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### Objective:

1.	Registration fee (from about ____ participants @ Rs. _____ per participants)	-	Rs,
2.	DST/NABL	-	Rs.
3.	CSIR	-	Rs.
4.	Indian industries (in kind only)	-	Rs.

Rs.

**CONVENOR****VENUE**

Financial Liabilities NPL

(a) Financial - Rs.

(b) Others Infrastructure, if any -

Proforma is placed at .

**Action :** MC is requested to kindly accord its approval to the above.

Proforma to accompany proposals for holding International Conferences, Symposia, Seminars, Exhibitions, Workshops, Training courses at the national Laboratories/institutes.

## **Council of Scientific & Industrial Research**

### **International Science & Technology Affairs Directorate**

(The proforma must reach ISTAD, CSIR six months in advance)

1. Name of the Lab./Instt. Under whose auspices the event is proposed to be organized.
2. (a) Name of the International Agency/National Body (Other than National Lab./Instt.) under whose sponsorship the event is to be organized.  
  
(b) Name of the co-sponsors, if any
3. (a) Topics and subject of the event (enclose a background note giving justification and benefits accruing to the country for hold the even and indicate briefly the relevance and scientific/technological importance of organizing the event in the context of the present day national needs)  
  
(b) Date and Venue  
  
(c) When was the event on the topic organized last? Give its recommendations and follow-up action taken for implementing the recommendations

4. In the case of Column (2) above, the financial or other assistance to be provided by the sponsors/International Agency/National Lab./Instt., if any and also by cop-sponsors.
5. Number of delegates expected to participate:
  - (a) number of foreign delegates (complete list with address, biodata, date of birth and passport number of foreigners may be sent at least six weeks before the date of event).
  - (b) Number of national delegates  
Name, address, biodata including date of birth and passport number of principal speakers.
6.
  - (a) Will the proceedings be published?  
If so, whose responsibility it is to get it published.
  - (b) number of expected pages and copies required (whether bound or unbound)
  - (c) Will the proceedings be priced?  
If so, the approximate price.
7. Total anticipated expenditure under the following heads:
  - (a) Local hospitality for invited speakers/delegates from abroad with justification for providing hospitality to them.
  - (b) Local hospitality for Indian speakers/delegates with justification for providing hospitality to them.
  - (c) Stationary, printing of pamphlets, course materials etc.
  - (d) Folders and badges etc.
  - (e) Temporary Secretarial assistance.
  - (f) Entertainment
  - (g) Transport
  - (h) Contingencies
  - (i) Any other expenditure

8. (a) Whether funds will be met from the sanctioned funds of the Lab./Instt. If so, whether provision has been made for the event in the sanctioned budget of the Lab./Instt.
9. (a) Whether any financial assistance has been sought from Extra Mural Research Unit of CSIR/DST or any other national body. If so, give reference and extent of financial assistance sought/sanctioned.
  - (b) Registration charges proposed to be charged from Indian/foreign delegates.
  - (c) Extent of financial assistance required from CSIR, if any.
10. Whether the Management Council and the Research Council of the Lab./Instt. Have approved the proposal. If so, the dates of the meetings.
11. Name, address, telephone no. & fax no. of the contact person.

Signature of the Proposer

Signature of the Chairman, ISTAG

Signature of the Director

## **Guidelines for hosting of International Conferences, Seminars, Symposia, Workshops**

2. A proposal should be submitted to the International Science & Technology & Affairs Directorate (ISTAD), CSIR as per the prescribed proforma (Annexure1). Please ensure that the proposal is complete in all respects.
3. The proposal should be submitted to ISTAD six to eight months in advance from the date of the event.
4. A proposal must have the approval of the Management council and the Research Council of the Laboratory/Institute before sending to ISTAD, CSIR
5. The proposal should be routed through the Chairman, International S&T Affairs Group (ISTAG) of the concerned laboratory/institute, who will process it from technical and essentiality angles.
6. ISTAD will obtain the clearances of the Ministries of External Affairs, Home Affairs, Financial Adviser & DG, CSIR and Member (Finance).
  - International Conference/Workshops being organized by scientific societies, or other organizations in association with CSIR laboratories cannot be processed at CSIR. Only where CSIR laboratory is the main organizer, the proposal needs to be sent to CSIR Headquarter.
  - The proposal should invariably contain two specific information (a) Name of the countries from which participants are expected; (b) detailed break up of income and expenditure anticipated, mentioning the name of the income –sources. (This may be provided separately).

-: 06 :-  
O.M. No. F(37)-E-Coord./92  
Govt. of India  
Ministry of Finance  
Department of Expenditure

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New Delhi, the 15<sup>th</sup> October, 1992

OFFICE MEMORANDUM

Subject :- Procedure to be followed for holding international Conference –  
regarding.

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The undersigned is directed to refer to the instructions contained in the then Secretary (Expenditure) in D.O. No. F.16(9)-B(CDN)/88 dated the 24<sup>th</sup> March, 1988 which, inter-alia, stated that unless there is an international commitment, hosting of international conferences should be avoided and in cases where it was considered necessary to hold an international conference, it should be held with the specific and prior approval of the Minister-in-charge and the Cabinet Secretary. Subsequently, instructions were issued vide this Department's O.M.No. 7(44)E-Coord./90 dated 22.1.91 imposing a complete ban on all Conferences/Seminars/Workshops. However, where the administrative Ministry felt that a particular conference/seminar was of great importance or where prior commitment of international nature had been made, exemption from the operation of ban orders could be given by the Department of Expenditure.

