lakhs in each case.
9.	Legal Charges - Fees to Barristers, advocates etc. Other legal charges- law suits or prosecution cases Arbitration cases	Full Powers Full powers in case of authorities vested with powers to sanction suit or prosecution otherwise Rs. 5,000/- in each case. Full powers in case of authorities vested with powers to sanction suit or prosecution otherwise Rs. 10,000/- in each case.
10.	Motor Vehicle maintenance, upkeep & repair	Full Powers
11.	Municipal rates and taxes	Full Powers

12.	Petty works and repairs, execution of petty works Ordinary repairs to Govt. building	Upto Rs. 5.00 lakhs in each case.
13.	Postal and telegraph charges	Full Powers
14.	Printing & Binding	Full powers where printing is executed through or with the approval of the Director of Printing. Upto Rs. 20,000/- per annum for emergent and unforeseen petty printing and binding jobs executed through private agencies subject to conditions laid down at S. No. 14 relating to Printing and Binding publication in the Annexure to Schedule V of DFPR, 1978.
15.	Publications	Full powers, subject to conditions laid down at S. No. 15 relating to Publication in the Annexure to Schedule V of DFPRs, 1978.
16.	Rent	Upto Rs. 1.00 lakh subject to conditions laid down at S. No. 16 relating to Rent in the Annexure to Schedule V of DFPRs, 1978.

B. Misc. Expenditure (Schedule VI of DFPR 1978)		
1	Recurring	Rs. 2.00 lakhs in each case
2.	Non-recurring	Rs. 5.00 lakhs in each case

2. The exercise of the above powers would be subject to the provisions of the General Financial Rules, 2005, economy instructions issued by the Ministry of Finance, fiscal code and procedures and availability of budgetary allocation.

3. This issues with the approval of Secretary (E&F) with concurrence of Integrated Finance Division vide their Dy.No. 192/AS&FA/2014, dated 04.02. 2014.

Sd/-

(M.K. Rai)

Under Secretary to the Government of India

To

1. DDO (Cash), MoEF
2. The Director of Audit/CW&M)-II, Central Revenue , New Delhi.
3. Under Secretary(IFD)/US(GA).US(IFS.1)/ U.S.(IFS.II)/
U.S.(P.I)/U.S.(Parl.,)/US (GC)/ US(NAEBI)/US(P.III).
4. All Officers/Sections in the MoEF

F. No. 1/Misc./AR/2013-FF
Government of India
Ministry of Environment & Forests

Dated 27th March, 2014.

Subject: Outsourcing of services of contractual staff in the Ministry – reg.

In order to streamline the process of outsourcing of contractual staff in the Ministry, Secretary (E&F) has approved the following line of action:

- (a) MoEF should dispense with the practice of de-centralised outsourcing whereby P.Ds can outsource directly. Outsourcing of services/Consultants should be centralised with P.II Section. A procedure in this regard has recently been devised by the Administration Division for the engagement of Consultants. Similar procedure may also be devised for the engagement of contractual staff for outsources of services and should be uniformly applied in the Ministry.
- (b) Unless otherwise provided in the approved Scheme of the PD to utilize Plan funds for outsourcing, the expenditure on salaries of outsourced staff should be borne by P.II from the sub-heads "Other contractual Services" or "Professional Services" as the case may be, meant for the Secretariat Expenditure. Requisite funds should be projected and obtained under these heads in order to cater to the outsourcing needs of the entire Ministry.
- (c) In order to rationalize the outsourcing requirements of the Ministry on the basis of a Works Study/Review the following steps may be immediately undertaken:-
 - i) A Task Force led by a Joint Secretary is immediately set up to undertake a review of IWSU recommendations of April, 2008. A Task Force should submit its recommendations latest by 01.06.2014.
 - ii) A full fledged Work Study should be launched for the entire Ministry to be completed by 30.09.2014.

2. The above line of action is for strict compliance on the part of the Administration Branch of the Ministry. All the Divisions of the Ministry are required to extend the fullest Cooperation to the Administration Branch for completion of the aforementioned activities within the specified time frame.

Sd-
(Sudhansu Mohanty)
AS&FA

To

1. JS(Admn) for necessary action.
2. All other Divisional Heads in the Ministry including NAEB & NRCD.

F. No. 1-15/2011-IFD
Government of India
Ministry of Environment, Forest & Climate Change
(Integrated Finance Division)

New Delhi, the 18th June, 2014

OFFICE MEMORANDUM

Subject: Payment of sitting fee to non-official members appointed in various Committees constituted by MoEF.

A consolidated proposal was referred to the Ministry of Finance, Department of Expenditure about the quantum of admissible sitting fee to Non-Official Members appointed in various Committees constituted by the Ministry.

2. The Proposal for payment of sitting fee to non official members has been considered by the Department of Expenditure. They have conveyed their decision with the approval of Secretary (Expenditure) vide their ID Note No. 19047/6/2011-EIV(92699/14) dated the 13th June, 2014 as under :-

- (i) Sitting fee of Rs. 1000/- per day of Sitting to Non-official Members of Routine / Less important Committees;
- (ii) Sitting fee of Rs. 1000/- or Rs. 3000/- per day of Sitting to Non-Official Members of High Powered/ High Level Committees;
- (iii) Not more than 10 Meetings/ days of Sitting in a month of any of the Committee(s);
- iv) Expenditure on amount of Sitting Fee to Non-Official Members to be managed from within the existing budgetary provision.

Sd-
(Hari Har Mishra)
Director (IFD)

To
All Divisional Heads in the Ministry.

Copy for Information to :
PPS to Secretary (E&F)
PPS to DGF &SS
PPS to Additional Secretaries

Copy also to PPS to AS&FA

No. 1-21/2013-IFD
Government of India
Ministry of Environment, Forests & Climate Change
(Integrated Finance Division)

New Delhi, dated the 5th September, 2014.

OFFICE MEMORANDUM

**Subject: Channel of submission and level of final disposal of cases/
Delegation of Financial Powers among the officers of
Integrated Finance Division.**

In continuation of this Division's OM of even number dated the 11th July, 2013, the undersigned is directed to enclose a copy of the channel of submission and level of final disposal of cases/Delegation of Financial Powers among the officers of Integrated Finance Division for information and guidance.

This issues with the approval of AS&FA.

Sd/-
(H.H. Mishra)
Director (IFD)

All officers of IF Division

CA

CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES/ DELEGATION OF FINANCIAL POWERS AMONG THE OFFICERS OF THE FINANCE DIVISION.

S. No.	Type of cases	Channel of Submissions	Level of Final Disposal
Integrated Finance Division			
1.	Scrutiny and release of funds (excluding grants-in aid) in fresh cases having a financial implications of Rs. 5 lakh where no relaxation is involved. Cases where any relaxation is involved should be decided by DS/Director.	Assistant → SO→US	US
2.	Scrutiny and release of funds in fresh cases (including grant in aid cases) having a financial implication of Rs. 50 lakhs where no relaxation is involved. Such cases where any relaxation is involved should be decided by AS&FA.	Assistant..→ SO→US→ DS/Director.	DS/Director
3.	Scrutiny and release of subsequent installments (including grants in aid cases) under the continuing project proposals irrespective of the amounts where no relaxation is involved. Cases where any relaxation is involved should be decided by AS&FA.	Assistant..→ SO→US→DS/Director.	DS/Director
4.	All cases other than mentioned in 1-3 above	Assistant..→ SO→US→DS/Director → AS&FA	AS & FA
5.	All Deputation/Delegation Abroad.	Assistant..→ SO→US→ DS/Director.→ AS&FA	AS & FA
6.	Membership contribution of India to International Bodies.	Assistant..→ SO→US→ DS/Director → AS&FA	AS & FA
7.	Creation/continuation of posts.	Assistant..→ SO→US→ DS/Director → AS&FA	AS & FA
8.	Cases involving delegation of financial powers to Subordinate	Assistant..→ SO→US→ DS/Director	AS & FA

S. No.	Type of cases	Channel Submissions of	Level of Final Disposal
	Authorities.	→ AS&FA	
9.	All cases to be referred to Min. of Finance/DoPT or any other Ministry/Deptt. of GoI.	Assistant..→ SO→US→ DS/Director → AS&FA	AS & FA
10.	Cases relating to EFC/SFC of Schemes/Projects.	Assistant..→ SO→US→ DS/Director → AS&FA	AS&FA
11.	Any other cases where advice is sought: (a) Where precedents are not available or rules are no clear. (b) Where precedents are available and/or rules are clear	Assistant..→ SO→US→ DS/Director → AS&FA Assistant→ SO→US→ DS/Director	AS & FA DS/Director
12.	Vetting of replies to Audit objections and Action Taken Notes on Audit paras, PAC cases.	SO→US→ DS/Director.→ AS&FA	AS&FA

F. No. 1-38/2014-IFD
Government of India
Ministry of Environment, Forests & Climate Change
(Integrated Finance Division)

'Agni' Ist Floor, Indira Paryavaran Bhavan,
Jor Bagh, New Delhi-110 003.
Dated, the 2nd December, 2014.

OFFICE MEMORANDUM

Subject: Introduction of Pension Scheme on superannuation of employees of Autonomous Bodies (ABs) – detailed instructions from Ministry of Finance, Department of Expenditure- regarding

The undersigned is directed to say that in reply to the reference made by this Ministry on the above subject relating to Gobind Ballabh Pant Institute of Himalayan Environment & Development (GBPIHED), the Ministry of Finance, Department of Expenditure, while disagreeing to the request made, has given the following directions contained in paras (i) to (xiv) below **for compliance** by all the Autonomous Bodies (ABs) under this Ministry :-

- (i) The employees of ABs are not Central Government servant. As per para 9 of Manual of Office Procedure, Autonomous Bodies (ABs) are such bodies which are established by the Government to discharge the activities which are related to Governmental functions although such bodies are given autonomy to discharge their functions in accordance with the Memorandum of Associations, etc.
- (ii) The ABs are either registered under the Indian Societies Registration Act are created by an Act of Parliament. Every AB is set up with a specific objective and is governed by different Bye Laws/Statute.
- (iii) While the Central Government servants are governed by FRs/SRs and CCS Rules, the employees of ABs are governed by their own Bye Laws adopted by the respective Governing Council/Executive Council and approved by the Government.
- (iv) In accordance with their Bye Laws/Statute, different ABs have different Pension Schemes. Some ABs have GPF-cum-Pension Scheme, some have Contributory Provident Fund (CPF) Scheme and some ABs have both the Schemes. The ABs cannot, therefore, claim parity on various retirement benefits either with one another or with the Central Government employees, who are governed by CCS (Pension) Rules, 1972.

- (v) The employees of an AB, where pension scheme is pre-existing, are recruited with the entitlement of pension as one of their service condition. An employee of GBPIHED has not been recruited with the entitlement of pension, but has been recruited with the condition of entitlement of benefits of CPF Scheme. The employees of GBPIHED, therefore, cannot claim for shifting over from CPF Scheme to GPF-cum-Pension Scheme as a matter of right.
- (vi) Prior to implementation of recommendations of Fourth CPC in mid 80s, CPF used to be preferred option due to higher rate of interest. However, with the implementation of the recommendations of Fourth Pay Commission, had also recommended that the **Central Government Employees** be given a final option to shift from CPF to GPF-cum-Pension Scheme. Accordingly, the Government vide O.M. No. 4/1/87-PIC I dated the 01.05.1987, all Central Government employees who were in service on 01.01.1986 and who were still in service on the date of issue of orders, deemed to have come over to the Pension Scheme unless specifically opted for CPF. This order was meant for only Central Government employees and not directly applicable to the employees of ABs.
- (vii) It is further stated that the Government constitute Pay Commission for recommending pay structure of emoluments and conditions of service of the Central Government employees. The recommendations of Pay Commission do not apply suo-moto to the employees of ABs unless extended in respect of ABs by the Government.
- (viii) The views of the Government to not support introduction of Pension Scheme in ABs were well articulated in Department of Expenditure letter dated 16.03.2000. The then Joint Secretary (Pers.), Department of Expenditure vide her common D.O. letter No. 25 (1)/E V/2000 dated 16.03.2000 addressed to all Ministries/Departments of Government of India apprise the main reason for not approving the proposal for introduction of pension scheme in ABs as under:
- (a) The cost of introduction of Pension Scheme is much higher than the CPF Scheme. The cost of pension keeps on increasing with every increase/revision in the scales of pay/pensionary benefits recommended by the successive Pay Commissions set up by the Government. While CPF is a one - time payment, pension is a life -long commitment on the part of the Government.
- (b) For servicing a pension scheme, a Pension Fund has to be set up to be managed by a Trust. Difficulties may be experienced in judicious administration of the Fund.
- (c) In case of winding up of organisation, the Government may have to take over the entire liability of the Pension Fund.

