

**GOVERNMENT OF MEGHALAYA
FINANCE (EC – I) DEPARTMENT**

No. FC.(I) 9/2006/44

Dated Shillong, the 12th September 2006

OFFICE MEMORANDUM

Subject : **Supply of Light Refreshment/Lunch at Meeting.**

In partial modification of this Office Memorandum No. FC (I) 1351/99/5 dated 11/01/2000, 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 served at :-
 - i) Committees, Conferences and Meetings convened by the Govt. and attended by Official and Non-Officials.
 - ii) Tender/Purchase board Committee Meetings, duly constructed by Government and attended by Members/Representatives of the concerned Departments.
 - iii) Conference of important meeting like the meeting of the State Planning Board.
2. Ordinarily refreshments should be served once when a meeting of conference continues for not less than one hour. There may be no objection, however to a second service if the meeting continue for more than 4 (four) hours.
3. The expenditure on this account is restricted to Rs. 12/- 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.120/- per head each time.
5. For meetings other than those convened by the Ministers/Chairman/Deputy Chairman/Chief Secretary/Addl.Chief Secretary, the decision to provide refreshment should be taken with the approval of the Principal Secretary/Commissioner & Secretary/Secretary of the Department convening such meeting/Conference. The Nazir, Government of Meghalaya Secretariat Admn. 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.

Under Secretary to the Govt. of Meghalaya
Finance (EC – I) Department

Memo No. FC(I) 9/2006/44-A

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Copy to :-

1. Secretary Administration Department (N)
2. All Principal Secretary/Commissioner & Secretary/Secretary to the Government of Meghalaya
3. All private Secretaries/Personal Assistants to Ministers
4. All Administrative Departments
5. All Heads of Departments
6. Accountant General Meghalaya, Addl. M. S. Building, Shillong – 793 001
7. Secretary, Legislative Assembly, Shillong
8. Secretary, Meghalaya Public Service Commission, Shillong
9. Chief Minister's Secretariat
10. Secretariat Cafeteria/Canteen's Shillong
11. Secretariat Administration Department (Accounts)

Under Secretary to the Govt. of Meghalaya
Finance (EC – I) Department