1. It has been observed that the above instructions are not being strictly followed by some Ministries/Departments. In view of this, the entire issue has been reviewed and it has been decided that the proposals for hosting international conferences should be submitted by the Ministries/Departments, after clearance of the Minister-in-charge, to the Cabinet Secretary through Secretary (Expenditure)
2. The Ministries/Departments should also ensure that clearance of the Ministry of External Affairs and Ministry of Home Affairs is taken before referring the proposal to the Cabinet Secretary through Secretary (Expenditure). It should also be ensured that all preparations and formalities are completed sufficiently in advance to avoid any last minute hitch and embarrassment.
3. In view of the existing ban on holding of all conference, seminars, workshops etc. the proposals for holding domestic conferences, etc. should continue to be sent for approval of Secretary (Expenditure) after obtaining the clearance of the FA and the Secretary concerned.

Cont'd...

- : 07 :-

4. All Ministries/Department are requested to ensure strict compliance of these instructions. These instructions will also be applicable to the attached/subordinate offices/ Public Sector Undertakings/Autonomous bodies, etc.
5. Department of Public Enterprises and Banking Division and Insurance Division of the Ministry of Finance are also requested to issue similar instructions.

( D. SWARUP )  
Joint Secretary (Per.)

To

All Ministries/Departments of the Govt. of India

Copy to :- All Financial Advisers (By Name)



- : 08 :-  
O.M. No. 7(21)E(Coord)/93  
Govt. of India  
Ministry of Finance  
Department of Expenditure

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New Delhi, the 23<sup>rd</sup> March, 1994

OFFICE MEMORANDUM

Subject :- Economy in expenditure – holding of Conference/Seminars/Workshops etc.

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O.M.No.16(9)-B(CDN)/88 dated 24 <sup>th</sup> March,1988 O.M.No.7(44)E-Coord/90 dated 22 <sup>nd</sup> Jan.,1991 O.M.No. 7(37)E-Coord./92 dated 15 <sup>th</sup> Ococter,1992 -----	This Department, vide its marginally noted Office Memoranda issued guidelines regarding holding of domestic as well as international conferences. As per the existing procedure, proposals for holding of domestic conferences are required to be sent to Secretary (Expenditure) for approval after obtaining the clearance of the concerned Secretary and Financial Advisors. Similarly, the proposals for holding of international conferences are required to be submitted by the administrative Ministry / Department, after getting it cleared from the Minister-in-charge to the Cabinet Secretary through the Secretary (Expenditure).
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In partial modification of existing instructions, it has been decided that the Ministries / Departments can now hold domestic conferences / seminars / workshops etc. in consultation with their Financial Advisers subject to the condition that necessary budget provision exists for holding such conferences, etc., and the delegated power is exercised with a great sense of discrimination and care so that wasteful use of government funds is prevented.

As regards holding of international conferences / seminars / workshops, etc., the procedure laid down this Department's O.M. No. 7(37)-E(Coord)/92, dated the 15<sup>th</sup> October, 1992 will continue to be in force.

( D. SWARUP )  
Joint Secretary to the Govt. of India

To

6. All Secretaries to the Govt of India (By Name)
7. All Financial Advisers (By Name)

-: 09 :-  
O.M. No. 7(21)/E.Coord./93  
Govt. of India  
Ministry of Finance  
Department of Expenditure

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New Delhi, the 31<sup>st</sup> January, 1995

OFFICE MEMORANDUM

Subject :- Economy in expenditure – holding of Conference/Seminars/Workshops etc.

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This Department had issued guidelines for holding domestic as well as international conferences from time to time, the last being vide O.M. of even number dated 23<sup>rd</sup> March, 1994. According to the existing instructions, all proposals for holding international conferences, after clearance from the Minister-in-charge are required to be submitted to Cabinet Secretary through Secretary (Expenditure)

8. It has now been decided that Ministries / Departments may permitted holding of international conferences in consultation with their Financial Advisers, if the expenditure involved on the part of the Government is not more than Rs. 2.0 lakhs in each case, subject to the conditions that necessary budget provisions have been made for holding such conferences, etc. and the delegated powers are used with the utmost care to avoid wasteful expenditure.
9. Further in accordance with the extant guidelines issued by the Cabinet Sectt. Vide their Memorandum No. 16/1/5/81-Cab. Dated 2.4.1982, international conferences, seminars etc. costing more than Rs. 50.00 lakhs require approval of the Cabinet. Keeping in view the increase in prices since then, it has been decided to enhance the limit of Rs. 50.00 lakhs to Rs. 2.00 crores. Accordingly, only proposals which cost Rs. 2.00 crores or more would require approval of the Cabinet.

( V. SEKAR )  
Director (Establishment )

To

All Secretaries of the Govt of India (by name)  
All Financial Advisers (by name)

**CSIR Letter No. 1(36)/77-Finance dated 07.09.2000, Council of Scientific & Industrial Research, 2, Marg, Anusandhan Bhawan, New Delhi.**

From

Joint Secretary

To

The Heads of all the National Labs./Instts.

Sub : Economy in Expenditure – holding of Conference / Seminars / Workshops etc.

Sir,

I am directed to forward a copy of OM No. 7(21)/E-Coord./93 dated 27.5.98 alongwith the copies of Oms given in the margin of the said OM issued by Ministry of Finance, Deptt. of Expenditure on the above subject for information, guidance and strict compliance.