- (d) Any cut- off date fixed by the Government is not likely to be accepted by the employees who retired prior to the cut-off date.
 - (e) The recurring financial implications of introduction of Pension Scheme in ABs are likely to be very substantial, particularly after acceptance of the recommendations of Fifth Central Pay Commission, involving a significance liberalization of the provisions relating to pension, gratuity, commutation of pension, family pension, etc.
- (ix) Vide the above D.O letter, ABs were advised to continue to follow the CPF Scheme or the AB, if they so desire, may work out an annuity Scheme through the Life Insurance Corporation of India (LIC) based on voluntary contribution by the employees and without any contribution from the Government or the employees may join the Pension Scheme introduced by the Ministry of Labour for the PF Subscriber. Administrative Ministries were cautioned that introduction of Pension Scheme on Government of India pattern to the employees of AB should not be agreed to as a rule.
- (x) The Government of India introduced New Pension Scheme (NPS), based on defined contributions for new entrants recruited in Central Government service on or after 01.01.2004, in view of the fact that the sustainability of the Defined Benefit Pension Scheme became a matter of concern. In line with the decision, Department of Expenditure vide O.M. No. 1(13)/EV/2001 dated the 13.11.2003, decided that the new entrants in all ABs under various Central Ministries/Departments recruited on or after 01.01.2004 will also be governed by new scheme and not by the existing pension scheme in these organisations.
- (xi) Proposals from various ABs were being received in the Ministry of Finance with a request for a shift from CPF to GPF-cum-Pension Scheme or for creation of a Pension Fund in respect of the employees who joined before 01.01.2004. Under the circumstances, vide O.M. No. 1(2)/EV/2007, dated the 30.06.2009, it was decided that such autonomous organisations, may also be permitted to shift to a defined contribution pension scheme i.e. NPS in respect of the employees who joined before 01.01.2004. Vide this O.M, addressed to all Ministries/Departments, the guidelines/ instructions for transition from Contributory Provident Fund to Defined Contribution Pension Scheme for the employees of ABs who joined before 01.01.2004 was circulated. The salient features of the Scheme are as under:-
- (a) The existing Corpus of Contributory Provident Fund (both employees and the employers) would be moved over to the Trust Fund Accounts under the New Pension Scheme.
 - (b) In order to facilitate the transition from Contributory Provident Fund to Defined Contribution Pension Scheme,

- the ABs would make, in addition, one time ex-gratia payment of 10% of the employer contribution for each of the employee opting to switch over to the NPS.
- (c) Recurring monthly contribution by employee @ 10% of basic pay + DA and a matching contribution by the autonomous organisation @ 10% of basic pay + DA would be payable. The employer's contribution would be made from the month the organisation/employee shifts over to NPS and would be limited to 10% of basic pay + DA.
 - (d) The procedure for NPS would be identical to that presently applicable for employees appointed on or after 01.01.2004. In this context, PFRDA may be consulted for further details on the implementation of the Scheme. Reference is invited to their earlier O.M. NO. 1(13)EV/2008 dated 28th November, 2008, detailing the procedure for NPS in respect of the employees of the Autonomous Bodies appointed on or after 01.01.2004.
 - (e) The employees recruited prior to 01.01.2004 may be given an option either to remain in the existing CPF Scheme or move over to NPS.
- (xii) Therefore, at a time when Defined Contributory Pension has been made mandatory in the form of New Pension Scheme in respect of employees recruited on or after 01.01.2004, any step backward by adopting Defined Benefit Scheme for a set of employees would be retrograde step.
- (xiii) Further, the financial implications for agreeing to the pension scheme in GBPIHED will not be limited to GBPIHED alone as it will lead to similar demand from all Autonomous Bodies. As per the preliminary findings of an on-going study conducted by the National Institute of Financial Management (NIFM), for the Department of Expenditure to compile data in respect of ABs, there were 238 Autonomous Bodies out of a total of 497 ABs (as on 29.10.2013) where pension scheme is not available. As per the same study, the sanctioned strength of posts in respect of all ABs is around 4.35 lakh. Given the fact that about 40% of the Autonomous Bodies don't have a Pension Scheme, it may be estimated that around 40% of the employees in the ABs, i.e. 1, 60,000 employees are not covered by GPF-cum-Pension Scheme. At current level of Pension, assuming Rs. 20,000/- as the average pension of a Government employee, a corpus of Rs. 30.00 lakhs per employee would be required. This works out to a total requirement of Rs. 48,000 crores for the Government of India which will need to be paid to the ABs for introduction of Pension Scheme by them. In fact, because of the rising rate of Dearness Allowance and revision of pay scales from time to time, this requirement is expected to be even larger. This also does not include the implications on account of the retired employees.

(xiv) In case of winding up of organisation, the Government may have to take over the entire liability of the pension fund. Further, if the revenue generated by the AB, if any, is not sufficient to sustain the pension scheme at any stage, the liability would ultimately fall on the Government.

2. It is also requested that the PDs may kindly keep the above directions of the Ministry of Finance in view while examining pension proposals of any Autonomous Body and before forwarding the same to the I.F.D.

This issues with the approval of AS&FA.

Sd/-
(H.H. Mishra)
Director (IFD)

To

All Divisional Heads dealing with the Autonomous Bodies

Copy to:

- (i) PPS to Secretary (EF&CC)**
- (ii) PPS to DGF&SS**
- (iii) PPS to SS (SS)**
- (iv) PPS to AS&FA**
- (v) PPS to AS(SK)**
- (vi) PPS to AS (HP)**

Copy to Website of the Ministry.

Copy to Hindi Division for Hindi version.

No. 1-27/2014- IFD
Government of India
Ministry of Environment & Forests
Integrated Finance Division

Indira Paryavaran Bhavan, Jorbagh,
Jal Wing, 3st Floor, New Delhi.
Dated, the 21st September, 2015

OFFICE MEMORANDUM

Subject: Time limit for submission of proposals of Annual Plan of operation (APO) of various schemes in the Ministry.

I am directed to state that the proposals by the Processing Divisions (PD) for approval of Annual Plan of Operations (APOs) in respect of several schemes of the Ministry are being forwarded to IFD very late even in the fag end of September and afterwards for which sufficient time is not available for implementation of the scheme and utilization of the funds. The late approval of APOs results in non-achievement of the physical targets and non-utilization of the funds, leaving a large amount of unspent balance towards the end of the financial year.

2. The various Programme/Divisions of the Ministry are hereby required to ensure that all the proposals for approval of APOs relating to the next and subsequent financial years are submitted to IFD alongwith the relevant documents including Utilization Certificates in proper format (GFR 19A) and complete physical progress reports alongwith other documents specified for approval of APO and release of funds on or before 15th May of the particular year . In order to adhere to this time limit, the Processing Divisions are therefore required to take necessary actions to ensure that all proposals for APOs are received from the state govts./grantee institutions by 30th April of the relevant financial year.

3. It is further reiterated that no proposal for approval of APOs will be considered by IFD, if it is received after 15th May of the financial year.

4. This issues with the approval of Secretary (MoEF&CC).

Sd/-
(E.V. Thomas)
Deputy Secretary (IFD)

1. All Divisional Heads in the Ministry including NAEB and NRCD.
2. Copy for information to : PPS to Secretary (EF&CC)/ DGF&SS/ SS(HKP)/ AS(SK)/ AS(MMK)

F. No. 25012/02/2015-GC (Welfare)
Government of India
Ministry of Environment, Forest and Climate Change
General Coordination Section

1st Floor, Jal Block
I.P. Bhawan, Jor Bagh
New Delhi, 29th September, 2015

ORDER

Sub:- Expenditure on hospitality facilities to the officers of the rank of Director/ Dy. Secretary/ Under Secretary/ Section Officers and equivalent in the Ministry of Environment, Forest and Climate Change - Ceiling thereof.

In continuation of this Ministry's order No. 23011/24/2002-GC (Welfare) dated 2nd February, 2002 and under the provision of DFPRs, it has been decided with the approval of the competent authority to enhance expenditure on hospitality facilities to the officers of the Ministry (NRCD & NEAB) with effect from 01.10.2015 onward as per following monetary ceiling:-

Sl. NO.	Rank/ Designation	Monitory Ceiling per month (in Rs.)
1	Director / DS/ Sr. PPS/ Equivalent	1,200/-
2	Under Secretary/PPS/Equivalent	800/-
3	Section Officer / PS/ Equivalent	400/-

2. The officers may procure the articles like tea, coffee, biscuit, milk, sugar, juice, cold drink, dry fruits, etc. (refreshment articles) upto their entitlement per month from Kendriya Bhandar only and get the amount reimbursed on production of original cash receipts from DDO (Cash), MoEF&CC directly.

3. The entitled limit will be for a particular month only and whole or part of it will not be allowed to carry forward to next month.

4. The issues with the concurrence of AS&FA vide Dy. No. 257 dated 21.7.2015 and 17.8.2015.

Sd-
(M.K. Prabhat)
Under Secretary to the Govt. of India

To

All Directors/ Deputy Secretaries / Sr. PPS/ Under Secretaries/ PPSs/ Section Officers/PSs and equivalent officers in MoEF&CC, including NRCD and NAEB.

Copy to

1. Pay & Accounts Officer, MoEF&CC
2. DDO, Cash, MoEF&CC (the hospitality expenditure is to be borne under Hospitality - Other Administrative Expenses budget Head.)
3. Manager, Departmental Canteen, MoEF&CC
4. Guard File.

Chapter VIII – Preparation of Notes for Cabinet/Cabinet Committees

1.	1/50/1/2014-Cab.	11.6.2014	Preparation/submission of Notes for consideration of the Cabinet and Cabinet Committees	90-91
2.	1/50/1/2014-Cab	20.6.2014	Preparation/submission of Notes for consideration of the Cabinet and Cabinet Committees	92-93
3.	1/50/1/2014_Cab.	17.10.2014	Note for Cabinet/Cabinet Committees finalized on the basis of recommendations of Appraisal Bodies-consolidated instructions.	94-115

No-1/50/1/2014-Cab.
Government of India
Cabinet Secretariat
(Rashtrapati Bhawan)

New Delhi, the 11th June, 2014

Office Memorandum

Subject : Preparation/submission of notes for consideration of the Cabinet and Cabinet Committees.

The undersigned is directed to say that while detailed instructions regarding preparation/ submission of notes for consideration of the Cabinet and Cabinet Committees have been circulated to all concerned vide Cabinet Secretariat O.M. No. 1/3/3/2011-Cab. dated 27.05.2011, it has since been decided that:

- (i) The meetings of the Cabinet and Cabinet Committees chaired by the Prime Minister will now, normally, be held on Wednesdays;
- (ii) The final notes received in the Cabinet Secretariat upto Thursday of a particular week and found to be procedurally in order, will, to the extent feasible, be placed for consideration of the Cabinet/ Cabinet Committees in its meeting to be convened in the following week; and
- (iii) The Ministries/ Departments will with immediate effect, also make available soft copies of the signed notes for the Cabinet/Cabinet Committees along with all Annexures, etc. (both in English and Hindi versions) to the Cabinet Secretariat in pdf format in an appropriate Computer Storage Media along with requisite number of copies of the final note.

2. The undersigned is further directed to draw the attention of the Ministries/ Departments to the existing instructions and to ensure that the rigorous of requisite inter-ministerial consultations, consultations with State Governments and other entities, or appraisal of the proposal by the appropriate appraising bodies, etc. are undertaken meticulously.

3. In this connection, it is also reiterated that all Ministries/ Departments are, in terms of the existing instructions , required to forward a copy of the draft note to the Prime Minister's Office at the time of their circulation for inter-ministerial consultation and thereafter, to wait for 15 days before finalizing the note(s) for consideration of the Cabinet/ Cabinet Committees.

4. Additionally, after the Cabinet note is finalized, one copy of such note is also required to be transmitted to the Prime Minister's Office and the Cabinet Secretariat. As per instructions under reference, the note, in requisite number of copies, is to be forwarded to the Cabinet Secretariat only after waiting for seven working days from the date a copy of such note was delivered in the PMO and the Cabinet Secretariat and corrections/ changes, if any required, carried out.

5. It is requested that the above instructions may please be disseminated to all concerned for strict compliance.

Sd/-

(K.L. Sharma)

Joint Secretary (Cabinet)

Tel. 23015802

To

All Secretaries to the Government of India.

No. 1/50/1/2014-Cab.
Government of India
Cabinet Secretariat
(Rashtrapati Bhawan)

New Delhi, 20th June, 2014

OFFICE MEMORANDUM

Subject : Preparation/ submission of notes for consideration of the Cabinet and Cabinet Committees.

The undersigned is directed to say that while detailed instructions regarding preparation/ submission of notes for consideration of the Cabinet and Cabinet Committees have been circulated to all concerned vide Cabinet Secretariat O.M. No. 1/3/3/2011-Cab. dated 27.5.2011 and re-iterated for time to time, keeping in view the need for expeditious decision making, it has, in supersession of all existing instructions on the subject, been decided to compress the time-frame for completion of inter-ministerial consultations. Accordingly, in all cases where the notes for the Cabinet/Cabinet Committees are required to be circulated for inter-ministerial consultations, the entire process of consultations will be completed in two weeks time. In cases, where the consulted Ministries/ Departments fail to forward their comments to the sponsoring Departments within two weeks, the sponsoring Departments will clearly indicated in the body of the note the date on which comments were sought from Ministry/ Department concerned, and the fact that the comments of the Ministries/Departments consulted have not been received till finalization of the note for the Cabinet/ Cabinet Committee. It will be the responsibility of the Ministry/ Department sponsoring the proposals to ensure that the draft note for the Cabinet/ Cabinet Committee is delivered to all Ministries/ Departments required to be consulted and the Prime Minister's Office quickly and the period of two weeks will reckon from the date, copies of such draft notes have been delivered to all Ministries/ Departments concerned.

2. It has also been decided that if any consulted Ministry/ Department has inputs that it considers necessary/critical for decision making in the case, and these could not be communicated to the sponsoring Ministry/Department in time, Secretary of such Ministry/ Department could be required to indicate such inputs during the meeting of the cabinet along with reasons for not having been able to provide the comments in time. It has further been decided that after sending a single copy of final note to the Prime Minister's Office and the Cabinet Secretariat, the time of seven working days for forwarding the requisite number of copies to the Cabinet Secretariat will stand revised to three days.

3. As already communicated vide O.M. of even No. dated 11.6.2014, the final notes received in the Cabinet Secretariat upto Thursday of a particular week and found to be procedurally in order, will ordinarily, be placed for consideration of the Cabinet/ Cabinet Committees in its meeting to be convened the following week .

4. It is requested that the above instructions may be noted for strict compliance and also disseminated to all concerned.

Sd/-

(K.L. Sharma)

Joint Secretary to the Government of India

Tel. 23015802

To

All Secretaries to the Government of India.

No. 1/50/1/2014-Cab.
GOVERNMENT OF INDIA/ BHARAT SARKAR
CABINET SECRETARIAT/ MANTRIMANDAL SACHIVALAYA
RASHTRIPATI BHAWAN

New Delhi, the 17th October, 2014.

OFFICEMEMORANDUM

Subject: Notes for the Cabinet/ Cabinet Committees finalized on the basis of recommendations of appraisal bodies- consolidated instructions - reg.

The undersigned is directed to clarify that instructions in Cabinet Secretariat D.O. letter No. 1/13/2/2008-Cab. dated 25.3.2008 and O.M. No. 1/13/2/2008-Cab. dated 15.7.2008 (copies enclosed) refer to all appraisal bodies. Therefore, while preparing the note for consideration of the Cabinet/Cabinet Committees, wherein the proposals have been recommended by any appraisal body [such as Expenditure Finance Committee (EFC), Public Investment Board (PIB), Core Group on Disinvestment (CGD), Expanded Board of Railways (EBR), Foreign Investment Promotion Board (FIPB) Public Private Partnership Appraisal Committee (PPPAC), Telecom Commission (TC), High Powered Committee for road projects under the Special Accelerated Road Development Programme for North East (HPC) etc.] the approval of the Minister of Finance must be obtained and clearly indicated in the body of the Cabinet Note that the recommendations/minutes of the appraisal body have the approval of the Minister of Finance.

Sd/-
(Sanjukta Ray)
Director
Tel. 23792204

To
All Secretaries to the Government of India.
(As per list attached)

SUBJECT: PREPARATION OF NOTES FOR THE CABINET / CABINET COMMITTEES/ EMPOWERED GROUP OF MINISTERS/ GROUP OF MINISTERS - INSTRUCTIONS REGARDING.

