No. 50013/250/2025-Administration
भारत सरकार
Government of India
जल शक्ति मंत्रालय
Ministry of Jal Shakti
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग
Department of Water Resources, River Development & Ganga Rejuvenation
(प्रशासन अनुभाग/Administration Section)
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Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 27th November, 2026

OFFICE MEMORANDUM

Subject: Revision in monthly ceiling of Hospitality Facility of Officers in Department of Water Resources, River Development & Ganga Rejuvenation – reg.

In supersession of this Department's OM No. D-31016/2/2023-General Admin-MoWR dated 31.03.2023 and with approval of the Competent Authority, the revised monetary ceiling for expenditure on hospitality items with effect from 01st December 2026, shall be as under:

S.No.	Level of Officer	Present ceiling	Revised Limit (Per Month)
1.	Joint Secretary or equivalent level or above	As per actual	As per actual
2.	Director/Deputy Secretary or equivalent level officers	Rs. 3,000/-	Rs. 4,500/-
3.	Under Secretary or equivalent level officers	Rs. 1,500/-	Rs. 3,000/-
4.	Section Officer or equivalent level officers	Rs. 1,000/-	Rs. 1,500/-

2. A certificate as per annexure to the effect that expenditure has been incurred on hospitality items for official meetings shall be uploaded by the officers on quarterly basis while submitting claim on e-hrms portal. Whereas, the reimbursement for the month of December, 2026 may be claimed on monthly basis w.e.f 01.01.2027.

3. 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. There will be no carry forward of unutilized amount from one month to another.

4. The ceiling is inclusive of GST and other applicable Government taxes.

5. This issues with the concurrence of IFD's Diary No. 338/JS&FA/2026-27.

27.11.2026

(Saket Sourav)
Under Secretary to the Govt. of India
Tel No. 011-23738126
Email: usadmn-mowr@nic.in

To:

i. All the concerned officers of DoWR, RD & GR.
ii. Gen. Admn/Cash/Vigilance section/Departmental Canteen, DoWR, RD & GR.
iii. For uploading on the Intra-net.

Annexure

SELF-CERTIFICATE FOR CLAIMING HOSPITALITY ALLOWANCE

Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR

[Statement to be furnished on Quarterly-basis by the Government Officer]

Name of the Applicant :

Designation :

Wing/Division/Section :

Pay Level & Basic Pay :

I certify that I have spent Rs. _____/- (Rupees_____) towards purchase of hospitality item (s) for the months of:

1. January – March, 202_ or;
2. April – June, 202_, or;
3. July – September, 202_, or
4. October - December, 202_

[Only one option is to be ticked]

I further declare that: i) The Hospitality Items(s) in respect of which reimbursement is claimed, is/are purchased by me. ii) The amount for which reimbursement is being claimed has actually been incurred exclusively for official purposes and in the interest of Government work. Iii) The amount has been paid by me and has not been/Will not be claimed by any other source.

Date:

Signature: _____

Bank Account Number :
Branch IFSC Code :