Yours faithfully,

Sd/-

( Parkash Kaur )

Sr. Finance & Accounts Officer.

Encl: as above

Copy to :-

1. Sr.COA/COA/AO of all National Labs. /Instts.
2. Sr.F&AO/F&AO of all National Labs./Instts.
3. All Divisional/Sections in CSIR Hqrs of CSIR Complex

O.M. No. 7(21)E-Coord./93  
Govt. of India  
Ministry of Finance  
Department of Expenditure

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New Delhi, the 27<sup>th</sup> May, 1998

OFFICE MEMORANDUM

Subject :- Economy in expenditure – holding of Conference / Seminars/Workshops etc.

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O.M.No.7(37)E.Coord./92 dated 15.10.1992	This Department, vide its marginally noted Office Memoranda issued guidelines regarding holding international / domestic conferences. According to existing guidelines, the Ministries / Departments have been given full powers, in consultation with their Fas, to hold domestic conferences. As regards international conferences, proposal involving expenditure of more than Rs.2.00 lakh are required to be submitted for approval to Cabinet Secretary/Cabinet.
O.M.No.7(21)E-Coord/93 dated 23.3.1994	
O.M.No. 7(21)E-Coord./93 dated 31.1.1995	
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- (P. The matter has further been considered and it has been decided to permit Ministries / Departments to hold international / domestic conferences, in consultation with their Fas, if the expenditure is not more than Rs. 5.00 lakhs in each case, subject to the conditions that necessary budget provision has been made for holding such conferences, seminars, workshop (national and international) and the delegated powers are used with utmost care to avoid wasteful expenditure. Proposals for holding domestic conferences, seminars, workshops etc. involving expenditure of more than Rs.5.00 lakhs would require to be submitted to this Department through FA for approval of Secretary (Expenditure). As such holding of international conferences, seminars, workshops etc., the procedure laid down in our O.M. of even dated 31.1.1995 and O.M.No. 7(37)E-Coord/92 dt. 15.10.1992 remains unchanged.

( D.P. Roy)  
Director

All Ministries/Departments of the Govt. of India  
All Fas (By name)

- : 12 : -  
No. 7(4)E-Coord./2000  
Govt. of India  
Ministry of Finance  
Department of Expenditure

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New Delhi, the 24<sup>th</sup> September, 2000

OFFICE MEMORANDUM

Sub: Guidelines on expenditure management-Fiscal prudence and Austerity

In continuation of the Department's OM No. 7(3) /E-Coord./1999 dated 5<sup>th</sup> August, 1999 and with a view to further control the growth in non-plan, non-development expenditure, government has decided that the following further austerity measures shall be enforced with immediate effect:

- (i) There shall be a mandatory 10% cut in the Budgetary allocation for non-plan, non-salary expenditure of all Ministries/Departments and Autonomous Institutions.
- (ii) Utmost economy should be exercised in use of staff cars and official vehicles. There shall be a 10% cut in the consumption and allocation of funds for expenditure on POL for staff cars.
- (iii) There will be a complete ban on purchase of new vehicles for one year.
- (iv) Implementation of existing instructions concerning 10% cut in posts and abolition of posts lying vacant for more than one year should be ensured. There shall be a ban on creation of new posts in all Ministries/Departments/Autonomous Institutions for one year.
- (v) Foreign travel should be restricted to unavoidable official engagements and there shall be a ban on foreign travel for Study Tour, Seminars etc. Size of official delegations, where Foreign Travel is unavoidable, shall be restricted to the bare minimum.
- (vi) The permissible per diem allowance for travel abroad shall stand reduced by 25% for all countries and for all categories, officials/non-officials. These instructions shall also apply to autonomous institutions and PSUs.
- (vii) **Austerity should be reflected in organizing Conferences/Seminars/Workshops. Existing guidelines for holding such events and expenditure ceilings thereon should be enforced.**

Secretaries to be the Government of India and Financial Advisers are requested to ensure strict compliance of the above instructions.

(C.M. Vasudev)  
Secretary to the Govt. of India

To

- 1. All Secretaries to the Government of India (By name)
- 2. All Fas (By Name)
- 3. All Chief Secretaries of State Governments
- 4. All Heads of Public Sector Enterprises

- : 13 :-  
No. 7(4)E-Coord./2001  
Govt. of India  
Ministry of Finance  
Department of Expenditure

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New Delhi, the 6<sup>th</sup> June, 2001

OFFICE MEMORANDUM

Subject :- Economy in expenditure – holding of Conferences / Seminars/  
Workshops etc.

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The undersigned is directed to refer to this Department's OM No. 7(21)E-Coord./93 dated 31<sup>st</sup> January, 1995 on the above subject and to state that under para 3 of the above referred OM, it has been laid down that proposals for holding international conferences/seminars/workshops etc. involving an expenditure of more than Rs. 2.00 crore would require the approval of Cabinet. While considering one such proposal, the Cabinet has directed that henceforth proposals for holding international conferences/seminars/workshops involving an expenditure of more than Rs. 2.00 crore and above may be decided after due inter-ministerial consultations and need not be brought before the Cabinet.

In view of the above, it has been decided that all proposals for holding international conferences/seminars/workshops etc. involving an expenditure of more than Rs. 5 lakh would require the approval of Cabinet Secretary through Secretary (Expenditure). The procedure as laid down in our OM No. 7(37)E-Coord./92 dated 15.10.1992 remain unchanged.