I. FORMAT AND PRESENTATION OF THE NOTE

1. The notes are to be prepared in the format at **Annex-I** and copies of the Notes made on A-4 size paper.
2. The copies of the Note are to be made both in English, and Hindi. Both versions are to be sent to the Cabinet Secretariat together.
3. The notes are to be typed in double space (in Arial font, size 12-14) and both sides of the paper are to be used.
4. The typing impression should be legible and clear in all pages.
5. In the documents annexed, marginal noting, if any, must be removed. In case, such documents have a poor impression, these must be retyped.
6. The main note should, preferably, not exceed 7-8 pages in double space. Other details, especially tables, charts, diagrams, maps etc. which should, as far as possible be brief, can be relegated to annexes.
7. A wide margin (not less than 1.4 inch) should be left towards that edge of the paper which is put in the pads for the meetings i.e. the left edge on the obverse and the right edge on the reverse of the page.
8. All paragraphs and sub-paragraphs of the Notes are to be appropriately numbered. Bullets, arrows and other similar markings are not be used as a replacement for paragraphs or sub-paragraphs.
9. The notes are to be security graded "Secret" or "Top Secret". While assigning the security grading, the proposed classification should be properly evaluated with reference to the contents of the Note. However, all proposals to be brought before the Cabinet/ Cabinet Committees are to be classified at least as "Secret". Depending on the content, the sponsoring Ministry/ Department would examine whether the note should continue to be classified "Secret" or "Top Secret" after its consideration by the Cabinet, or after action on it is complete or over.
10. Copy number is to be indicated on the top right side on the first page of the Note. Below that in the center, the file number and the name of the sponsoring Ministry and Department are to be indicated. Copy number is not required to be indicated on pages other than the first page of the main note.
11. The file number and the name of the Ministry/ Department is to be indicated on each page of the note on the top including appendices and annexures.
12. The words "Note for the Cabinet" or "Note for the Cabinet Committee/ Empowered Group of Ministers / Group of Ministers on _____" , as the

- case may be, are to be indicated below the name of the Ministry/ Department on the first page.
13. Below the caption "Note for the Cabinet/ Cabinet Committee/ Empowered Group of Ministers/Group of Ministers", a brief subject heading is to be given. While being brief, the heading should be fully indicative of the proposals contained in the Note.
 14. Every note should, as far as possible, be so structured as to include paragraphs on introduction, background, proposal, justification, details of inter-ministerial consultations, financial implications, approval required and a paragraph stating that the note has been approved by the Minister –in-charge. **Appendix I** "Statement of Implementation Schedule, **Appendix II** "Statement Equity, innovation and public Accountability and **Appendix III** "Statement on major Milestones and Corresponding Target Dates" (For infrastructure Project related proposal only) should also be added and a reference made to that effect in the body of the note.
 15. On the top right hand corner of the first page, the date of the note is to be indicated clearly. It has to be the date on which the note is signed and its copies sent to the Cabinet Secretariat. In those cases, where the Note is required to be rectified/revised and resubmitted, it should be given a fresh date. The date on the front page and all other pages that are signed by the completed officer should be the same, both in English, and Hindi versions.
 16. All pages in the Note, including the annexes, appendices etc. are to carry continuous page numbers on the bottom extreme right hand corner, simultaneously indicating total number of pages, in the manner "pages x of y" where "x" is the running serial number of the page, and "y" is the total number of pages in the note including appendices/ Annexures.
 17. The fact that Appendices/ Annexes/ Annexures are attached with the note should be indicated in the main note and also duly referenced wherever these are referred to for the first time. On each Appendix/ Annex/ Annexure, the relevant paragraph and page no of the main note, where these have been referred to, should be indicated, for easy reference.
 18. Only relevant papers are to be annexed with the note. Unrelated papers /annexures are not be attached. Copies of old notes considered by cabinet/ Cabinet Committees are not to be attached. In cases, where the issue had previously been considered by the cabinet/ Cabinet Committees, only the relevant extracts from such notes and the decision(s) previously taken by the cabinet/ Cabinet Committees are to be annexed for appropriately reproduced in the body of the note.
 19. It should be indicated in the final paragraph of the Note that proposals made therein have the approval of the Minister-in-charge of the sponsoring Ministry.
 20. The Note should be properly tagged or stapled. No other form of binding is advised. There should be no spiral / hard binding of the note(s).
 21. The note as well as the two or three Appendices, as the case may be, should be signed by a Joint Secretary or higher officer in the main Ministry/ Department sponsoring the note. Joint Secretary equivalent officers even if

- working in the main Ministry/ Department are not authorized to sign the notes for Cabinet/ Cabinet Committees.
22. No note for the Cabinet/ Cabinet Committees etc. should be signed by any officer in the Attached / Subordinate Office.
 23. The telephone number of the officer signing the note should necessarily be indicated in the note as well as Appendices.

II. CONTENTS

24. Special attention needs to be paid to the quality of drafting. The note while being brief should bring out all relevant details and no Material fact should remain unstated. The main note should be self-contained, lucid, straightforward and contain only the relevant details.
25. All acronyms/ abbreviations used in the text of a note are to be expanded when the term is first used in the note. Its full form, with the acronym/abbreviation given in brackets should be given. Acronyms that are not commonly used are to be avoided.
26. The note should have a brief introduction that succinctly brings out the essence of the proposal in three-four sentences, followed by a brief background, the details of the proposal, its financial implications, details of appraisal, if any carried out by the financial institutions or prescribed appraisal body/ forum, inter-ministerial consultations, consultations with State Government, if relevant, recommendations of any expert bodies etc. details about Appendices/ Annexures attached and approval required etc.
27. Proposals concerning sectoral policies/policy statements, should be accompanied by an action plan with clearly identifiable time-lines and milestones for different activities.
28. Proposals for creation or up-gradation of posts should not include proposals to appoint individuals against the newly created/ up-graded posts as these would require consideration by the Appointments Committee of the Cabinet (ACC) separately. This would also apply to cases where such up-gradations are being considered to retain officers who have been empanelled for higher posts, but whose services are required in public interest.
29. The approval paragraph should be self- contained and it should indicate the specific point or points on which approval/ decision is sought. Reference to proposals in earlier paragraphs should be avoided while formulating the approval paragraph. The paragraph should have absolute clarity and it should leave no scope for any differing interpretations. This paragraph should also not contain any proposal for which approval of the Cabinet/ Cabinet Committee is not required .
30. In cases, where draft legislations are to be placed before the Cabinet, the draft Bill duly vetted by the Legislative Department should be attached to the note, as an annexure and specific approval of the Cabinet sought for the Bill and introducing it in the Parliament. The approval paragraph should necessarily provide flexibility to carry out changes of drafting/ consequential nature in consultation with the Ministry of Law & Justice, Legislative Department.

31. The Note should state that “the Statement of implementation Schedule” is at **Appendix-I**; the Statement on Equity, Innovation and Public Accountability is at **Appendix-II** to the Note (the brief details of how the proposals in the note will sub serve the objective of ‘Equity, Innovation and Public Accountability’ are to be included in the main note), and the Statement on major milestones and corresponding target dates have been attached at **Appendix-III**, (for infrastructure project related proposals only). These Appendices should be placed immediately after the main note. These should be properly referred and cross-referenced .

32. Brief details of the three appendices are as below:

A. Appendix-I

- (i) The Statement of Implementation Schedule, i.e. Appendix-I should be placed immediately after the main note and contain the following information:
 - (a) Gist of the decision(s) sought – This has to correspond to the approval sought;
 - (b) Likely benefits arising out of the decisions (in physical/financial or social terms, e.g. employment generation, development of backward areas, benefits to target groups, etc.); and
 - (c) Time frame and manner of implementation of the decision and its reporting to the Cabinet Secretariat .

B. Appendix –II

- (i) The aspects of equity, innovation and public accountability would, to the extent relevant, be incorporated as appendix II to the Note. The paragraph immediately succeeding the paragraph in which the statement of Implementation Schedule has been referred to in the main note would provide a gist of the contents of Appendix-II in a few sentences. While reporting on how the proposal under consideration will advance the goals of equity or inclusion, innovation and public accountability, various aspects of these goals including the following may be kept in view:
 - (a) equity could include geographical considerations, particularly for backward and special category regions and socio-economic equity in the context the disadvantaged communities, gender, poverty, etc. ;
 - (b) similarly, the dimension of public accountability could include (but not be limited to) increased stakeholder participation, awareness campaigns, cost benefit analysis, social audit, independent evaluation and the provision for greater transparency or information disclosure. The proposal should also detail how it is using information tools for ensuring

transparency and accountability as well as reporting in the public domain; and

(c) as regards innovation, these could be improvements in the existing schemes /structures/ practices/ procedures etc. In this context, there could be innovations in policy, in institutional arrangements, management innovations or technological innovations, and so on. Innovation could be conceived of in the scheme design itself or room could be left for innovation during actual implementation at the State level by in-built flexibility in the scheme for local innovations. Innovation could also include documentation, dissemination and implementation of the best practices.

- (ii) Every proposal being put up for consideration by the Cabinet/ Cabinet Committees/Group of Ministers might not necessarily respond to these three criteria or be amenable to this format or reporting. Where none of the goals can possibly be addressed because these dimensions are not relevant to the proposal under consideration in the Note, the reason for this may be briefly specified in the Note as well as in **Appendix-II**.
- (iii) Care needs to be taken by the Ministries to ensure that reporting on these goals does not become perfunctory or stereotyped. Where for instance, equity or inclusiveness is furthered, there should be some attempt to quantify the likely impact through suitable indicators. Similarly, where relevant, it should be specified what innovation is being introduced, or exactly how public accountability is going to be strengthened.

C. Appendix-III

- (i) In all cases concerning infrastructure, the note for Cabinet/ Cabinet Committee shall clearly bring out the major milestones and the corresponding target dates for achieving them. This should be reflected in Appendix-III and mentioned specifically as part of the paragraph seeking their approval.
- (ii) Specimen formats of **Appendix-I**, **Appendix-II** and **Appendix-III** are enclosed.

33. All other Annexures/ Annexes should be placed after the prescribed Appendices. In no case, any Annexure/ Annex should be placed before the Appendices.

III.SUPPLEMENTARY NOTES

34. In cases, where the data/ information, based on which the proposals had been formulated undergo significant change(s) by the time the proposals are actually considered by the Cabinet/ Cabinet Committees, it would be advisable to either withdraw the Note for necessary updation and revision, or immediately bring the facts to the notice of the Cabinet Secretariat. In such cases, where the note is not withdrawn , a Supplementary note should

be prepared for consideration by the Cabinet/ Cabinet Committees. In all such cases, the fact that there has been a change in the circumstances or new facts have come to light or new events have occurred in the interregnum, etc should be brought to the notice of the Cabinet Secretariat immediately. However, where it may not be feasible to prepare the Supplementary Note based on the new material in time or there is a requirement to further assess and analyse the issue, a request for withdrawal of the note should be sent to the Cabinet Secretariat immediately. Such a request should preferably be made with the approval of the Minister-in-charge. However, in exceptional cases, the request may be made with the approval of Secretary of the concerned Ministry / Department.

35. A Supplementary Note will have the same format style and presentational features and will explicitly state the updated/revised information and change in the approval sought, if any. A Supplementary Note can be sent only with the approval of the Minister in-charge and has to be signed by an officer competent to sign a Cabinet Note. Its subject should be the same as indicated on the first page of the main note. In cases, where the approval required undergoes change, Appendix-I and other Appendices should also, to the extent necessary, be changed.

IV. INTER MINISTERIAL CONSULTATIONS

36. The sponsoring Ministry/ Department should consult all Ministries/ Departments which may be concerned with the subject matter. The draft note(s) should be sent to all the concerned Ministries/Departments, whose business is likely to be impacted by the proposal.

37. The views of the consulted Ministries/ Departments should have the approval of the Minister- in- charge of consulted Ministries/ Departments. While conveying the views on proposals contained in the draft notes for the Cabinet/ Cabinet Committees to the sponsoring Ministry/Department, the consulted Ministries/Departments should categorically state that the same have the approval /concurrence of their Minister-in-charge. In cases, where approval at the level of the Minister-in-charge in the consulted Ministries is not indicated by them, it will be presumed that the comments had been approved at the level of the Minister-in-charge.

38. When the differing Ministry / Department's remarks are reproduced in the final Note, no second reference to the differing Ministries/ Departments concerned is necessary. However, if any addition is made to the Note by the sponsoring ministry to rebut the arguments advanced against its proposal, it should be shown to the differing Ministries/ Departments. The obligation would, however, be limited to sending a copy of the note to such Ministry/ Department and not to securing their consent to the views expressed by the sponsoring Ministry /Department in rebuttal. In such cases, the fact the note,

in its final form, has been shown to the differing Ministry/Department should be clearly reflected in the Note.

39. The details of inter-ministerial consultations i.e. the comments of consulted Ministries are required to be incorporated in the main note. The views of the consulted Ministry/Departments need to be faithfully reflected in the main note to ensure that the Cabinet/ Cabinet Committees could pursue them before arriving at a decision. The comments of the consulted Ministry should not be edited or para-phrased in a manner as to alter their connotation and all the comments/ conditionalities should be incorporated in the note/ annexures.

40. Only in cases where the comments of the consulted Ministries/ Departments are very lengthy and it may not be possible to incorporate them in the main note, may these be reproduced in the Annexure without being para-phrased or edited along with the comments of the sponsoring Ministry in a tabular formant. However, the gist of such comments shall necessary be incorporated in the main body of the note even in such cases.

41. All Ministries/ Departments are required to ensure that keeping in view the constitutional mandate of Article 338(9) and Article 338(A) (9), the National Commission for the Scheduled Castes, and the National Commission for the Scheduled Tribes, as the case may be, shall necessarily be consulted by them through the Ministry/ Department administratively concerned with the National Commission, as the case may be, before finalization of such notes for consideration of the Cabinet/ Cabinet Committee. In all such cases, the administrative Ministry concerned will place the views of the concerned commission, as received by them, before the Minister- in - charge of the Ministry/ Department before their final views/ comments on such issues are communicated to the sponsoring Ministry/ Department. It has further been decided that the unabridged/ unedited views of the concerned commission along with the responses thereupon by the Ministry/ Department administratively concerned with the commission be included in/ enclosed with the note for consideration of the Cabinet/ Cabinet Committees along with responses of the sponsoring Ministry/ Department.

42. The Proposals contained in the final note forwarded by the sponsoring Ministry/ Department to the Cabinet Secretariat should be the same as those included in the note circulated to the Ministries / Departments at the time of inter-Ministerial consultations. If a sponsoring Ministry/ Departments makes a substantive change in original proposal(s) after inter-ministerial consultations, it would be incumbent upon them to re-circulate the note for completing inter-ministerial consultations. A failure to do so would render the institutional mechanism of inter-ministerial consultations infructuous, while giving the impression that the requisite inter-ministerial consultations have been undertaken.

