OFFICE MEMORANDUM

In continuation of this Council’s O.M. of even number dated 12th February, 2018 regarding hospitality during the meetings, seminars etc. being convened in the Council Hqrs., it has been decided with the approval of DG that following procedure should be adopted for meeting the expenditure on hospitality for future meetings, seminars etc.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Nature of meeting</th>
<th>proposed hospitality to be provided</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Meetings of 1-2 hours duration in the Officer concerned chamber having not more than 8 participants.</td>
<td>Tea + Biscuits</td>
<td>Concerned Officer will incur expenditure from their hospitality amount.</td>
</tr>
<tr>
<td>2.</td>
<td>Meetings of 1-2 hours duration in the Committee Room having more than 8 participants.</td>
<td>Tea + Biscuits + water (200 ml.)</td>
<td>Council to incur the expenditure from appropriate head of account.</td>
</tr>
<tr>
<td>3.</td>
<td>Half day meeting with Experts/officers convened by Dy. DG/DDA etc.</td>
<td>High Tea + water (500 ml.)</td>
<td>- Do -</td>
</tr>
<tr>
<td>4.</td>
<td>Meetings starting in the forenoon and continuing in the afternoon (full day) and full day meeting with the Heads of Institutes including officers from CCRAS Hqrs. under the Chairmanship of DG/DDG/DDA</td>
<td>High Tea + water (500 ml. in the morning, Lunch, High tea + water (500 ml.) in the evening.</td>
<td>- Do -</td>
</tr>
</tbody>
</table>

2. Prior requisition on the prescribed format (Annexure-I) duly approved by the competent authority, as above, alongwith the meeting notice should reach Admn. Section well in time.

3. This issues with the approval of DG.

Copy to:

1. All Programme Officers, CCRAS, Hqrs. Office
2. All Research Officers, CCRAS Hqrs. Office
3. ADO (R&E)/ADO (Accounts)/ADO (Admn.)/ADO (P&V)
4. SPS to DG/PS to DDG/PS to DDA
5. OS (Admn.)/OS (E)/OS (V)
6. I.T. Section to upload the O.M. on the Council website.
7. Hindi Section for Hindi version.

(A. K. MEENAKSHI)
Admn. Officer (A&B)
For Director General
CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

Requisition for Hospitality for meeting on ____________

1. Name of the Event/Meeting/Seminar/ ________________________________

2. File No. of approval of proposal ________________________________ (copy of the meeting notice to be enclosed)

3. Purpose of the Event/Meeting/Seminar ________________________________

4. Event proposed/organized by: ________________________________

5. Date of Event/Meeting/Seminar etc. from _______________To__________

6. Type of Hospitality required for Tea + Biscuit/water/high tea/lunch/dinner ________________________________

7. Time of Serving Tea/Lunch from _______________To_________________________

8. Venue (Canteen/Committee Room/AYUSH Auditorium (Please specify ________________________________

9. Expected Number of participants for the event/meeting/seminar ________________________________

10. Expected cost with the budget of Rs. ____________per person with the budget of Rs. ____________

11. Name of Indenter with Designation ________________________________ Signature ________________________________

12. Approval for the Head of expenses is to be fulfilled by Indenter.

Signature of Indenter with designation

Countersigned

Dy. Director General Dy. Director (Admn)
(for techn. Meeting) (for Admn. Meetings)

For Canteen Use only

Requisition received for Dated ____________Time ____________Remarks ____________

Signature