

F.No. D-31016/2/2023-General Admin-MoWR
Government of India
Ministry of Jal Shakti
Department of Water Resources, River Development & Ganga Rejuvenation
(General Administration)

Shram Shakti Bhawan, Rafi Marg, New Delhi

Dated: 31.03.2023

OFFICE MEMORANDUM


Subject: Arrangement for supply of tea/coffee/biscuit etc. to the officers of Department of Water Resources, River Development and Ganga Rejuvenation- reg.

The undersigned is directed to refer to this Department's circular no. 20/6/2005-GA dated 4th February, 2015 on the subject mentioned above and to say that it has been decided with the approval of the competent authority to revise the monetary ceiling of expenditure being incurred for serving tea/coffee/biscuit etc. during official meetings for different level of officers in this Department with effect from 01.04.2023 as per details and conditions given below:-

S.No.	Level of officers	Present ceiling per month	Revised ceiling per month
1.	Joint Secretaries/ equivalent officers and above	No limit	No limit
2.	Directors/ Deputy Secretaries and equivalent officers	Rs. 1500/-	Rs. 3000/-
3.	Under Secretaries and equivalent officers	Rs. 800/-	Rs. 1500/-
4.	Section Officers and equivalent officers	Rs. 500/-	Rs. 1000/-

- (i) The officers concerned will observe utmost economy in extending the hospitality and in no case the expenditure in excess of the prescribed ceiling will be allowed.
- (ii) There will be no carry forward of unutilized amount from one month to another.
- (iii) No cash payment will be made to officers in any circumstances. Orders for serving tea, coffee, biscuit etc. will be placed only with the Departmental Canteen by sending duly signed and stamped requisition slips.
- (iv) The requisitions should be signed/ stamped by the PS/PA in case of Directors/ Deputy Secretaries & equivalent and in case of Under Secretary, Section Officers & equivalent, it should be done by themselves.
- (v) The Manager of the Canteen will submit consolidated bill every month alongwith requisition slips to the concerned officer for verification and after verification of the bills by the respective officers, the concerned Canteen will submit the consolidated bill to GA Section for making payment of the amount due and admissible as per the monetary ceiling.

This issues with the approval of the Competent Authority.



(Ashish Kumar Sao)
Under Secretary to the Govt. of India
011-23738126

To

- (1.) All Officers of the level of Director/Deputy Secretary, Under Secretary and Section Officers or equivalent in this Department.
- (2.) Pay & Accounts Officer, DoWR, WR & GR, Shastri Bhawan, New Delhi.
- (3.) Cash Section.
- (4.) The Manager, Irrigation & Power Departmental Canteen, Shram Shakti Bhawan, New Delhi. It may be ensured that the monthly bill in respect of the officers drawing tea/coffee/ biscuit etc. through coupons does not exceed the monthly monetary ceiling.