43. All notes for the Cabinet/ Cabinet committee etc. must specifically mention the dates on which comments of the consulted Ministries/ Departments were finalized or received by the administrative Ministry / Department.

44. A copy of the draft note should necessarily be forwarded to the Prime Minister's office at the time when notes are sent for inter-ministerial consultations and their comments awaited for 15 days. In cases, where the proposals needs to be cleared/ appraised by bodies such as EFC/PIB etc. a copy of the EFC/PIB Memo etc. should also be forwarded to PMO. Comments, if any, received from PMO should be duly taken into account while finalizing the note. It is however clarified that the consideration of the proposal by the appraising bodies should not be delayed for reasons of non-receipt of comments from PMO.

45. The fact that a copy of the note was forwarded to PMO and their comments, if received were taken into account while finalizing the note for the cabinet/ Cabinet Committee, may be indicated in the forwarding communication sent to Cabinet Secretariat, but the details of the views of PMO should not be made in the body of the note for consideration of the Cabinet/ Cabinet Committees. The fact that the draft note had been sent to PMO can, however, be mentioned in the paragraph on inter-ministerial consultations without referring to what comments were received from PMO.

46. Note for consideration of the Cabinet, the Cabinet Committee on Security (CCS) and the Cabinet committee on Political Affairs (CCPA) which clearly contain any security related aspects should also be sent by the concerned Ministry /Department to the National Security Council Secretariat/ NSA for their views at the time of inter-ministerial consultations.

47. National Manufacturing Competitiveness Council should be consulted in all cases relating to manufacturing sector.

48. All proposals concerning revival or restructuring of public sector undertakings should be first referred to BRPSE and thereafter brought up before the Cabinet/ Cabinet committees after necessary inter-ministerial consultations.

49. In respect of proposals concerning North Eastern Region, consultations with the ministry of Development of North Eastern Region should be carried out before finalizing the proposals(s) for consideration of the Cabinet/ Cabinet Committees.

50. In respect of social sector schemes, the Ministries/ Departments should necessarily consult the Ministry of Panchayati Raj to enable empowerment of these democratic institutions at grass root level. The Ministry of Panchayati Raj should also be consulted in all cases relating to Centrally Sponsored Programmes/ Schemes.

51. Launching of new Centrally Sponsored Scheme requires prior approval of the Full Planning Commission before the proposal is brought before the Cabinet/ Cabinet Committee on Economic Affairs .

52. Planning Commission should be consulted in all cases concerning matters involving economic policy.

53. The suggestion, either in the Note, in the Forwarding memo, to the effect that the views of the Ministries/ Departments concerned have not been received and may be given in the meetings, would normally be an unacceptable departure. Vigorous and pro-active efforts are required to be made to obtain the views of the Departments concerned, the difference of opinion, if any, reconciled, and the resultant position incorporated in the note appropriately.

54. In order to ensure that communication seeking comments / concurrence of the Ministries/Departments concerned on Cabinet proposals receive due attention at appropriate level, the administrative ministry/ Department has to ensure that the least one copy of all such communication is invariably addressed to the Secretary of the Department by name, inter-alia, indicating the urgency.

55. In some cases, where the ministries/ Departments make presentations before the Prime Minister/ the Cabinet/ the cabinet Committee prior to the note being submitted for consideration by the Cabinet / Cabinet Committee, the directions given during the course of such presentation(s) for processing the cases further are erroneously construed as superseding the laid down procedures for processing such proposals including those relating to clearance by the Expenditure Finance Committee (EFC), Public Investment Board (PIB) and the Planning Commission. To remove any ambiguity in this regard, it is clarified that presentations made before the PM/the Cabinet/CCEA do not ipso-facto imply dispensing with the prescribed modes of inter-ministerial consultations / appraisal of proposals by the concerned authorities such as EFC, PIB etc. In such cases, the following procedure shall be adopted :

(a) issues concerning policy without financial implications may be processed in accordance with the direction given during the course of such presentations for being placed before the appropriate authority; and

(b) in respect of issues where approval is sought for commencement of the schemes programmes etc. having budgetary implications/ financial outgo, the prescribed procedures for EFC/PIB/Planning commission approval (s) and necessary inter-ministerial consultations are not to be dispensed with.

V. TIME –LINES FOR INTER-MINISTERIAL CONSULTATIONS

56. Commencing from the date, the draft note is received by the Ministry/ Department being consulted, the comments of consulted Ministries/ Departments shall, in all cases, where there are no financial implications, be

finalized and communicated to the sponsoring Ministry/ Department in 15 days, and in cases, where there are financial implications, the time limit for finalization and forwarding comments shall be four weeks.

57. In cases, where the comments/concurrence of the consulted Ministry/Department is not received within the prescribed time-limits, the sponsoring Ministry/ Department would bring the fact regarding non-receipt of comments to the notice of the concerned Secretary and wait for one more week. The sponsoring Ministry/Department may, at the end of the stipulated time-limit, move the note seeking approval of the Cabinet/ Cabinet Committees even in cases where comments of some of the consulted Ministries/ Departments have not been received except in rare cases covered by next paragraph.

58. in rare cases, where any of the consulted Ministries/ Departments consider that the issue(s) under consideration are Complex and further time is required by them to analyze the proposal, such Ministry/Department will, appropriately request the Secretary of the sponsoring Ministry/ Department for additional time and also endorse a copy of such a request to the Cabinet Secretariat for information. However, the total time available for finalization of comments will in no case, exceed six weeks. In all cases, where the consulted Ministries/ Departments have not given their views/ comments within the stipulated time, the forwarding memo and the main note must bring out this fact clearly.

VI. APPRAISAL BY BODIES SUCH AS PIB/EFC ETC.

59. Proposals involving projects and /or schemes involving outflow of funds are considered and appraised in inter-ministerial meeting before their consideration by the cabinet/ Cabinet committees in respect of such proposals, simplified procedure of inter-ministerial consultations has been devised. While details in this regard have been laid down in separate orders/instructions, brief summary of these is as below:

(a) Copies of the memo sent for consideration of the appraisal bodies should also be sent to PMO at the time, these are sent to the concerned Ministry/ Department to convene the meeting of such appraisal bodies.

(b) The Ministries/ Departments represented on the EFC/PIB etc. should check that their viewpoint has been correctly reflected in the minutes. Secretaries participating in the deliberations of these bodies/ appraisal fora would obtain the orders of their respective Ministers immediately after the Board/ Committee takes a decision and communicated their comments, if any to the Secretary of the Ministry sponsoring the proposal within a week of the issue of the minutes of the Board/Committee meeting failing which the formal concurrence of their ministry will be assumed. Any comments received from the consulted Ministries should be duly reflected in the note for the Cabinet/ Cabinet Committees by the sponsoring Ministry. The notes for Cabinet/ Cabinet Committees being submitted accordingly should have the approval of the competent authorities as indicated below:

Sl. No.	BODY	APPROVAL REQUIRED
1.	Core Group on Disinvestment (CGD)	Minister-in-charge of the Department of Disinvestment.
2.	Public Investment Board (PIB), Expenditure Finance Committee (EFC)	Minister-in-charge of the Administrative Ministry and the Minister of Finance.
3.	Expanded Board (EB)	Minister of Railways and the Minister of Finance.
4.	Foreign Investment Promotion Board (FIPB)	Minister of Finance
5.	Central Empowered Committee (CEC)	The Minister-in-charge of the Ministry of Statistics and Programme Implementation and Deputy Chairman, Planning Commission
6.	High Powered Price Monitoring Board (HPPMB)	Minister of Consumer Affairs, Food and Public Distribution or Minister of Commerce and Industry depending on the case.
7.	Export Promotion Board (EPB)	Minister of Commerce and Industry and the Minister of Finance.

Note: The above table is an illustrative list. The Government has set up some more bodies for considering Ministry/ Department specific schemes as approved by the Cabinet/ Cabinet Committees from time to time. The proposals in such cases should be processed in accordance with the specific procedure laid down for the purpose.

(c) If the recommendations made by these bodies/ appraisal fora are not accepted by the sponsoring Ministry, it will be obligatory for the sponsoring Ministry to show the note for the Cabinet/ Cabinet Committees to all concerned Ministries and obtain their comments before the note is finalized for submission to the Cabinet/ Cabinet Committees

(d) In all other cases, namely, those in which the recommendations of these bodies/ appraisal fora are acceptable to all Ministries concerned, the sponsoring Ministry will finalise the note after following the procedure summarized in the table in sub-paragraph (b) above and send a copy of the final note for the Cabinet/ Cabinet Committees together with the minutes of the Board/ Committee meeting as an annexure thereto to the Prime Minister's Office. A copy of the note should also be sent to the Cabinet Secretariat simultaneously. After waiting for a period of 7 working days, the requisite number of copies of the note should be forwarded to the Cabinet Secretariat provided no observations are received from PMO on the note. A copy of the Note should be sent by the sponsoring Ministry/ Department to all Ministries concerned when the requisite number of copies is sent to the Cabinet Secretariat.

60. Subject to conditions elaborated in subsequent paragraphs, no fresh inter-ministerial consultations would be required if the recommendations of appraisal bodies are proposed to be accepted by the Sponsoring Ministry.

61. After receipt of the recommendations of the EFC/PIB, the sponsoring Ministry/ Department will, as soon as feasible, finalize the note for the Cabinet/ Cabinet Committees with the approval of the Minister-in-Charge of the sponsoring Ministry/ Department. The note will, thereafter, be referred to the Ministry of Finance for obtaining the approval of the Minister of Finance. Simultaneously, a copy of the draft note will also be forwarded to the Prime Minister's Office.

62. Proposals on which the appraising bodies and the CoS have given their recommendations shall be placed before the Cabinet or its Committees within 60 days from the date of the meeting of the concerned appraising body/ Cos. In all cases, where the Secretary of the concerned Ministry/ Department expects delay beyond 60 days in submitting the Cabinet/Cabinet Committees notes, Cabinet Secretary shall be apprised of the reasons for delay which will also be appropriately reflected in the body of note for the Cabinet/ Cabinet Committees. Further, it will be necessary to obtain the approval of the Chairperson of the Board/ Committee for condonation of delay. The reasons for such delay should be indicated in the body of the note.

63. Proposals required to be placed before various appraising bodies such as the EFC/PIB/PPAC/HPC/EBR/CoS, and other such bodies shall, if the Note/ Memo for their consideration is complete in all aspects, and no further inputs are considered essential is complete in all aspects, and no further inputs are considered essential on any specific aspects, be disposed of by the concerned appraising body/ CoS within a period of four weeks.

64. The appraisal process in the Planning Commission shall, in all cases be completed within a period of four weeks.

65. All Concerned Ministries/ Departments will put in place a system under which the status of pending proposals for consideration by the appraising bodies EFC/PIB/PPPAC/HPC/EBR/CoS, etc. will be reviewed on a fortnightly basis. Copies of the minutes of such a review shall be endorsed to the Cabinet Secretariat.

VII. MATTERS CONSIDERED BY COMMITTEE OF SECRETARIES

66. In cases considered by the CoS on the directions of the Cabinet/ Cabinet Committees, it will be the responsibility of the concerned Secretary to communicate the approval or otherwise of the Minister-in-charge of his Ministry/Department within a week from the date of issue of the minutes of the meeting of the CoS and in the event no such comments are sent to the sponsoring Ministry, it will be presumed that the Ministry concurs with the decision taken in the CoS meeting,

67. In all other cases considered by the Committee of Secretaries, the usual procedure of inter-ministerial consultations will continue to be followed as consultation process includes approval of the Minister-in-charge of the consulted Ministry/ Department and consideration of a matter by a CoS is not a substitute for consideration of the issues at the Minister's level.

68. In all cases, where the issue has been considered by a CoS, a copy of the comments/ feedback sent to the sponsoring Ministry, should also be endorsed to the Cabinet Secretariat.

69. In respect of urgent cases being submitted for consideration of the Cabinet Committee or Prices (CCP), which have not been considered by the HPPMB, the Administrative Department may normally give seven days time to all concerned Ministries to convey their views on the draft note before the same is finalized and submitted for consideration of the CCP. However, in cases of extreme urgency, a shorter period may be allowed depending on the situation. In such cases, the Administrative Department will inform the Cabinet Secretariat as soon such notes are circulated.

VIII. NEED TO AVOID LAST MINUTE RUSH OF PROPOSALS

70. The Ministries/ Departments must plan their activities in such a manner that the proposals for consideration of the Cabinet/ Cabinet Committees (s) are not sent just before these are to be announced or operationalised leaving little time for examination of the pertinent issues and modifications/ interventions, if any required.

IX. NUMBER OF COPIES

71. The number of copies of the notes required to be sent to the Cabinet Secretariat are as also below:

Cabinet/ Cabinet Committee	No. of copies
Note for Consideration of Cabinet	60 copies in Hindi and English [+ additional copies equivalent to the number of Departments consulted in the matter].
Note for Cabinet Committee on Economic Affairs/ Cabinet Committee on WTO Matters/Cabinet Committee on Prices/ Cabinet Committee on Accommodation and Cabinet Committee on Infrastructure/ Cabinet Committee on Unique Identification Authority of India and related issues.	45 Copies in Hindi and English [+ additional copies equivalent to the number of Departments consulted in the matter.]
Cabinet Committee on Political Affairs/ Cabinet Committee on Security.	20 Copies in Hindi and English.
Empowered Group of Ministers	As advised by the Cabinet Secretariat on a case to case basis.

72. Cabinet Secretariat shall, where necessary, request for additional copies of the notes for Cabinet /Cabinet Committees.

X. COPIES OF BULKY DOCUMENTS

73. While generally it would be desirable to annex documents referred to in the body of the note, in cases where the documents are rather bulky, it would be in order to enclose the executive summary or relevant extracts from the documents. However, 5 copies each of the Act(s), Ordinance(s), Rules and Regulations referred to in the note should be sent to the Cabinet Secretariat along with the copies of the note for the Cabinet /Cabinet Committees/ GoM/ EGoM, in cases where these are not attached with the note, being bulky. However, copies of the relevant extracts from such rules/ Acts/ instructions should be annexed to the note and duly referred to in the body of the note.

XI. CLEARANCE BY ELECTION COMMISSION OF INDIA

74. During the period when elections have been announced and the Model code of Conduct for political parties and candidates issued by the Election Commission of India (ECI) is in force, the Ministries/ Departments forwarding proposals for considerations of the Cabinet/ Cabinet Committees should ensure that provisions of the Code are not violated. It would be advisable for the Ministries forwarding such proposals to make a reference to the ECI and obtain their prior clearance before forwarding the note for consideration of the Cabinet/ Cabinet Committee to the Cabinet Secretariat.

