

**F. No. Secy. (EF)/PPS/2011**  
**Ministry of Environment & Forests**

Paryavaran Bhawan, CGO Complex  
New Delhi, Dated the 16<sup>th</sup> August, 2011

**CIRCULAR**

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

Instructions have been issued by the Ministry of Finance, Department of Expenditure O.M. No. 7(37)/E.Coord/92 dated 15<sup>th</sup> October, 1992 and various subsequent OMs ending with O.M. No. 7(1)/E-Coord/2010 dated 13<sup>th</sup> September, 2010 prescribing procedure to be followed for holding International and Domestic Conferences/ Workshops/ Seminars etc. Instructions were also issued vide Department of Expenditure O.M. No.7(1)/E.Coord/2011 dated July 11, 2011 on Expenditure Management-Economy Measures.

2. While processing files in various cases for hosting conferences, several observations have been received from the Department of Expenditure on individual files. For example SFC memo for hosting COP-11 was circulated vide O.M. F.No.6(2)/3/2011-IC&SD I -CBD dated March 14, 2011, but the SFC meeting could be scheduled only on August 8, 2011. While pursuing the case with the Department of Expenditure, instructions were received from them vide their ID. No.92693/E-Coord/2011 dated 6-7-2011. Guidance was also received from Department of Expenditure vide ID No.61823/SO(Coord.)/2011 dated May 02, 2011 and ID. No.80230/SO(Coord.)/2011 dated June 01, 2011. With multiple instructions issued over a period of time, there is lack of clear understanding leading to confusion and avoidable delay. In order to streamline the conception and processing of proposals for large meetings/ seminars/ conferences, it was felt imperative to issue consolidated instructions for guidance of the Programme Divisions.

3. In accordance with the instructions/ clarifications issued by Ministry of Finance, Department of Expenditure from time to time, the following guidelines are prescribed for PDs to process the cases for hosting International/ domestic Conferences/ Seminars/ Workshop/ Events:-

**a. Budget provision**

- (i) For organizing large scale International Conferences/ Seminars/ Workshops/ Events, specific budgetary provision should be made in the BE.
- (ii) Unplanned International Conference/ Seminars/ Workshops/ events at the cost of some budgetary activities (Plan or Non Plan) should

be proposed only in exceptional circumstances. In such cases, provision should be made under RE/ Supplementary Demand under the respective scheme/ object head.

- (iii) The expenditure on all International Conferences/ Seminars/ Workshops/ Events can be debited to a particular Budget Head only if the scheme/ object head permits such activities.

#### **b. Economy instructions**

- (i) Any large expenditure beyond Rs. one crore for organizing International Conferences/ Seminars/ Workshops / Events should be part of the original budgetary planning and should necessarily go through the specific appraisal process.
- (ii) For International Conferences, priority may be given to those conferences that arise out of International agreement/ obligations. Other conferences should be planned only if there is residual provision in the budget.
- (iii) Economy instructions issued from time to time are to be strictly observed. Latest instructions issued on 11 July 2011 are as per succeeding paragraphs.
- (iv) Utmost economy shall be observed in organising conferences/ seminars/ workshops. The prescribed expenditure ceilings for holding seminars, conferences etc. should be enforced and only such conferences, workshops, seminars etc. which are absolutely essential, should be held. A 10% cut on budgetary allocation for seminars/ conferences shall be effected.
- (v) Holding of exhibitions/ seminars/ conferences abroad is strongly discouraged except in the case of exhibitions for trade promotion.
- (vi) There will be a ban on holding of meetings and conferences at five star hotels.

#### **c. Approval procedure**

- (i) In principle approval of the Minister-in-charge should be taken sufficiently in advance before the event.
- (ii) In case of International Conferences etc. Political Clearance from Ministry of External Affairs and Security Clearance from Ministry of Home Affairs should be obtained before submitting the file to competent authority for sanction.
- (iii) All administrative arrangements including issuance of invitations should be done after receiving Cabinet Secretary's approval.

#### **d. Level of approval**

- (i) Expenditure up to Rs.10 lakh on domestic/ International Conferences/ Seminars/ Workshops/ Events will be approved by the Secretary (E&F) in consultation with the Financial Advisor.

- (ii) Expenditure beyond Rs.10 lakh on domestic Conferences/ Workshops/ Seminars/ Events will require the approval of Secretary (Expenditure).
  - (iii) Expenditure beyond Rs.10 lakh on International Conferences/ Seminars/ Workshops/ Events will require prior approval of Cabinet Secretary through the Department of Expenditure.
  - (iv) Award functions will also be covered under the ceiling of Rs.10 lakh excluding the Award money.
4. (i) Proposals for financing/ co-hosting conferences/ seminars/ workshops/ events organized by others organizations, the guidelines prevailing under Environment Education, Awareness and Training (EEAT) Scheme should be followed. Approval of Ministry of Finance will be required for financing beyond Rs.10 lakh.
- (ii) In case the organizers of any seminar/ meeting/ conference are in receipt of funds from different Ministries/ Departments, the ceiling of Rs.10 lakh will apply to the cumulative amount sanctioned by all such Ministries/ Departments. Beyond the ceiling approval of Department of Expenditure will be required.



Secretary (E&F)

To

DGF&SS, Special Secretary (JMM)  
All Additional Secretaries/ADGF  
All Divisional Heads