(P.N. Thakur)  
Director

1. All Ministries/Department of the Govt. of India, etc.
2. All Fas (By name)

**CSIR Letter No. 1(36)/77-Finance dated 01.07.2003, Council of Scientific & Industrial Research, 2, Rarg, Anusandhan Bhawan, New Delhi.**

From

Joint Secretary (Admn.)

To

The Heads of all the National Labs./Instts.

Sub: Economy in Expenditure – holding of Conference/Seminars/Workshops  
etc.

Sir,

I am directed to forward a copy of OM No. 7(5)/E-Coord./2002 dated 28<sup>th</sup> May 2003 alongwith the copies of Oms as referred in the said OM issued Ministry of Finance, Deptt. of Expenditure on the above subject for information, guidance and strict compliance.

Yours faithfully,

Sd/-  
( S. K. Vohra)  
Sr. F& AO (F)

Encl: as above

Copy to:-

1. Sr.COA/COA/AO of all National Labs. /Instts.
2. Sr.F&AO/F&AO of all National Labs./Instts.
3. All Divisional/Sections in CSIR Hqrs of CSIR Complex
4. Shri Srinivas Rao, Under Secretary for updating csiradmn website

O.M. No. 7(5)E-Coord./2002  
Ministry of Finance  
Department of Expenditure  
E-Coord. Branch

New Delhi, the 28<sup>th</sup> May, 2003

OFFICE MEMORANDUM

Subject: - Procedure to be followed for holding of Conference / Seminars/  
workshops etc.

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Instructions on the procedure to be followed for holding international conference/workshops/seminars etc. have been issued earlier vide

- i) O.M.No.7(37)E.Coord./92 dated 15<sup>th</sup> October, 1992
- (Q. O.M.No.7(4)E-Coord/2000 dated 24<sup>th</sup> September, 2000
- (R. O.M.No. 7(4) E.Coord./2001 dated 6<sup>th</sup> June, 2001
- iv) O.M.No. 7(5)E.Coord./2002 dated 1<sup>st</sup> January, 2003

(S. The operative part of these instructions are:

- (i) That the proposals for hosting of international conference/seminar/workshop etc. should be submitted by the Ministries/Departments after clearance of the Minister-in/charge of the Cabinet Secretary through Secretary (Exp.). The Ministries/Departments are also required to ensure clearance of Ministry of External Affairs from political angle and Ministry of Home Affairs from Security angle, before referring the proposals to Cabinet Secretary through Secretary (Exp.). All preparations for holding the conference and other formalities should be completed sufficiently in advance to avoid any last minute hitch and embarrassment.
- (ii) Ministries/Departments can hold the international conference/seminar/workshop etc. in consultation with the concerned FA provided the expenditure involved is upto Rs. 5 lakh after following the prescribed procedure as per OM dated 15.10.1992. the proposals involving expenditure beyond Rs. 5 lakh would require the approval of Cabinet Secretary through Secretary (Exp.).
- (iii) The Ministries/Departments are required to ensure that economy instructions issued by this Department from time to time are observed scrupulously in the spending of public funds.



- (T. As instances has come to the notice of this Department that a Ministry did not observe these guidelines scrupulously and the proposal was referred to this Department for seeking approval of the Cabinet Secretary through Secretary (Exp.) at the last moment. While considering the case, the Cabinet Secretary pointed out that seeking approval at the last moment, when every thing has been done including issue of invitations to the participants, is meaningless and serves no purpose.
- (U. In view of the above observations of the Cabinet Secretary, it has been decided that Ministries/Departments should adhere to the following procedure while holding international Conference/Seminar/Workshop etc:
- (i) Provision should have been made in the Budget at the BE stage to ensure that the conference was well planned. Priority will be given to that conference that arise out international agreements/obligations. Other conferences etc. should be planned only if there is residual provision in the Budget.
  - (ii) 'In principle' approval of the Minister-incharge should be taken sufficiently in advance say 4 to 6 months in advance before the events;
- (V. Political clearance from Ministry of External Affairs/Security clearance from Ministry of Home Affairs shall be taken prior to file being referred to Department of Expenditure.
- (iv) The file thereafter may be referred to Secretary (Exp.) and Cabinet Secretary for approval wherever such approval is prescribed, at least one month before the date of the Conference/Workshop and before invitations are issued; and
  - (v) All administrative arrangements including issuance of invitations should be done after receiving Cabinet Secretary's approval.

These instructions will come into operation with immediate effect.

Sd-  
(B. P. Misra)  
Additional Secretary to the Govt. of India

To:

- 2. All Ministries/Departments as per standard mailing list.
- 3. All Secretaries to the Govt. of India
- 4. All FAs (name)

-: 17 :-  
No. 7(5)/E.Coord/2002  
Government of India  
Ministry of Finance & Company Affairs  
Department of Expenditure

New Delhi, the 1<sup>st</sup> January, 2003

OFFICE MEMORANDUM

Subject: Guidelines for Expenditure Management-Fiscal Prudence and Austerity

This Department vide its OM of even number dated 24.09.2000 and 10.10.2001 issued instructions on the subject cited above. One of the items of OM dated 24.9.2000 related to observance of utmost austerity in organizing both domestic and international conference/seminars/workshops etc. However, it has been observed that various Ministries/Departments are not following these instructions in letter and spirit. There is an urgent need to observe economy in Government expenditure.

