

No. 19(9)/E.Coord/2011  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi.  
5<sup>th</sup> March, 2015.

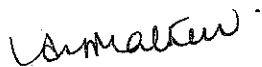
**OFFICE MEMORANDUM**

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 13<sup>th</sup> 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 11<sup>th</sup> 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.

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

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