XII. FORWARDING OF NOTES TO CABINET SECRETARIAT

75. **After the Minister-in – charge of a Department/ Ministry has approved a note for submission to the Cabinet or any Cabinet committee chaired by the Prime Minister, a copy of the note should be forwarded to the Principal Secretary to the Prime Minister immediately and thereafter, comments/ advice of the PMO awaited for seven working days. Simultaneously, a copy of the final note will also forwarded to the Cabinet Secretariat.** Accordingly, only after expiry of seven working days, the final note should be sent to the Cabinet Secretariat for placing it before the Cabinet/ Cabinet Committees. The note should bear the date on which it is sent to the Cabinet secretariat. The fact of compliance with the aforesaid instructions will be clearly stated in the forwarding memo vide which the notes are sent to the Cabinet Secretariat.

76. The forwarding memo should be addressed to and all copies of notes sent to Director(Cabinet), Room No. 12, Cabinet Secretariat, South East Wing, Rashtrapati Bhavan, New Delhi- 110004 and not to any other senior officer in the Cabinet Secretariat. Where it is considered expedient or necessary to draw the attention of senior officer in the Cabinet Secretariat, an additional copy of the note may be forwarded to them directly.

77. For inclusion of proposals in the agenda of the meetings of the Cabinet/ Cabinet Committees, which are generally held on Thursdays, procedurally

correct notes should be sent to the Cabinet Secretariat at the earliest possible and those notes received by Wednesday evening of the previous week would only be considered for being included in the agenda for the next week subject to the condition that such notes are procedurally in order and had been sent to the Prime Minister's Office and the Cabinet Secretariat at least 7 working days prior to its dispatch to the Cabinet Secretariat.

78. The forwarding Memo should categorically mention that the time-lines stipulated for completion of inter-ministerial consultations have been adhered to and the Ministry/ Department had proactively pursued the Ministries/ Departments required to be consulted, in cases where their comments were not received within the stipulated time-frame. Names of Ministries/ departments, who have not responded despite follow-up should be indicated in the forwarding memo as also the main body of the note.

79. Further, in cases where there are differences between the Ministries/ Departments, these should be highlighted in the forwarding Memo to be sent to the Cabinet Secretariat.

XIII PRESS BRIEF

80. 'Draft Press Brief' prepared on the assumption that the proposals would be approved as such by the Cabinet/ Cabinet Committee with two copies each of the same in Hindi and English should be enclosed with the communication forwarding the Note for the Cabinet/ Cabinet Committee. In case the 'Draft Press Brief' is not attached to the note, the reasons for not doing so may be mentioned in the forwarding communication. The press briefs should bring out the essence of the proposals or highlight the details about their possible impact, implementation strategy, targets and benefits expected to be achieved through the programmes/schemes approved by the Government. A suggested template for the purpose is at Annex-II at the end of this section.

81. In the event, there has been a lapse of two or more weeks between the date of preparation of the brief and the date on which the item is taken up in the Cabinet meeting, an updated brief inter-alia indicating subsequent developments, if any, should be handed over to the Cabinet Secretariat on a day prior to the date of the meeting for taking necessary action. In case of any significant development, an updated brief may be given, even if the gap between the preparation of the brief and the date of the meeting is less than two weeks.

82. While media is generally not briefed in respect of ordinances and proposals on purely administrative matters with which the public at large is not directly concerned, a final view in the matter is to be taken by Cabinet Secretary. Further, when Parliament is in session, no media briefing is done in respect of proposals relating to major questions of policy. The Ministries/ Departments should, however, send the brief to the Cabinet Secretariat even in such cases.

SPECIMEN FORMAT OF THE MAIN NOTE

SECRET

Copy No. _____

No. _____

MINISTRY OF _____

DEPARTMENT OF _____

New Delhi, the (date of the note)

NOTE FOR THE CABINET

OR

NOTE FOR THE CABINET COMMITTEE ON

OR

NOTE FOR THE EMPOWERED GROUP OF MINISTERS/GROUP OF MINISTERS ON

Subject: _____

1. INTRODUCTION

A snapshot of the proposal in 3or 4 sentences.

2. BACKGROUND

A brief background of the proposal to understand its genesis. This would include consideration of the matter earlier by Cabinet/ Cabinet Committees/ EGoM/GoM or Commissions/ High level committees etc., if relevant and other pertinent details.

3. PROPOSAL

The proposal may be stated with clarity and precision so that there is no ambiguity in what the Ministry/ Department aims to achieve by implementing the proposal. The time-lines for completion of different stages of the projects/ schemes/plan etc, where relevant, need to be clearly spelt out.

4. JUSTIFICATION

Rationale of the proposal may be brought out in this part of the note.

5. INTER-MINISTERIAL CONSULTATION

Details of all inter-ministerial consultations and their views/ comments as elaborated in the consolidated instructions should be brought out in this section. This should also give details of the appraisal of the proposal by any appraisal bodies or financial institutions.

6. FINANCIAL IMPLICATIONS

The financial implication of the proposal may be worked out as accurately as possible and should be detailed in this section. Further, the manner in which the expenditure is proposed to be borne may also be clearly indicated.

7. APPROVAL PARAGRAPH

The approval paragraph is the most crucial paragraph containing the proposal on which consideration and approval of the Cabinet/ Cabinet Committee is solicited. It should be a self contained paragraph and drafted with clarity and precision leaving no scope for ambiguity or differing interpretations.

8. STATEMENT OF IMPLEMENTATION SCHEDULE (APPENDIX-I)

As per prescribed format and conforming to the approval paragraph.

9. STATEMENT OF EQUITY, INNOVATION AND PUBLIC ACCOUNTABILITY (APPENDIX-II)

As per prescribed format. Brief details of how the proposal will subserve the three criteria to be included the main body of the note.

10. STATEMENT ON MAJOR MILESTONES AND CORRESPONDING TARGET DATES (APPENDIX-III)-

In the format prescribed for the purpose. (This is required only for Infrastructure Project related proposals)

11. APPROVAL OF THE MINISTER-IN-CHARGE

The last paragraph should indicate about the approval of the Minister-in-charge to the proposal (s) contained in the note.

Signature_____

Name _____

Designation_____

(Joint Secretary of higher in the sponsoring Ministry/ Department)

Telephone No_____

Note:- The above format is indicative and the exact headings may vary.

SECRET

No. -----

Ministry of -----

Department of -----

STATEMENT OF IMPLEMENTATION SCHEDULE

Subject: _____

Gist of decision required	Project benefits/ results	Time -frame and manner of implementation/ reporting to Cabinet Secretariat.

Signature _____

Name _____

Designation _____

(Joint Secretary or higher in the Sponsoring Ministry/
Department)

Telephone No _____

SECRET

No,-----
 Ministry of -----
 Department of -----

STATEMENT OF EQUITY, INNOVATION AND PUBLIC ACCOUNTABILITY

Subject: _____

S.No.	The required goal	How does the proposal advance this goal?
1.	Equity or Inclusiveness	
2.	Innovation	
3.	Public Accountability	

Signature _____

Name _____

Designation _____

(Joint Secretary or higher in the Sponsoring Ministry/
Department)

Telephone No. _____

SECRET

No.-----
 Ministry of -----
 Department of -----

STATEMENT ON MAJOR MILESTOENS AND TARGET DATES

Subject: _____

S.No.	Major milestones	Time frame for completion/ Target date
1.		
2.		
3.		

Signature _____
 Name _____
 Designation _____
 (Joint Secretary or higher in the Sponsoring Ministry/
 Department)
 Telephone No. _____

SPECIMEN FORMAT FOR THE PRESS BRIEF

Ministry Name

Date of decision

Subject of the note for the Cabinet/ Cabinet Committees

1. Decision
2. Point-wise details
3. Background
4. Implementation strategy and targets
5. Major impact
6. Expenditure involved
7. Number of beneficiaries
8. States/ districts covered
9. Details and progress of scheme if already running

Chapter IX – Economy Instructions issued by the Ministry of Finance

1.	7(2)/E.Coord/03	25.3.2004	Serving of refreshment ceiling.	117
2.	8(1)/2013-E.II(A)	5.2.2013	Amendment to Rule 212 of GFR - Utilization Certificate in the case of Direct Benefits Transfer(DBT) Scheme - Regarding	118
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No. 7(2)/E.Coord./03
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 25th March, 2004

OFFICE MEMORANDUM

Subject:—Economy in Expenditure – serving of refreshments during meetings etc.

This Department vide its OM No. 7(5)/E.Coord./1998 dated 12.6.1998, had fixed the ceiling of Rs. 50/- per head for serving refreshments etc. during the meetings/conferences/seminars/workshops which start in the forenoon continue beyond lunch time.

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 limit of Rs. 50/- per head to Rs. 150/- per head for serving refreshments/working lunch during the meetings /seminars/conferences which start in the forenoon and continue beyond lunch time. The holding of meetings/ conferences/ seminars/workshops etc. in hotels should be avoided curb wasteful expenditure. The Financial Advisers are requested to adhere to the prescribed revised ceiling keeping always in view the need of austerity and economy in the expenditure.

Sd/-

(S.K. Chopra)

Under Secretary to the Govt. of India

All Ministries/Departments
All FAs (by name)

No. 8/1/2013-E.II(A)
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated, 5th February, 2013

Office Memorandum

Subject: Amendments to Rule 212 of General Financial Rule, 2005 – Utilization Certificate in the case of Direct Benefits Transfer(DBT) Scheme – Regarding.

The undersigned is directed to state that the provision of Rule 212 of the General Financial Rules (GFRs), 2005 relating to Utilization Certificates in respect of grants released by the Central Government, have been reviewed in the context of Government's decision to roll out Direct Benefits Transfer Scheme.

2. Accordingly, it has been decided to add the following provision to Rule 212 of GFRs as under:

“Rule 212 (6)” In the case of Schemes covered under Director Benefit Transfer (DBT), where the fund flow is directly from the Central Government to the beneficiaries, the intimation from the bank/National Payments Corporation of India (Aadhaar Payment Bridge) regarding deposit of the funds in the beneficiaries’ bank accounts, generated as per the procedure prescribed by the Controller General of Accounts, may be treated as a Utilization Certificate. The Ministry/Department releasing the grant should keep proper record and accounts relating to such direct releases under DBT to the beneficiaries bank accounts.”

3. Ministries/Departments are requested to bring this amendment to the notice of all concerned for the information and compliance.

4. Hindi version of this O.M. will follow.

Sd/-

(R. Prem Anand)

Under Secretary to the Government of India

To

The Secretaries and Financial Advisers of the Ministries/Departments of the Government of India.

No. 19024/1/2012-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated, the 10th October, 2013

Office Memorandum

Subject: "Facilitation Fee" to be levied by authorized travel agents on air tickets booked on Government account - regarding

Attention is invited to this Department's O.M. of even number dated the 28th May, 2013 wherein all Ministries/Departments were advised not to pay Agency Commission/ Charges etc. charged by M/s. Balmer & Lawrie & Co. Ltd. (BLCL) in their bills, raised for air tickets booked on Government account till a final decision is taken in the matter.

2. The matter has been considered and it has been decided that in lieu of withdrawal of "Transaction Fee" by Air India/ Airlines, the authorized Travel Agents namely M/s. Balmer & Lawrie & Co. Ltd. (BLCL), M/s. Ashok Travels & Tours (ATT) and Indian Railways Catering & Tourism Corporation Ltd. (IRCTC) are allowed to levy "**Facilitation Fee" of Rs. 100/- per ticket for domestic sector and Rs. 300/- per ticket for International Sector** for air travel, where Government of India bears the cost of air passage. **Further, these rates are to be applied prospectively** i.e. bills raised by the authorized travel agents for journeys undertaken should not include this fee.

3. All Ministries/Departments are again advised that as far as possible, air tickets on Government account may be obtained directly from Air India/Airlines (booking counters / offices/ website). Only when obtaining tickets from Air India/Airlines is not possible, should the services of authorized travel agents be availed of. These instructions should be brought to the notice of all concerned for strict compliance.

Sd/-
(Subhash Chand)
Deputy Secretary to the Government of India

To

All Ministries/Departments of the Government of India and other Government offices
(as per standard distribution list)

Copy to : NIC for uploading the OM on the website of the Department of Expenditure.

No.1(17)/2013-E.II(A)
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated 1st January, 2014.

Office Memorandum

Subject: Misclassification with Object Heads under the same section of the Grant – Clarification reg.

In the recent report the C&AG has pointed out huge misclassification of Rs. 69, 759.64 Crore by the Central Govt. Ministries/Departments during the financial year 2011-12 (Report No. 1 of 2013(Financial debit) paragraph 4.19)

2. In this context, attention is invited to Rule 74 of GFRs pertaining to conformity of budget head with rules of classifications. This Rule stipulates that Budget Heads exhibited in estimates of receipts and expenditure framed by the Government or in any appropriation order shall conform to the prescribed rules of classification. In this regard, Rule 8 of the DFPRs lays down the classification "Object Head" wise , which is an inclusive definition/description of the respective heads, to be followed by the concerned Ministries/Departments with the financial sanction being scrutinized at least at two levels, namely, IFD under the Financial Adviser while considering the proposal and the PAO under CA/CCA while releasing the funds under the respective heads of accounts. In case of any ambiguity as to the correct classification, this Ministry is required to be approached, which will decide the matter in consultation with the office of CGA. However, in case, no clarification is sought, it will be presumed that no doubt as to the appropriateness of the booking of an expenditure under the respective Object Head is encountered and that all instructions are being complied with in letter and spirit.

3. All Ministries/Departments may ensure that expenditure is booked to the correct code head.

Sd/-
(Ratan P. Watal
Secretary Expenditure

To
The Secretaries and Financial Advisers of the Ministries/Departments of the Government of India.
Controller General of Accounts.

No. 2 (26)/2014-E.II (A)/Part
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated, 7th July, 2014.

Office Memorandum

Subject: Re-appropriation proposals – adherence to the principles of financial propriety reg.

The Administrative Ministries/Department, during the course of the Financial year, seek augmentation of budget allocation under the respective Object Heads/Primary Units of appropriation to meet financial commitments in respect of the relevant heads of expenditure. While forwarding such proposals, it needs to be ensured that they are in conformity/compliance with the provisions of GFRs 2005, DFPRs, 1978, Economy instructions and austerity measures issued from time to time by the concerned nodal Ministries in this Regard.