(P. Significantly, the Cabinet Secretary, while approving one case of holding international conference, minuted as follows;

“ I see no objection to holding the conference as proposed above. Department of Expenditure may ensure that economy instructions are scrupulously followed in the spending of public fund”.

5. All the Secretaries to the Government of India and Financial Advisers are requested to keep above direction of the Cabinet Secretary in view while holding international conference/seminars/workshop and ensure strict compliance of the austerity measures issued from Department of Expenditure.

(P. N. Thakur)  
Director

1. All Secretaries to the Government of India
2. All Fas ( By Name)

**CSIR Letter No. 30-1(36)/92-Finance dated 15.09.2006, Council of Scientific & Industrial Research, 2, Rarg, Anusandhan Bhawan, New Delhi.**

To

Head of all National Labs/Instts.

Sub: Expenditure Management-Economy Measures, Rationalization of Expenditure and Measures for Augmentation of Revenues

Sir,

I am enclosing a copy of Govt. of India, Ministry of Finance, Department of Expenditure OM No. 7(3)/E.Coord/2006 dated 22.7.2006 on the above subject which shall be strictly observed with immediate effect.

You may kindly ensure strict compliance of instructions therein.

Yours faithfully,

(Nikhilesh Jha)  
Joint Secretary (Admn.)

Encl.: a/a

**No. 7(3) E-Coord./2006**  
**Ministry of Finance**  
**Department of Expenditure**

New Delhi, the 22<sup>nd</sup> July, 2006

**OFFICE MEMORANDUM**

Sub: Expenditure Management-Economy Measures, Rationalization of Expenditure and Measures for Augmentation of Revenues.

**1. Background-**

1.1 With a view to containing non-development expenditure, and thereby releasing additional resources for meeting the objectives of priority schemes, particularly under the NCMP, Ministry of Finance has been issuing guidelines on 'Austerity Measures' in the Government from time to time. Such measures are intended at promoting fiscal discipline, without restricting operational efficiency of the Government. Last such instructions were issued vide OM No. 7(2)/E.Coord/2005 on November 23, 2005.

1.2 Now, due to unforeseen developments resulting in additional demands which have been made post budget on the Central exchequer, it has become imperative to curtail and rationalize Government expenditure, and in particular, to avoid ostentatious and superfluous expenditure. Economy measures are called for, *inter-alia*, in day to day planning and functioning of the Government, in observance of discipline in the fiscal transfer to States, Public Sector Undertakings etc., and augmentation of revenues. With these objectives in view, the following additional guidelines are issued regarding austerity measures with immediate effect as enumerated in the succeeding paragraphs.

**2.1 5% mandatory cut on non-Plan expenditure.**

For the year 2006-07, every Ministry/Department shall make a mandatory 5% cut on non-Plan expenditure excluding interest payment, repayment of debt, Defence capital, salaries, pension and the Finance Commission grants to the States. No re-appropriation of funds to augment the non-Plan heads of expenditure shall be allowed during the current financial year. Financial Advisers shall review implementation of this cut on quarterly basis and report to the administrative Secretary and the Minister and the Department of Expenditure.

**2.2 Economy Measures**

Various Government offices under Central Government shall make every effort to avoid ostentatious and unnecessary expenditure. Day to day functioning of Government offices shall be managed with utmost economy in operating expenses such as maintenance of buildings, office equipments, transport, communication, conservancy, stationery, furniture, hospitality and furnishings at the offices/offices at residences.

## **2.3 Vehicles**

No new vehicles shall be purchased even for replacement of condemned vehicles. The requirement of vehicles shall be met through hiring on medium term basis excepting in the Armed Forces etc. where the scope for hiring of vehicles is limited. There shall not be any fresh appointment of drivers. Excess drivers in any Ministry/Department shall be either sent to the Surplus Cell or else utilized by hiring of vehicles without drivers. Purchase of new vehicles shall only be permitted in respect of new organizations and that too at the senior most levels in such organizations.

## **2.4 Telephone**

The norms for usage of telephone at offices, residence and cellphone are already in place. All the offices in Government of India shall adhere to these norms and excess expenditure over and above the norms shall be borne by the individual users.

## **2.5 Seminars and Conferences**

Utmost economy would be observed in organizing Conferences/Seminars/Workshops. The prescribed expenditure limit with respect to these should be strictly enforced. Only such Conferences/Seminars/Workshops, which are absolutely necessary, should be held. Holding of exhibitions/seminars/conferences abroad is strongly discouraged, except in the case of exhibitions for trade promotion.

## **2.6 Ban on creation of Plan and non-Plan posts**

2.6.1 The existing ban on creation of posts should be enforced strictly. Any unavoidable proposal for creation of Plan/non-Plan posts, including Group A,B,C and D posts, shall continue to be referred to the Ministry of Finance (Department of Expenditure) for approval. In such unavoidable proposals, creation of post should invariably have a support of matching financial saving by adjustment, by abolition or keeping in abeyance of post(s) from the establishment strength of the Ministry/Department. DoPT's extant OM No. 2/8/2001-PIC dated May 16, 2001 regarding optimization would continue to be in force and shall be strictly adhered to.

2.6.2 Every Ministry/Department shall undertake a review of all the posts in the Ministry/Department and in the attached and subordinate offices and make available the outcome of such review and full details of vacant posts to the Department of Expenditure in a time bound manner. The posts that have remained vacant for more than a year shall not be revived except under very rare circumstances, after seeking clearance of the Department of Expenditure.

