

GOVERNMENT OF MEGHALAYA
FINANCE (EXPENDITURE CONTROL) DEPARTMENT

No.FC(I)1351/99/5

Dated Shillong, the 11th.,Jan.,2000.

OFFICE MEMORANDUM

Subject : Supply of light refreshment/lunch at meeting.

In partial modification of this Office Memorandum No.FC(I)1601/93 dated 21.3.94, it has been observed that the expenditure on Light Refreshment/Lunch served at Meetings convened by the Government is increasing. As Government desire that utmost economy should be observed in incurring such expenditure , the following instructions are issued for the guidance of all concerned.

1. Tea or Coffee and Light Refreshment/Lunch may be served at:
 - i. Committees, Conferences and Meetings convened by the Govt. and attended by officials and Non-Officials.
 - ii. Tender/Purchase Board Committee Meetings, duly constituted by Govt. and attended by Members/representatives of the concerned Departments.
 - iii. Conference of discussions attended by officials of the Central Govt. or other State Govt.
 - iv. In case of important meeting like the meeting of the State Planning Board.
2. Ordinarily refreshments should be serve once when a meeting or conference continuous for not less than one hour. There may be no objection, however, to a second service if the meeting continue for more than 4 hours.
3. The expenditure on this account is restricted to Rs.5/- per head each time.Any departure from this rate should have the prior approval of Finance Department
4. The expenditure on supply of lunch is restricted to Rs.60/- per head each time.
5. For meetings other than those convened by the Ministers/Chairman/Dy.Chairman/Chief Secretary/Addl. Chief Secretary, the decision to provide refreshment should be taken with the approval of the Principal Secretary/Commissioner and Secretary/Secretary of the Department convening such meeting/conference. The Nazir, Govt. of Meghalaya, Secretariat Administration Department (N) will make necessary arrangement for the purpose.

6. The expenditure incurred in this respect is debitable to the respective head of accounts.
7. Subject to the above conditions the concurrence of Finance will not be necessary.

Sd/-
Under Secy. to the Govt. of Meghalaya,
Finance (EC-I) Department

Memo No.FC(I)1351/99/5-A Dated Shillong, the 11th.,Jan.,2000.

Copy to:-

1. Secretariat Administration department (Nazarat) with reference to Finance's endorsement dt._____in File No.SAN.147/98.
2. All Principal Secretaries/Commissioner and Secretaries/Secretaries To the Govt. of Meghalaya.
3. All Private Secretaries / Personal Assistants to Ministers.
4. All Secretariat Department (including PWD Sectt) and all Heads of Departments(including PWD (R&B) Building and PHE.
5. Accountant General,Meghalaya Addl.M.S.Building Shg-793001.
6. Secretary, Legislative Assembly, Shillong.
7. Secretary,Meghalaya Public Service Commission,Shillong.
8. Chief Minister's Secretariat.
9. Secretariat Cafeteria (Canteen),Shillong.
10. Secretariat Administration Department (Accounts).

By Order etc.,

Sd/-
Under Secy. to the Govt. of Meghalaya
Finance (EC-I) Department

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