2. It has been observed that in some cases the Ministries or Departments seek augmentation of funds after booking the expenditure under the relevant object heads, incurring of expenditure in such case in excess of allocations is in violation of basic guidelines on accounting and financial propriety. Seeking augmentation at the end of the financial year leads to rush of expenditure in the closing months of the Financial Year and is not conformity with the extant instructions, particularly Rule 56 (3) of the GFRs and needs to be critically viewed. The expenditure may be booked by Parliament or by re-appropriation of funds with the approval of the Competent Authority. It may be pointed out here that re-appropriation of funds should not be routinely done. In case any expenditure attracts the New Service/ New Instrument of Service as laid down in Budget Division's O.M. No. F.1(23)-B(AC)/2005, dated the 25th May, 2006 and O.M. No. 1(5)-B(AC)/2011, dated the 21st May, 2012, prior approval of Parliament is necessary in such cases. Apart from containing the expenditure within the primary unit of appropriation as well as within overall ceilings of the branch, compliant of the instructions on restrictions of Expenditure in the last quarter and month of the financial year may also be ensured. The time limit stipulated for submission of re-appropriation proposals as indicated in this Ministry's d.o. No. 2(19)-D(SD)/2014, dated the 5th March, 2014 in respect of the current year, may also be noted for strict compliance.

3. Accordingly, the Ministries/Departments besides ensuring the financial propriety while booking of expenditure, should also comply with the GFR, DFPR provisions and any general and special instructions issued by this Ministry from time to time, including austerity/economy measures so issued. The re-appropriation proposals should be processed accordingly.

Sd/-
(Ratan P. Watal
Secretary (Exp)

To

The Secretaries and Financial Advisers of the Ministries/Departments of the Government of India.
Controller General of Accounts.

F. No. 03(1)/E-IIA/2009
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi Dated
6th August 2014

OFFICE MEMORANDUM

Subject: Purchase of Staff Cars by Ministries/Department — revision of guidelines reg.

This Ministry has been receiving requests from various Ministries/Departments for inclusion of new models of cars or alternatively to purchase certain vehicles for use as staff cars, in exception to the list of approved models or Staff Cars, since many of the approved cars are no longer under manufacture .

2. The matter has been examined by this Ministry in consultation with Ministry of Commerce. It has now been decided that models of cars with Net Dealer Price (NDP) of upto Rs. 4,75,000/- available in the DGS&D Rate Contract only shall be considered for purchase as staff car. The purchase may be made only through DGS&D rate contract mode. Accordingly, the Administrative Secretary in consultation with the Financial Adviser, may decide on the model based on parameters including price, availability, ease of maintenance, service facility in the specific location of the office, fuel economy, eco-friendliness, standardisation for large scale purchases, etc.

3. This supersedes previous instructions on models approved for use as staff cars.

4. Hindi version will follow.

Sd/-

(Anil Sharma)

Under Secretary to the Government of India

To

All Ministries/Departments of Government of India

Copy forwarded to:

1. Financial Advisors of All Ministries/Departments
2. C&AG, UPSC, etc., as per standard list.
3. NIC

North Block, New Delhi, 22nd August, 2014

Office Memorandum

Subject :- Economy in use of paper.

Ministry of Finance has been issuing instructions from time to time on expenditure management, fiscal discipline and on the need for economy and rationalisation of Government expenditure. Government is one of the major consumers of paper. Injudicious use of paper not only leads to infructuous expenditure but also impacts the environment as trees are the major source of paper pulp production. Instructions on judicious use of paper have been issued by this Department in the past and similar instructions are also contained in the Manual of Office Procedure (MOP) published by Department of Administrative Reforms and Public Grievances. With a view to further stress the importance of economy in use of paper in Government offices, following instructions are issued for strict compliance by all concerned : -

- (i) Notes should be typed/written on both sides of the paper/note sheet;
- (ii) Typing should be done in single space;
- (iii) Policy instructions/guidelines issued through Orders, OMs, etc. may be uploaded the official website of the Ministry/Department/Organization. Number of hard copies of such communications may be limited to the required minimum;
- (iv) Office copies should not be typed again where the draft itself is legible and does not contain many corrections.
- (v) Forms, proformae, returns etc., if any, stipulated by Ministries/ Departments/ Organizations in connection the organizational mandate may be reviewed in relation to their size and format and should be recast and simplified/shortened in keeping with the recent directives from Cabinet Secretariat. Manual submission of forms, returns, etc., wherever stipulated, either under statutory obligations or otherwise, should be discouraged. Switching over to e-forms, online submission of forms/returns, etc., may be encouraged.

2. All the Ministries/Departments, attached, subordinate offices and autonomous or statutory bodies funded by GOI may comply with the above directives. Suitable instructions on above lines may be issued by line Ministries/Departments of GOT in r/o organizations/entities or field establishments under their administrative control.

3. This has the approval of Secretary (Expenditure).

Sd/-
(Sudha Krishnan)

Joint Secretary to the Government of India

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

2All the Financial Advisers

Copy for kind information to :

1 Cabinet Secretary

2 .Finance Secretary

(These instructions were circulated vide No. 1-27/2014-IFD)

F. No. 8(25)/2012-EII (A)
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 19th September, 2014

OFFICE MEMORANDUM

Subject: Purchase of Note Book/ Lap-Top, etc., by Ministries/ Departments —
revision of guidelines reg.

In supersession to this Ministry's Office Memorandum bearing nos. 1(15)/E.II(A)/2009 dated 26th May 2009 and 14th May 2012 regarding purchase of Note Book/Lap-Top computers by Ministries/Departments and delegation of powers thereof, it has been decided that lap-top; tablet; notepad; ultra-book; notebook, net book or devices of similar categories may be issued to officers of the rank of Deputy Secretary/equivalent and above for discharge of official work. These powers shall continue to be exercised by the Secretary of the Ministry/Department concerned in consultation with the Financial Adviser. It would be the prerogative of the Administrative Secretary to decide on the nature of gadget to be issued to the eligible officers.

2. This would, however, be subject to the following conditions:
 - i. Cost of the device, including standard software should not exceed Rs. 70,000/-
 - ii. Purchase procedures prescribed under GFRs/CVC guidelines may be followed.
 - iii. The officer who is given the device, shall be personally responsible for its safety and security, which shall continue to remain Government property. In case of its loss, cost will be recovered from the officer based on the book value of the device. The officer concerned will be at liberty to get the device insured at his personal cost.
 - iv. Only one device may be issued to an entitled officer. The officer will have the option to retain the device after four years by paying 10% of the original cost.
 - v. For the purpose of calculation of the book value, a depreciation of 25% per year, on reducing balance, be adopted.
 - vi. No new device may be sanctioned to an officer, who has already been allotted a device, in a Ministry/Department, up to four years or till the fitness of such device is certified by NIC of that Ministry/Department, whichever is later. Upon the transfer of the officer to another Ministry/Department of the Government of India, he may exercise the option of carrying this device to his new posting with the approval of the Administrative Secretary. No new device may be issued to a new incumbent if the device is returned by his predecessor upon his transfer

from that Ministry/Department, except when such device has completed the stipulated period of four years or its useful lifespan, whichever is later.

vii. Disposal of the gadgets may be as per extant norms prescribed for e-waste disposal.

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

Sd/-

(Anil Sharma)

Under Secretary to the Government of India

To

1. All Ministries/Department of Government of India.
2. All Financial Advisers
3. NIC, D/o Expenditure

North Block,
New Delhi 29th October, 2014

OFFICE MEMORANDUM

Subject: Expenditure Management — Economy Measures and Rationalisation of Expenditure.

Ministry of Finance, Department of Expenditure has been issuing austerity instructions from time to time with a view to containing non-developmental expenditure and releasing of additional resources for priority schemes. The last set of instructions was issued on 18th September 2013 after passing of the Union Budget. Such measures are intended at promoting fiscal discipline, without restricting the operational efficiency of the Government. In the context of the current fiscal situation, there is a need to continue to rationalize expenditure and optimize available resources. With this objective, the following measures for fiscal prudence and economy will come into immediate effect:-

2.1 Cut in Non-Plan expenditure:

For the year 2014-15, every Ministry / Department shall effect a mandatory 10% cut in non-Plan expenditure excluding interest payment, repayment of debt, Defence capital, salaries, pension and Finance Commission grants to the States. No re-appropriation of funds to augment the Non-Plan heads of expenditure on which cuts have been imposed shall be allowed during the current fiscal year.

2.2 Seminars and Conferences:

(i) Utmost economy shall be observed in organising conferences/ seminars/ workshops. Only such conferences, workshops, seminars, etc. which are absolutely essential, should be held wherein also a 10% cut on budgetary allocation (whether Plan or Non Plan) shall be effected.

(ii) Holding of exhibitions/ fairs/ seminars/conferences abroad is strongly discouraged except in the case of exhibitions for trade promotion.

(iii) There will be ban on holding of meetings and conferences at five star hotels except in case of bilateral/multilateral official engagements to be held at the level of Minister-in-Charge or administrative Secretary, with foreign governments or international bodies of which India is a Member. The administrative Secretaries are advised to exercise utmost discretion in holding such meetings in five star hotels in mind the need to observe utmost economy in expenditure.

2.3 Purchase of Vehicles:

Purchase of new vehicles to meet the operational requirement of Defence Forces, Central Paramilitary Forces and security related organisations are permitted.

Ban on purchase of other vehicles (including staff cars) will continue except against condemnation.

2.4 Domestic and International Travel:

(i) Travel expenditure both Domestic Travel Expenses (DTE) and Foreign Travel Expenses (FTE) should be regulated so as to ensure that each Ministry remains within the allocated budget for the same after taking into account the mandatory 10% cut under DTE/FTE (Plan as well as Non Plan). Re-appropriation/augmentation proposal on this account would not be approved.

(ii) While officers are entitled to various classes of travel depending on seniority, utmost economy would need to be observed while exercising the choice keeping the limitations of budget in mind. However, "there would be no bookings in First Class".

(iii) Facility of video conferencing may be used effectively. All extant instructions on foreign travel may be scrupulously followed.

(iv) In all cases of air travel, the lowest air fare tickets available for entitled class are to be purchased/procured. No companion free ticket on domestic/international travel is to be availed of.

2.5 Creation of Posts:

(i) There will be ban on creation of Plan and Non Plan posts.

(ii) Posts that have remained vacant for more than a year, are not to be revived except under very rare and unavoidable circumstances and after seeking clearance of Department of Expenditure.

3. Observance of discipline in fiscal transfers to State, Public Sector Undertakings and Autonomous Bodies at Centre/State/ Local level:

3.1 Release of Grant-in-Aid shall be strictly as per the provisions contained in the GFRs and in the Department of Expenditure's O.M. No. 7(1)/E.Coord./2012 dated 14.11.2012.

3.2 Ministries/Departments shall not transfer funds under any Plan Schemes in relaxation of conditions attached to such transfers (such as matching funding).

3.3 The State Governments are required to furnish monthly returns of Plan expenditure – Central, Centrally Sponsored or State Plans - to respective Ministries/Departments along with a report on amounts outstanding in their Public Account in respect of Central and Centrally Sponsored Schemes. This requirement may be scrupulously enforced.

3.4 The Chief Controller of Accounts must ensure compliance with the above as part of pre-payment scrutiny.

4. Balanced Pace of Expenditure:

4.1 As per the extant instructions, not more than 1/3rd (33%) of the Budget Estimates may be spent in the last quarter of the financial year. Besides, the stipulation that during the month of March, the expenditure should be limited to 15% of the Budget Estimates is reiterated. It may be emphasized here that the restrictions of 33% and 15% expenditure ceiling is to be enforced both scheme wise as well as for

the Demand for Grants as a whole, subject to RE ceilings. Ministries/Departments which are covered by the Monthly Expenditure Plan (MEP) may ensure that the MEP is followed strictly.

4.2 It is also considered desirable that in the last month of the year, payments may be made only for the goods and services actually procured and for reimbursement of expenditure already incurred. Hence, no amount should be released in advance (in the last month) with the exception for the following :

- (i) Advance payment to contractor under terms of duly executed contracts so that Government would not renege on its legal or contractual obligations.
- (ii) Any loans or advances to Government Servants etc. or private individual as a measure of relief and rehabilitation as per service conditions or on compassionate grounds.
- (iii) Any other exceptional case with the approval of the Financial Adviser. However, a list of such cases may be sent by the FA to the Department of Expenditure by 30th April, of the following year for information.

4.3 Rush of expenditure on procurement should be avoided during the last quarter of the fiscal year and in particular the last month of the year so as to ensure that all procedures are complied with and there is no infructuous or wasteful expenditure. FAs are advised to monitor this aspect during their review.

5. No fresh financial commitments should be made on the items which are not provided for in the budget approved by the Parliament.

6. These instructions would also be applicable to Autonomous Bodies funded by Government of India.

7. Compliance:

Secretaries of the Ministries/Departments, being the Chief Accounting Authorities as per Rule 64 of GFR, shall be fully charged with the responsibility of ensuring compliance of the measures outlined above. Financial Advisers shall assist the respective departments in securing compliance with these measures and also submit an overall report to the Minister-in-Charge and to the Ministry of Finance on quarterly basis regarding various action taken on these measures/guidelines.

Sd/-
(Rattan P. Watal)
Secretary(Expenditure)

All Secretaries to the Government of India.

Copy to :

1. Cabinet Secretary
2. Principal Secretary to the Prime Minister
3. Secretary, Planning Commission.
4. All the Financial Advisers.

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. 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/-

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 rules/norms/propriety.

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

Sd/-
[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

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(1)/E.Coord/2014 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 MEA 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)/E.Coord12014 dated 29-10-2014 and Cabinet Secretary's D.O. No. 213/1/2/2015- CA.IV dated 11-02-2015 for strict compliance.

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

Sd/-

[N. Radhakrishnan]
Director

Secretaries of All Ministries / Departments

All Financial Advisors

Chapter X – Instructions issued by Other Ministries / Departments

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F. No. 16012/30/2008-Estt. (Allowance)
Government of India
Ministry of Personnel, P.G. & Pensions
Department of Personnel & Training

New Delhi, dated 8th April, 2009

OFFICE MEMORANDUM

Subject: Engagement of consultants as per provisions contained in
GFR, 2005.

The undersigned is directed to refer to this Department's OM No. 16011/6/93-Estt. (Allowance) dated 21.12.1993, OM No. 16012/7/97-Estt (Allowance) dated 13.2.1998 and OM No. 16012/12/2005-Estt. (Allowance) dated 16.3.2006 regulating the different aspects of the scheme of engagement of consultant and to say that with a view of bringing about uniformity in all cases of engagement of consultants, the above instructions stand withdrawn and the provisions as envisaged in GFR, 2005 in this regard shall apply.

2. This issues with the concurrence of Ministry of Finance.
3. These orders take effect from the date of issue.
4. Hindi version will follow.