## 2.7 Foreign Travel

There is a need to prune down expenditure on foreign travel. It would be the responsibility of Secretary of each Ministry/Department to ensure that foreign travel is restricted to most necessary and unavoidable official engagements and extant instructions with respect to foreign deputation are strictly adhered to. Following instructions with respect to foreign travel would need to be strictly adhered to:

- (i) No proposal for participation in workshop/conference/seminar/presentation of papers abroad at Government cost shall be entertained. With respect to these, only those proposals which are 100% funded by sponsoring agencies may be considered keeping in view the public interest and Government business at home.
- (ii) No officer should undertake more than 4 official visits abroad in a year. If in certain Ministries, nature of work demands a larger number of visits, a calendar of visits for the entire year would be prepared as far as possible, and visits should be prioritized. The proposal relating to the visits exceeding the fourth by an officer, detailed justification would need to be taken and such visit would be allowed in more exceptional cases.
- (iii) The number of 'goodwill visits' is to be severely restricted except under extraordinary circumstances. Such restriction will not apply to 'goodwill visits' undertaken by the President, Vice-President, Prime Minister, Speaker of the Lok Sabha and members of the Higher Judiciary.
- (iv) The size of the official delegation where foreign travel is essential will be restricted to the bare minimum. Normally a visit shall not exceed 5 days.

## 2.8 Transfer Policy

The transfer policies and the frequency and the periodicity of transfers of officials, whether within the country or overseas, shall be reviewed as frequent transfers cause avoidable instability, resulting in inadequate development of expertise and grasp of the responsibilities, besides resulting in avoidable expenditure. All Ministries, including Ministry of External Affairs, shall review the policies with a view to ensuring reasonable tenures at posting within the overall policy framework, thereby reducing the expenses on allowance and transfers.

## 2.9 Use of Information & Communication Technology

Increased use of Information and Communications Technology should be further encouraged, with a view to ensuring better utilization of resources available with the Government and improved delivery of public services. Cabinet Secretariat is already monitoring the progress in this behalf. Ministries/Departments will immediately complete preparing roadmaps of systems development in this regard, keeping present and future user requirements in view. All Ministries/Departments shall introduce e-procurement to reduce cost and improve deficiency in procurement. Similarly, the

Ministries /Departments shall also encourage and ensure payments through e-payment mechanism by way of direct transfer to beneficiary account.

## **2.10 Advances for Schemes/Projects**

It has been observed that a large number of Government agencies viz. Autonomous bodies/PSUs tend to have large cash balances, mainly contributed by advance payments from Ministries/Departments of the Government. Rule 159(1) of GFR, 2005 deals with advance payments. With reference to that Rule, it is advised that all advance payments to implementing agencies for any scheme/projects/acquisition shall be limited upto 10% of the approved financial outlay in the current fiscal year. Subsequent payments should be strictly related to deliverables/milestones. This restriction shall be applicable in the case where expenditure is effected through a contract. Advances to grant-in-aid to institutions shall be kept out of the ambit of this restriction.

## **3. Formulation of schemes and their implementation**

3.1 Eleventh Five Year Plan is to commence from April 1, 2007. Therefore, it is imperative that all ongoing schemes, both Plan and non-Plan, are carefully scrutinized and evaluated to determine their continued relevance. The Ministries/Departments in conjunction with Planning Commission shall undertake this exercise immediately and determine as to which schemes and projects have outlived their relevance/utility/effectiveness. The resultant release of the funds should become available to the Ministries for augmentation of provisions for effective and efficacious schemes.

3.2 While formulating new schemes, better service levels for the targeted beneficiaries, need for improvements in service delivery and the control of wastage in running programmes should invariably be factored in and considered by the appraising agency responsible for its pre-sanction appraisal. The on-going schemes may also be reviewed keeping this objective in view.

3.3 Additional expenditure over and above the prescribed approved ceilings for individual schemes shall not be permitted. Ministries/Departments should also ensure that no fresh financial commitments are made, which are not provided for in the Budget approved by the Parliament. In case a Ministry/Department wishes to extend a scheme beyond approved outlay or seek additional allocations, it will have to indicate matching savings from some other schemes/projects under the relevant budget 'Demand' under its administrative control.

3.4 While formulating budget proposals, the Ministries/Departments should lay greater emphasis on explicit recognition of revenue constraints and should make only a realistic projection of budgetary provisions required for various projects/schemes. All procedures laid down for approving for releasing and for incurring expenditure on schemes, both Plan and non-Plan, should be followed scrupulously and without any deviation.

3.5 All Ministry/Department would be expected to keep an account of the savings resulting from the above-mentioned measures implemented in the Ministry/Department, Secretaries to Government and Financial Advisers will monitor the progress in this regard and will bring the progress/bottlenecks to the notice of the Ministers-in-charge as well as the Ministry of Finance.

3.6 All Ministries/Departments should ensure that any scheme proposed by them is commercially viable and carries an internal rate of return not less than the rate prescribed. Wherever such returns are not prescribed, the overall cost benefit of the scheme should be assessed in qualitative terms. Only those schemes should be taken up in which a positive cost benefit ratio is clearly manifest.

3.7 Strict monitoring and fixing of accountability for delays in the implementation of schemes and projects that lead to major cost over runs and revised estimates, should be established.

#### **4. Observance of discipline in fiscal transfers to States, Public Sector Undertakings and Autonomous Bodies at Central/State/Local level.**

4.1 No amount will be released to any entity(including State Government), which has defaulted in furnishing utilization certificates for grants-in-aid released by Central Government in the past without clearance from the Ministry of Finance.

