

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

New Delhi, the 13 September, 2010


Office Memorandum

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

Attention is drawn to this Department's OM of even number dated 31<sup>st</sup> May, 2010 on the procedure to be followed for holding Conferences /Seminars/ Workshops.

Enquiries are being received from various Ministries/Departments regarding the applicability of the said OM to International Conferences/Workshops/Seminars wherein the expenditure is below ₹ 10 lakhs. It is hereby clarified that approval of Cabinet Secretary (through Secretary (E)) would be required only where the expenditure involved in international conferences/workshops/Seminars exceeds the ceiling of ₹ 10 lakhs. Proposals involving expenditure upto ₹10 lakhs both in the case of domestic or international conferences/workshops/seminars, therefore, need not be referred to Department of Expenditure.

However, in the case of all international Conferences, where estimated expenditure is below ₹ 10 lakhs, clearance of Minister - incharge, consultation/concurrence of Financial Adviser, provision being made at BE stage, political clearance from MEA and security clearance from MHA, would need to be ensured. In the case of those exceeding ₹ 10 lakhs, instructions issued vide para 1 (i) to (vi) of OM of even No. dated 31<sup>st</sup> May, 2010 will apply.

  
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To

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