Sd/
(Sumit R. Nakra)
Director

To

All Ministries/Departments of Government of India
(as per standard list)

DII/461/1/2010
Ministry of External Affairs
(Protocol Division)

New Delhi, May 3, 2010

Subject: Gift Ceilings –

In partial modification of MEA Order No. DII/461/155/2002 dated October 15, 2004, monetary ceilings for purchase of gift items for presentation to foreign dignitaries fixed in October, 2004 have been revised vide Ministry of Finance (Department of Expenditure) ID No. 1(16)/E.II (A)/2010 dated April 20, 2010. The revised monetary ceilings are as indicated below:

Status of recipient	Earlier ceiling per person (Rs.)	Proposed ceiling per person (Rs.)
Head of State/Vice President/ Head of Government/Dy. Prime Minister and Spouse	20,000	40,000
Ministers and their spouses	7,000	14,000
Deputy Prime Minister, Secretaries and spouses	3,500	7,000
Other officials below the rank of Secretary	1,200	1,800
Pool Gifts	600	900

2. In so far as presentation of gifts on behalf of President, Vice President and Prime Minister is concerned, the level of gifts is left to their discretion as per past practice.

3. Other applicable norms and guidelines for presentation of gifts remain unchanged. Missions may please forward their proposals for gifts to Territorial Divisions concerned who would obtain approval from the Secretary concerned before forwarding these to Protocol Division. Territorial Divisions are requested to ensure that gift lists are finalized and sent to Protocol II Section, at least three weeks in advance of outgoing visit of President, Vice President and Prime Minister and at least 10 days before commencement of incoming /outgoing visits in all other cases.

Sd/-
(Sunil Lal)
Chief of Protocol

Separate copies to:

1. Foreign Secretary/Dean, FSI/ Secretary (ER)/West/East
2. Special Secretary (PD)/(PP&R)
3. DG,ICCR/AS (IO&ED), AS (AD&CPV), AS&FA
4. All Heads of Missions
5. All Joint Secretaries at HQ
6. Director (EAMO)/Director, MoS (PK)'s office
7. DCP (P)

New Delhi, the 7th January, 2013

OFFICE MEMORANDUM

Subject:—Fixation of pay on promotion to a post carrying higher duties and 'responsibilities but carrying the same grade pay.

The undersigned is directed to invite an attention to the provisions contained in Rule 13 of the CCS(RP) Rules, 2008, which provides for the method of fixation of pay on promotion on or after 1.1.2006 in case, inter-alia, of promotion from one grade pay to another. The Rule provides for fixation of pay by way of addition of one increment equal to 3% of the sum of the pay in the pay band and the existing grade pay (rounded off to the next multiple of 10) to the existing pay in the pay band and then fixing the pay in the promotional post as per the procedure prescribed therein.

2. In terms of this Ministry's OM No. 169/2/2000-1C dated 24.11.2000, dealing with the situation whereby both the feeder and the promotional grades were placed in the identical revised pay scales based on the recommendations of the 5th Central Pay Commission, it was provided, inter-alia, that only in cases where it was not found feasible to appropriately restructure cadres in question on functional, operational and administrative considerations, extension of the benefit of fixation of pay under FR 22(I)(a)(1) could be considered on the merits of each case, provided all the conditions precedent for the grant of this benefit were fully satisfied and promotion to the post in question actually involved assumption of higher responsibilities.

3. In view of the provisions which existed prior to 1.1.2006, the matter has been considered and the President is pleased to decide that in cases of promotion from one post to another where the promotional post carries the same Grade Pay as the feeder post, the fixation of pay in such cases will be done in the manner as prescribed in Rule 13(i) of the CCS(RP) Rules, 2008, provided fixation of pay in such cases was done prior to 1.1.2006 in terms of this Ministry's aforesaid OM No. 169/2/2000-1C dated 24.11.2000.

4. In so far as the persons serving the Indian Audit and Account Department are concerned, these orders are issued in consultation with the Comptroller & Auditor General of India.

5. The Hindi version of this OM will follow.

Sd/-

(Amar Nath Singh)

Deputy Secretary to the Government of India

- 1.** All Ministries/Departments of the Government of India (as per standard distribution list).
- 2.** JS(Establishment), DOPT, North Block, New Delhi.
- 3.** Director (JCA), DOPT, North Block, New Delhi.

No. 19024/1/2012-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated, the 9th July, 2013

Office Memorandum

Subject: Guidelines on Air Travel on official tours/Leave Travel Concession (LTC) – reg.

Reference is invited to instructions issued by the Department of Expenditure, Ministry of Finance from time to time regarding the procedure for booking of air tickets on Government account. As per existing procedure, Government officials/offices can book air tickets directly from airlines (at booking counters/website of airlines) and if needed by utilizing the services of authorized agents, viz, Ms/ Balmer Lawrie & Co. Ltd (BLCL), and M/s Ashok Travels & Tours (ATT) (Department of Expenditure O.M. No. 19024/1/2009-E.IV dated the 16th September, 2010 refers). Air tickets for travel, on LTC, to a limited extent can also be get booked through Indian Railway Catering & Tourism Corporation (IRCTC) (Department of Personnel & Training O.M. No. 31011/6/2002-Estt.(A) dated 02.12.2009 refers).

2. **It has now been decided to include IRCTC as an authorized agent for the purpose of air tickets on Government account.** Accordingly, if the services of a travel agent for booking air tickets on Government account are to be availed of, in addition to BLCC and ATT, the services of IRCTC can also be availed of.

3. All Ministries/Departments of the Government of India, etc. may kindly bring these instructions to the notice of all concerned for strict compliance.

Sd/-
(Subhash Chand)
Deputy Secretary to the Government of India

To

All Ministries/Departments of the Government of India, etc.
(as per standard distribution list)

Copy to :

1. C&AG and UPSC, etc.
2. NIC, MoF with request to upload on the website of the Ministry.

F. No. 24(18)/E.Coord-2013
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated 24th April, 2014

Office Memorandum

Subject: Allowances and Special Facilities to civilian employees of Central Government serving in the States of North Eastern Region (including Sikkim) and in the Union Territories of Andaman & Nicobar, Lakshadweep Group of Islands – Extension of the benefit related to Retention of Telephone Facilities at the last station of posting to civilian employees – posted in Ladakh Region of the State of Jammu & Kashmir – implementation of the recommendations of Sixth Central Pay Commission – regarding.

With a view to attracting and retaining competent officers for service in North Easter Region (NER), Andaman & Nicobar (A&N) Islands and Lakshadweep Group of Islands, consolidated orders relating to allowances special facilities to the civilian Central Government employees posted in those areas were issued vide this Department's O.M.No.11(2)/97-E-II(B) dated the 22.07.1998 as amended from time to time.

2. The Sixth Central Pay Commission had inter alia recommended that all concessions allowed to Government employees in NER be also extended to the Government employees posted in Ladakh. On acceptance of the recommendations of the Sixth Central Pay Commission, the President is now pleased to decide that concessions related to **Retention of Telephone Facility at the Last Station of Posting** as per para (xi) of this Department's OM No. 11(2)/97-E-II(B) dated the 22.07.1998 as amended from time to time shall extend to the civilian Central Government Employees posted in Ladakh Region of the State of Jammu & Kashmir also.

3. **This Order will take effect from September 1st, 2008.**

4. In respect of persons servicing in the Indian Audit & Accounts Department, this order issue in consultation with Comptroller & Auditor General of India .

5. Hindi version will follow.

Sd/-
(Sudha Krishnan)
Joint Secretary to the Govt. of India

All Ministries/Departments of Government of India etc.
(as per standard distribution list).

No. F.10/2/2011- E.III (A)
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated 4th July, 2014

Office Memorandum

Subject: Central Civil Services (Revised Pay) Rules 2008- application of the first proviso to Rule 10 in case of those who had been granted stagnation increment(s) in the pre-revised pay scale.

The undersigned is directed to invite a reference to the first proviso Rule 10 of the CCS (RP) Rules, 2008, which provides that in the case of persons who had been drawing at the maximum of the existing scale for more than a year as on the 1st day of January 2006, the next increment in the revised pay structure shall be allowed on the 1st day of January 2006.

2. Attention is also invited to the Clarification No. 5 contained in this Ministry's O.M. No. 1/1/2008-IC dated 29.1.2009, clarifying that in all cases where a Government servant had been granted an increment (whether normal annual increment or stagnation increment) after January 2005, no increment will be allowed on 1.1.2006 at the time of fixation of pay in the revised pay structure.

3. It has now been brought to the notice of this Ministry that the pay of those employees who had reached the maximum of their pre revised pay scale and had also been granted stagnation increment(s) prior to 1.1.2006 in the applicable pre revised pay scales, came to be fixed at a lower stage vis-à-vis the employees who had drawn pay at the maximum of the same pre revised pay for a period of more than one year as on 1.1.2006 and had been allowed one increment in the revised pay scale as on 1.1.2006 as per the first proviso to Rule 10 of the CCS(RP) Rules, 2008.

4. The matter has been considered and the President is pleased to decide that, in partial modification of this Ministry's aforesaid OM No. 1/1/2008-IC dated 29.1.2009, the increment on 1st January 2006, as envisaged under the first proviso to Rule 10 of the CCS (RP)Rules, 2008, shall be allowed to those employees also who had reached the maximum of the applicable pre revised scale more than one year before 1.1.2006 and were in receipt of stagnation increment(s) in the applicable pre revised pay scale as admissible in terms of the orders in vogue prior to 1.1.2006, provided their pay in the revised pay structure was fixed on 1.1.2006 with reference to the same pre revised pay scale exactly as per the Fitment Table prescribed in this Ministry's OM No. 1/1/2008-IC dated the 30th August, 2008.

5. In so far as persons serving in the Indian Audit & Accounts Department are concerned, these orders issue in consultation with Comptroller & Auditor General of India.

Sd/-
(Amar Nath Singh)
Deputy Secretary to the Government of India

To

All Ministries/Departments of Government of India (as per standard distribution list)

No.13024/01/2009-Trg.(Trg. Ref.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Training Division

Block-IV, Old **JNU** Campus, New
Mehrauli Road, New Delhi — 110067
Dated: 23rd September, 2014

OFFICE MOMORANDUM

Sub: Honorarium for Guest Faculty.

The undersigned is directed to refer to DoPT's O.M. No.13024/2/2008-Trg.1 dated 3rd March, 2009 wherein rates of honorarium to the Guest faculty payable to Serving Officers/Non-Serving Officers/Experts/Eminent persons coming as guest faculty to the Central Training Establishments (CTIs) have been mentioned. The same are reproduced below:

S. No.	Category	Existing rates
1	Serving officers	Rs.500/- per session
2	Non-Serving	Rs.1000/- per session
3	Experts/Eminent	Rs.4,000/-per session (with reasons justifying such payment, duly recorded by the Head of CTI)

2. The above rates were based on the recommendations of the Sixth Central Pay Commission and accordingly the pattern followed by the DoPT and LBSNAA, Mussoorie for the purpose of grant of honorarium payable to Guest Faculty was made applicable to all CTIs for Group A Services.

3. A number of references have been received in DoPT from various CTIs for revision of fees/honorarium. The matter was considered and it is hereby clarified that the fees/honorarium for guest speakers can be decided by respective Ministries/Departments in consultation with their IFD and with approval of the Competent Authority.

4. There will be no change in the other conditions as mentioned in DoPT's O.M. referred above.

Sd/-
(Rajesh Arya)
Director (Trg.)
Tele No.011-26107956

To

All Ministries/Departments of Government of India (as per standard list).

F. No. G-14019/2/13-Cash
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
North Block, New Delhi

Dated : 7th October, 2014

CIRCULAR

Subject : Non submission of Boarding Pass for settlement of T.A. Claims

Difficulties have been expressed by various quarters in production of original boarding passes alongwith T.A. Claims from time to time. The matter has been considered and it has been decided with the approval of the competent authority that in order to simplify the procedure of settlement of T.A. Claims, the condition of submission of Boarding Pass alongwith settlement of T.A. claim is dispensed with.

2. However, the officer concerned, preferring Travelling Allowance, will have to attach an undertaking alongwith T.A. claims that the journey, as mentioned therein, has actually been performed by him/her. Other requirements, as per the established procedures will continue to be followed.

3. Notwithstanding above, in case of extreme doubt, the controlling officer may be asked to verify the genuineness of the claim.

4. Air tickets should be purchased only from the authorized travel agent of this Deptt. i.e. M/s Balmer Lawrie & Co. Ltd and at the cheapest rates after comparing the available fare from the websites of travel agents of repute. If cheaper rates are available directly from Air India, the same can also be bought.

5. The frequent flyer reward points from Air India may only be redeemed for the official tours of the Deptt.

6. This issues with the approval of Secretary (P).

Sd/-

**(Shri Prakash)
Director (Admn.)**

1. All Officers/officials of DOPT.
2. Pay & Accounts Officer, DOPT, 3rd Floor, Lok Nayak Bhavan, Khan Market, New Delhi.
3. MC, DOPT — for uploading on the website of DOPT and intramop.
4. E-office, DOPT — for uploading in e-office

Office Memorandum

**Subject : Travelling Allowance (T.A.) Rules – Submission of Boarding Pass
alongwith TA bills - reg.**

References have been received in this Department seeking review of the existing guidelines relating to submission of Boarding Passes alongwith TA bills for air journeys performed on Government account.

2. O/o Controller General of Accounts have clarified that as per provisions of Civil Accounts Manual, Pay and Account Offices are mandated to asked the DDOs to produce records to ensure that the journey for which TA is being claimed, was actually performed and DDOs may accordingly be asked to enclose the Boarding Passes with the T.A. bills.

3. Since submission of Boarding Passes as proof of having undertaken the journey is a requirement under the rules and procedures for passing TA claims, all concerned are required to follow these instructions. Ministries/Departments etc. are accordingly advised that these instructions may be brought to the notice of all concerned for strict compliance.

**Sd/-
(Subhas Chand)
Director**

To

All Ministries/Departments of the Government of India etc. as per standard distribution list.

Copy to :

- 1. C&AG and UPSC**, etc, (with usual number of spare copies) as per standard endorsement list.
- 2. NIC, MoF** with the request to upload the O.M. on the website of the Ministry of Finance.

No. 5/11/2014-EG-I
Government of India
Ministry of Communication & IT
Department of Electronics & Information Technology

Electronics Niketan, New Delhi
Dated 26.11.2014

Office Memorandum

Subject: Posting information on Social Media.

Social media is increasingly being used in Government for public engagements for disseminating information, policy making, recruitments, generating awareness, education etc. Most of the social media platforms are based outside India and are not governed by Indian laws. It is very important to ensure that Public Records Act, 1993 and other applicable laws are complied with an adequate provisions for security are in place in view of current threat scenario in cyber space.

2. In view of above, it is advised that while employees are free to post response in their personal capacity, it is mandatory that while they are doing so;

- they must clearly identify themselves
- confidential information must not be divulged
- their views should not be seen to represent "official view" unless authorized to do so.
- For any official work involving transmission of public records, they must use an e-mail identity connected to a server, located in India and for this purpose they may preferably take service of National Informatics Centre (NIC).