4.2 Ministries/Departments will not transfer funds under any Plan schemes in relaxation of conditionalities attached to such transfers(such as matching fundings). Where a scheme contemplates a prior determination of each State's entitlement to Central Budget and support, the actual disbursements will be limited to these entitlements. Specially, it will not be open to any Ministry/Department to release excess funds to any State by diverting "savings" in respect of another State as the practice tends to aggravate imbalances.

4.3 The State Governments are required to furnish monthly returns of Plan expenditure-Central, Centrally Sponsored or State Plan-to respective Ministries/Departments along with a report on amounts outstanding in their Public Account in respect of Central and Centrally Sponsored Schemes. This may be scrupulously adhered to.

#### **5. Encouraging additional revenue, internal resource generation and cost reduction**

5.1 With a view to encouraging greater effort at garnering revenues to the Government, schemes would be evolved by the revenue generating/earning/collecting Ministries/Departments on the principle of an amount equal to 1% of the incremental revenue being earmarked as incentive provision in the next year's budget for enhancing the organizational efficiency, infrastructure and wherewithal. Each department willing to participate will work out the details of relevant schemes based on this principle of enhanced provisions for augmenting operational efficiency arising out of the incremental



revenues earned beyond the budget targets, and submit for the approval of the competent authority and the Ministry of Finance (Department of Expenditure) by December 31, 2006. Similarly, schemes would also be considered for achieving economy in expenditure against an identified benchmark.

6. In view of the large scale borrowing by Food Corporation of India, Department of Food shall, with the help of Ministry of Finance, make every endeavour to reduce interest cost either by borrowing at competitive rates or accessing credit through alternative mechanisms.
7. Department of Food shall further take up with all the States concerned the necessary measures so that procurement of food is completely exempt from local taxes and levies.

## **8. Compliance**

Secretaries of the Ministries/Departments being the Chief Accounting Authorities as per Rule 64 of GFR shall be fully charged with the responsibility of ensuring compliance of the measures outlined at paras 2 to 5 above and send to the Department of Expenditure a monitoring report regarding the impact of steps taken in respect of economy measures, the rationalization of expenditure and augmentation of revenues.

Financial Advisers shall assist respective Departments in securing compliance to these measures and also submit overall report to the Minister-in-charge and to the Ministry of Finance on a quarterly basis regarding various actions that need to be taken on these measures.

Sd/-  
**(Adarsh Kishore)**  
Finance Secretary

All Secretaries to the Government of India  
Copy to the:-  
Cabinet Secretary  
Secretary to the Prime Minister  
Member Secretary, Planning Commission  
Financial Advisers

**Item No. 3 To seek approval of MC to organize “ 2<sup>nd</sup> Workshop Cum Training on good Laboratory practices in Force Metrology” at N.P.L., New Delhi during 18-20 December, 2002.**

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**Aim:**

Force and Hardness Standard Group at NPL is serving the Indian industries, R&D organization and academic institutes operating both in public and private sector by providing calibration of their force transducers, verification of force machines, assisting the industry in upgrading of their products, etc. for more than three decades. In recent years, the group has also undertaken establishment and development of new primary and transfer standards of force with lower measurement uncertainties, due in particular to the growth in demand for force measurement linked to the requirement of ISO 9000. An estimate of the rise in force measurement requirements in the country can be had from the increase in the number of the calibration reports and the calibration fee realized at an average of 20% every year in last 3-5 years.

In view of the importance of the force measurement requirement in the country, the first Workshop cum Training Program was held at NPL in October, 1998. The event was a great success and has helped since then in the adoption of SI system of unit of force by the users in the country. This is the first step in a direction to achieve the total compatibility in the force measurement anywhere in the country. A number of force calibration laboratories have also come up, some of them with the help of NPL to obtain the NABL accreditation in the field of force measurement. A few are in process of getting the accreditation.

As the development in the field of force metrology are a continuous process, the upcoming Workshop cum Training Program on Force Metrology would help the users to understand the new standard ISO 376-2000, which has come up for calibration of force transducers. Further, as the standard ISO/IEC 17025 has replaced the existing ISO guide 25 for establishment of the quality system / assessment of the calibration laboratories, particular attention would be drawn to the existing accredited laboratory or the laboratories in process of the accreditation as per NABL requirements. With a view to bring about awareness and upgrading of the skills of the personnel in the new developments in the force metrology, it is proposed to organize the second Workshop cum Training Program on Force Metrology for three days in the 3rd week mid of December, 2002.

The course would be designed for laboratory and quality assurance technicians, middle level managers and the others who are interested in knowing more about the static force measurements and its various applications. The main objectives would be

- To create confidence and develop the technical skills of the individuals responsible for calibration, documents, etc.
- To promote the better understanding for the standard ISO/IEC 17025 for quality assessment and its implementation with different environments.
- To educate the force metrologist about the new ISO 376-3000 (IS 4169-1988 is being revised) and emphasize on compliance with this standard to bring the compatibility and national traceability in all the force measurements done anywhere in the country.

All the participants would be provided free of cost handouts covering all the lectures to be delivered and a booklet entitled, "Procedures to calibrate the Force Measuring Instruments in compliance with the requirements of ISO 376-2000" (IS 4169-1988 is being revised).

The total estimate including the printing of the proceedings, payments of honorarium, travel (only in exceptional cases), tea, lunch for all the three days, etc. is Rs.2.80 lakhs.

