

E.No. 7(1)/E.Coord 2010
Ministry of Finance
Department of Expenditure
E.Coord Branch

New Delhi. the 31st May, 2010.

OFFICE MEMORANDUM

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

Attention is drawn to this Department's OM No. 7(21)E.Coord/93 dated 27th May, 1998 and OM No. 7(5)/E.Coord/2002 dated 28th May, 2003 on the procedure to be followed for holding Conferences/Seminars/Workshops. The matter has been considered further and it has been decided that henceforth only proposals involving expenditure above Rs. 10 lakh will need to be referred to the Department of Expenditure. In respect of domestic conferences/workshops/seminars etc., the approval will be accorded by the Secretary (Expenditure). For International Conferences, the approval of Cabinet Secretary would be obtained. In respect of the latter, the operative instructions of 28th May, 2003 are reiterated as follows:

(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 to the Cabinet Secretary through Secretary (Expenditure). 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 (Expenditure). All preparations for holding the conference and other formalities should be completed sufficiently in advance to avoid any last minute hitch and embarrassment.

(ii) 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 those conferences that arise out of international agreements/obligations. Other conferences etc. should be planned only if there is residual provision in the Budget.

(iii) "In principle" approval of the Minister-in-charge should be taken sufficiently in advance say 4 to 6 months in advance before the event.

(iv) Political clearance from Ministry of External Affairs/ security clearance from Ministry of Home Affairs shall be taken prior to the file being referred to Department of Expenditure.

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FORMAT FOR PROPOSAL FOR HOLDING INTERNATIONAL CONFERENCE

1. Topic of the Conference
2. Venue:
3. Date:
4. Subject of the Conference
5. The relevance and scientific/technological importance of organizing the conference:
6. Organizing Agencies:
7. Sponsoring agencies, if any:
8. Financial Implication:
 - (i) On the Institution concerned
 - (ii) On MHRD
 - (iii) On Govt/Govt organization
9. Number of National and International delegates expected to participate:
10. Are there any delegates from Afghanistan, Bangladesh, China, Pakistan and Sri Lanka.
11. If so, complete details of participants from these countries such as name, parentage, nationality, date and place of birth, passport number, date and place of issue, validity, addresses etc.
12. Whether the subject matter of the conference is political, semi-political, commercial or religious in nature or related to human rights:
13. If so details thereof:
14. Whether the conference is proposed to be held in areas covered under protected/restricted/inner line regime etc.
15. If so details thereof:
16. Whether the subject matter has any bearing on external relations:
17. If so details thereof:

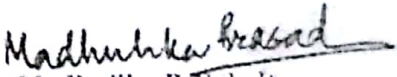
Forwarded to MHRD
(Registrar of the concerned Central University)

(v) The file thereafter may be referred to the Secretary (Expenditure) 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

(vi) All administrative arrangements including issuance of invitations should be done after receiving Cabinet Secretary's approval.

2. Notwithstanding the enhancement in the prescribed expenditure ceiling, all Ministries/Departments may ensure utmost economy in public expenditure.

3. These instructions will come into operation with immediate effect.


(Madhulika P. Sukul)
Joint Secretary

To

1. All Ministries/Departments as per standard mailing list.
2. All Secretaries to the Government of India.
3. All FAs (by name)