All Government Departments/Ministries are therefore requested to issue necessary instructions to all employees in this regard.

This issues with the approval of Secretary, DeitY.

Sd/-
(Archana Dureja)
Director/Scientist "F" DeitY
011-24362528

The Secretaries of the Ministries /Departments of the Government of India.

(This was circulated by IT Division of this Ministry vide O.M. No. 27/4-141/2014-IT, dated 16.12.2014)

F. No. 31011/3/2015-Estt (A-IV)
Ministry of Personnel, Pensions & Public Grievances
Department of Personal & Training
Establishment A-IV Desk

North block, New Delhi

Dated April 1, 2015

OFFICE MEMORANDUM

Subject:- LTC Claims- Need for observing prescribed procedures

This Department receives a large number of recommendations for relaxation of some or the other provisions of the Central Civil Services (Leave Travel Concession) Rules, 1988, (hereinafter referred to as LTC Rules), in individual cases. It is seen that, in most cases the situation arises are due care had not been exercised by the Government servant and /or the administrative authority in claiming LTC or in examination.

2. The references mainly relate to :

- a) Late submission of claims;
- b) Booking of air tickets through an agency not authorized by the Government for this purpose;
- c) Travel by private vehicles; and
- d) Claims for wrong block of years.

3. In this connection it may please be noted that the primary responsibility for ensuring compliance with the rules is that of the Government servant. The of-repeated plea of ignorance of rules cannot be a valid ground for relaxation of rules. At the same time it has also been noticed that the administrative authorities have also shown laxity and due diligence on their part could have prevented such situation from arising

4. **Late Submission of Claim**

4.1 In terms of Rules 14 and 15(vi) of LTC Rules, the time limit for submission of LTC claim is:

- i) Within three months of completion of return journey, if no advance is drawn;
- ii) Within one month of completion of return journey, if no advance is drawn.

Powers have been delegated, as under, to the Ministries/Departments to relax these limits with the concurrence of the Financial Advisor.

- a) Upto 6 months, if no advance us drawn;
- b) Upto 3 months if advance is drawn, provided the Government servant refunds the entire amount of advance (not merely the unutilized portion) within 45 days of completion of return journey.

4.2 As per rule 12(a) of the 'Compendium of Rules on Advances to Government Servants', it is the responsibility of the Head of Office to effect recovery of advances and also to see that the conditions attached to each advance are fulfilled. The Drawing and Disbursing Officer (DDO) is required to keep a watch on the advances and furnish monthly statements to the P& AO. In addition, the DDO is also required to adjust all outstanding short term advances at the close of financial year.

5. Booking of air tickets through agents other than Government approved agents

5.1 Government servants travelling buy air under LTC are required to book their tickets either directly from the airline or through the approved agencies viz.: M/s Balmer Lawrie & Co.Ltd/ M/s Ashok Tours & Travels Ltd/ IRCTC. Booking through any other agency is not permissible.

6. Travel by private vehicles.

6.1 As per LTC rules, a Government servant may travel only by vehicles operated by Central/State Government or local bodies or by any Corporation in the public sector owned/ controlled by Central/State Government. Journey on LTC by taxi, auto-rickshaw etc, are permissible only between places not connected by rail. This is further subject to the condition that these modes operate on a regular basis from point to point with the specific approval of the State Governments /transport authorities concerned and are authorized to ply as public carriers.

7. Claims for wrong block of years

7.1 Whenever a Government servant applies for LTC advance, the administrative authority is required to verify from the service book and certify the entitlement of the Government servant. Cases of the type mentioned in para 2(d) would not arise, if this is properly done.

8. LTC Rules also provide that a government servant who has been granted LTC Advance is required to submit copies of the tickets within 10 days of drawal of advance. The administrative authority can at this stage itself check the date of commencement of journey; whether ticket has been booked direct from airline or through approved agency etc. Any discrepancy can be brought to the notice of the Government servant so that he can take remedial action, if needed.

9. Even in cases where advance is not drawn, the government servant is required to give prior intimation of his intention to avail LTC. The administrative authority can check the details indicated especially w.r.t. entitlement. A watch can also be kept to endure timely submission of claims.

10. All Ministries/Departments are requested to bring the contents of this O.M. to the notice of all concerned. It may also be noted that requests for relaxation of rules shall be considered by this Department only if it is established that the deviation is due to reasons beyond the control of the Government Servant and there has been no laxity on the part of the administrative authorities concerned .

Sd/-
(Mukesh Chaturvedi)
Director (Establishment)
Tel: 2309 3176

To

The Secretaries

All Ministries/Departments (As per standard list)

No.14028/2/2012-Estt. (L)
Government of India
Ministry of Personnel, PG and Pensions
(Department of Personnel and Training)

New Delhi, dated the 9th February, 2015.

Office Memorandum

Subject: Encashment earned leave alongwith LTC – Clarification.

The undersigned is directed to refer to DoPT's O.M. No. 31011/4/2008-Estt.(A), dated the 23rd September, 2008 allowing encashment of earned leave alongwith LTC and to say that reference have been received with regarding to the number of times that a Government servant can avail of the encashment within the same block.

2. It is clarified that the Government servants governed by the CCS(Leave) Rules, 1972 and entitled to avail LTC may encash earned leave upto 10 days at the time of availing both types of LTCs, i.e. 'Home Town' and 'anywhere in India'. However, when the one and the same LTC is being avail of by the Government servant and his family members separately in a block year, encashment of leave would be restricted to one occasion only.

3. Hindi version will follow.

Sd/-
(Mukul Ratra)
Director

To

All Ministries/Departments of the Government of India. (As per standard mailing list)

No. I-11020/1/2014-ESSt.(AL)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Establishment (Allowance) Section		
Sl. No.	Question	Answer
Children Education Allowance		
1	Whether reimbursement of Children Education Allowance is admissible for the :	
	(a) Nursery/LKG/UKG as there is no provision of recognition of these classes in most of the States/UTs;	Reimbursement is permissible only if the child is studying in a recognized educational institution.
	(b) Third child if either of the first two children is disabled to the extent that he/she cannot go to school;	Reimbursement is allowed to only the two eldest surviving children of the Government servant except when the 2 nd child birth results in multiple births or the 3 rd child is born due to failure of sterilization operation.
	(c) The children borne out of second marriage or the children of second wife/husband in additions to children from first marriage;	Reimbursement is allowed to only the two eldest surviving children of the Government servant
	(d) Entitlement of number of Note Books.	Reimbursement is permissible for any number of note books as may be prescribed by the recognized educational institution.
OTA/NDA		
2.	The reasons for not enhancing rates of OTA/NDA	The 5 th and the 6 th Central pay commission did not recommend enhancement of rates of OTA/NDA.
Honorarium/ Fee		
3.	Whether honorarium is payable to the Chairperson/Members of the DPC and also such other Departmental Committees, viz., Committee on Sexual Harassments at work place, etc.?	In terms of the provision of FR 46 (b), the Central Government may grant or permit a Government servant to receive an honorarium as remuneration for work performed which is occasional or intermittent in character and either so laborious or of such special merit as to justify a special reward. Except when special reasons, which should be recorded in writing for a departure from this provision, sanction of an honorarium should be recorded in

		<p>writing exist, for a departure from this provision, sanction to the grant or acceptance of an honorarium should not be given unless the work has been undertaken with the prior consent of the Central Government and its account has been settled in advance.</p> <p>Guidelines for payment of Honorarium under FR 46(b) have already been laid down inter alia vide this Department's OM No. 17011/9/85- Estt. (AL), dated 23.12.1985 and OM No, 17020/1/91- Estt. (AL), dated 18.11.1991. It has also been clarified that no honorarium should be granted for temporary increases in work.</p>
4.	Whether retention of "Fee" for delivering lectures in Government/ Private bodies is permissible?	As per para 6 of DoP&T's O.Mo No. 16013/1/79-Estt(AL) dated 11 th February, 1980, payments received by Government servants as income from books, articles, papers and lectures on literary, cultural, artistic, technological and scientific subjects including management sciences ; will not be subject to crediting one-third of the amount to the general revenues
Establishment (Leave) Section:		
5.	Whether male Government servant, who is single parent, can be allowed Child Care Leave?	No. CCL can be granted to female employees only.
6.	Whether Bond on Study Leave can be transferred from Central Government to State Government?	No. Bond executed by the Government servant while proceeding on study leave cannot be transferred on his/her appointment in State Government/ PSU/Autonomous bodies.
7	What is the limit of leave encashment while availing LTC by dependents or spouse within the same block year?	The Government Servants governed by the CSS (Leave) Rules, 1972 and entitled to avail LTC may en-cash earned leave up to 10 days at the time of availing both types of LTCs, i.e., 'Hometown' and 'Anywhere in India'. However, when the one and same LTC is being availed of by the Government Servant and his family members separately in a block year, encashment of leave would be restricted to one occasion only.

Sd/-
(Narendra Gautam)
Under Secretary to the Government of India

SWACHH BHARAT KOSH OPERATIONAL GUIDELINES

1. **Short Title and Commencement:** These will be called Swachh Bharat Kosh Operational Guidelines, 2014 and will come into force with immediate effect.

2. Objective of Setting-up the Fund (Kosh):

Individuals and philanthropists have expressed interest in contributing to efforts to achieve the objective of Clean India (Swachh Bharat) by the year 2019. The Swachh Bharat Kosh has been set up to facilitate channelization of philanthropic contributions and Corporate Social Responsibility (CSR) funds towards this cause.

3. Governing Council:

The Swachh Bharat Kosh (henceforth called Kosh) would be administered by a Governing Council chaired by Secretary, Department of Expenditure. Other Permanent members will be Secretary (Planning), Secretary (Drinking Water and Sanitation), Secretary (Urban Development), Secretary (Housing and Urban Poverty Alleviation), Secretary (Rural Development), Secretary (Panchayati Raj) and Secretary (School Education and Literacy). Departmental Secretaries from Tourism, Culture or any other department would be invited as and when their proposals are being deliberated.

4. Secretariat:

The Governing Council would be assisted by a division to be set up in the Department of Expenditure, which will serve as its secretariat, headed by an Administrator, at the Joint Secretary level.

5. Bank Account & Receipt of Contribution:

a) Contributions from companies and philanthropists shall be received in a single bank account opened in the State Bank of India, Central Secretariat Branch, North Block, New Delhi. The bank account will be operated jointly by the Administrator and the Chief Controller of Accounts, Ministry of Finance.

b) Donations into the Kosh may be made through online payments through net banking, or by debit and credit cards or Cheque/Demand

Draft.

c) The donor would receive an automated, digitally signed receipt of the contributions. Besides, the following mode of acknowledgement with regard to receipt of donations will be adopted:

Contributors	Contribution (amount in lakhs)	Level of acknowledgement
Companies		
1	₹ 20 crore & above	PM
2	₹ 10 crore – 20 crore	FM
3	₹ 1crore to ₹ 10 crore	Secretary, Expenditure.
4	₹ upto 1 crore	Administrator, SBK
Individuals		
1	₹ 1 crore and above.	PM
2	₹ 50 lakh to ₹ 1 crore	FM
3	₹ 10 lakh to ₹ 50 lakh	Secretary, Expenditure.
4	₹ upto 10 lakh	Administrator, SBK

d) While efforts would be made to optimally apply the funds in the Kosh to its objectives, any temporarily idle balance may be invested in fixed deposits with the State Bank of India, with the approval of the Governing Council. Any interest thus earned would be ploughed back into the Kosh, and used for furthering its objectives

6. Admissible Activities:

The Kosh will be used to achieve the objective of improving cleanliness levels in rural and urban areas, including in schools. It may also be enabled to bring out innovative / unique projects and girl toilets will be the priority area to start with. The following broad activities will be financed from the Kosh:

- a) Construction of community/individual toilets in rural areas, urban areas, in elementary, secondary and senior secondary government schools, aanganwadis (Centres that provide support to children below 6 years and their mothers under the Integrated Child Development Scheme, Ministry of Women and Child Development);
- b) Renovation and repair of dysfunctional community/individual toilets in elementary, secondary and senior secondary government schools, aanganwadis;
- c) Construction activity for water supply to the constructed toilets;
- d) Training and skill development to facilitate maintenance of constructed toilets and to ensure its inter-linkages with education on hygiene;

- e) Other initiatives of improving sanitation and cleanliness in rural and urban areas including solid and liquid waste management;
- f) Any other activity to improve sanitation in the country as decided by the Governing Council.

7. Proposing of Projects

The line Ministries will propose projects to the Governing Council pertaining to the above activities. The states can also apply for the funds of the Kosh through the respective line Ministries. The allocation from the Kosh will be used to supplement departmental resources for the above-mentioned activities. However, specific suggestions regarding creation of assets, coming from donors making contributions of more than Rs. 10 crores, may be considered by the line Ministries, if otherwise not in conflict with these guidelines.

8. Approval and Release of funds:

The Governing Council will meet at least once every quarter, or sooner, if required, to assess the feasibility of funding the projects/activities proposed by the line Ministries. The Governing Council will prioritize the projects proposed by the line ministries, on the basis of criteria to be laid down by itself.

9. Implementation:

- a) The implementation of the projects/activities would be carried out by the existing institutions already in place at the State, District, and Sub District level to execute the projects/activities. No new institutions will be created.
- b) The costing of projects will be guided by the prevalent cost norms of Centrally Sponsored Schemes (CSS) of similar nature. These will be used in deciding the cost estimates of the projects to be financed from the Kosh.

10. Monitoring:

- a) The line Ministries administratively concerned with the projects will closely monitor the utilization of the funds received from the Kosh and would provide a quarterly progress report to the Governing Council and the Finance Minister.
- b) The progress of activities undertaken from the Kosh will be reviewed by

the Finance Minister on a quarterly basis and by the Prime Minister from time to time.

c) The Ministries would ensure that the projects/activities undertaken from the Kosh are not duplicated.

11. Accounting and Audit:

To ensure financial accountability, internal audit shall be carried out by the Chief Controller of Accounts, Ministry of Finance, once every quarter. In addition, statutory audit shall be carried out annually by an independent auditor from a board of auditors appointed by the CAG. The reports and observations will be brought to the notice of the Central Government.

The CCA (Finance) will maintain accounts, including Receipts and Payments Accounts

12. Information and web portal:

Information relating to all activities of the fund along with relevant FAQs will be uploaded on the website of the Finance Ministry. The administrative ministry will answer RTI or other queries related to implementation and utilization of funds made available to them for activities under this fund.

13. Amendment of Guidelines:

After assessing the experience of administering the Kosh, the Governing Council may recommend amendment of the guidelines, as and when required, to better achieve its stated objectives, for the approval of the Finance Minister.