The receipt for the program are excepted as follows :

5.	Registration fee (from about 50 participants @ Rs.5,000/- per participants)	-	Rs,2,50,000.00
6.	DST/NABL	-	Rs. 35,000.00
7.	CSIR	-	Rs. 20,000.00
8.	Indian industries (in kind only)	-	Rs. 40,000.00
			<hr/> Rs.3,45,000.00

**CONVENOR** Dr.Kamlesh K. Jain

**VENUE** **Standard Block 'A' Conference Room, NPL**

Financial Liabilities NPL

- |               |   |
|---------------|---|
| (a) Financial | - Rs.25,000/- (the money will be returned if expected finance are available.            |
| (b) Others    | Infrastructure, Audio-visual facilities<br>venue services and projection Facilities etc |

Proforma is placed at Annexure- B.

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**Action :** **MC is requested to kindly accord its approval to the above.**

Proforma to accompany proposals for holding International Conferences, Symposia, Seminars, Exhibitions, Workshops, Training courses at the national Laboratories/institutes.

## **Council of Scientific & Industrial Research**

### **International Science & Technology Affairs Directorate**

(The proforma must reach ISTAD, CSIR six months in advance)

1. Name of the Lab./Instt. Under whose auspices the event is proposed to be organized. National Physical Laboratory  
New Delhi
  
2. (a) Name of the International Agency/National Body (Other than National Lab./Instt.) under whose sponsorship the event is to be organized. Italian Trade Commission  
New Delhi
  
- (b) Name of the co-sponsors, if any Metrology Society of India
  
3. (a) Topics and subject of the event (enclose a background note giving justification and benefits accruing to the country for hold the even and indicate briefly the relevance and scientific/ technological importance of organizing the event in the context of the present day national needs) Second Indo-Italian Training Workshop on Force, Mass, Pressure and Torque Metrology  
  
Pl. see Annexure-I
  
- (b) Date and Venue 18-22 Feb. 2008,  
National Physical Laboratory, New Delhi
  
- (c) When was the event on the topic organized last? Give its recommendations and follow-up action taken for implementing the recommendations 5-8 Dec. 2006  
The training program received profound appreciation from the delegates and there was a unanimous demand for more such training programs encompassing more parameters such as mass and pressure, which have been included in the presently organized IInd training workshop.

4. In the case of Column (2) above, the financial or other assistance to be provided by the sponsors/ International Agency/National Lab./Instt., if any and also by cop-sponsors. The foreign delegates, mostly from neighboring countries of India are sponsored and supported by Italian Trade Commission, New Delhi.
  
5. Number of delegates expected to participate:
  - (a) number of foreign delegates (complete list with address, biodata, date of birth and passport number of foreigners may be sent at least six weeks before the date of event). 15 (Fifteen)  
(Nepal, Bangladesh, Pakistan, Bhutan, Thailand, Malaysia, Vietnam, Philippines, Saudi Arabia, Mongolia, Kuwait)
  - (b) Number of national delegates
  - (c) Name, address, biodata including date of birth and passport number of principal speakers. 45  
1. Prof. Carlo Fererro, INRIM, Italy  
2. Prof. Anita Calcatelli, INRIM, Italy  
3. Dr. R. Kumme, PTB, Germany
  
6. (a) Will the proceedings be published? If so, whose responsibility it is to get it published. Yes,  
Convener of the training Workshop  
100
- (b) number of expected pages and copies required (whether bound or unbound) No, it will be distributed to the registered delegates free of cost
- (c) Will the proceedings be priced? If so, the approximate price.
  
7. Total anticipated expenditure under the following heads:
  - (j) Local hospitality for invited speakers/delegates from abroad with justification for providing hospitality to them. Foreign speakers/ delegates are being hosted by the Italian Trade commission.
  - (k) Local hospitality for Indian speakers/delegates with justification for providing hospitality to them. Nil
  - (l) Stationary, printing of pamphlets, course materials etc. Rs 50000/-
  - (m) Folders and badges etc. Rs 35000/-
  - (n) Temporary Secretarial Rs 15000/-

- |     |  |   |
|-----|--|---|
| (o) | assistance.  | Rs 50,000/-   |
| (p) | Entertainment  | Rs 15000/-  |
| (q) | Transport  | Rs 30000/-  |
| (r) | Contingencies  | --  |
|     | Any other expenditure  |   |
| 8.  | (a) Whether funds will be met from the sanctioned funds of the Lab./Instt. If so, whether provision has been made for the event in the sanctioned budget of the Lab./Instt.                              | Funds will be met from the registration fee from the delegates.   |
| 9.  | (a) Whether any financial assistance has been sought from Extra Mural Research Unit of CSIR/ DST or any other national body. If so, give reference and extent of financial assistance sought/sanctioned. | No  |
|     | (b) Registration charges proposed to be charged from Indian/ foreign delegates.  | Rs 8000/-   |
|     | (c) Extent of financial assistance required from CSIR, if any.   | Nil   |
| 10. | Whether the Management Council and the Research Council of the Lab./Instt. Have approved the proposal. If so, the dates of the meetings.   | Yes, this proposal has been moved through Management Council.   |
| 11. | Name, address, telephone no. & fax no. of the contact person.  | Dr. S.K. Jain<br>Scientist F, Force nad Hardness Standards,<br>National Physical Laboratory, New Delhi 110012 |

Signature of the Proposer

Signature of the Chairman, ISTAG

Signature of the Director