

**Government of India
Central Electricity Authority
Admn. Coordination Section**

F.No.4/1/2008-(PP)A. Coord.

Dated: 06.12.2013

:Office Memorandum:

Sub: Hospitality facility for the officers of the level of Chief Engineers and Members for official meetings – Reg.

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In continuation to Office Memorandum of even no. dated 23.07.2012, and 08.10.2012, the Competent authority has approved the monetary ceiling of expenditure incurred for serving tea/coffee etc. during official meetings at the level of Chief Engineers and Members for officers of CEA and Subordinate offices of CEA. The following officers will be entitled to the facility subject to the monthly ceiling (during current financial year) as follows:

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|-----|------------------------------|----------------------|
| i. | Member or equivalent | Rs. 4000/- per month |
| ii. | Chief Engineer or equivalent | Rs. 2000/- per month |

2. In no case there will be any carry forward, left over amount and transfer of amount from one officer to another. Responsibility for observing the limit of ceiling on hospitality lies with the respective officers. In case the expenditure on such hospitality exceed the prescribed ceiling, the same shall be borne by the officer concerned and Administration will only make payment of total amount from all the sources within the ceiling, to the respective canteens/pantry or re-imburse the amount to the concerned officer, if canteen/pantry is not available.

3. Order for serving tea, coffee, etc. depending on the availability of canteen/pantry and credit facility will be placed with the Canteen/pantry by sending duly signed and stamped requisition slips. Requisitions should be signed by seniormost personnel officers/staff of Chief Engineers/Members and if canteen/pantry credit facility is not available then the concerned officers can make the arrangement of Tea/Coffee etc. from the source available and can claim by submitting consolidated bill every month for reimbursement to their respective DDOs. The tendency on expenditure on hospitality should be according to actuals and not with the purpose of achieving the ceiling limit.

-Sd/-
(Prakash Ekka)
Under Secretary (P)

To

1. PPS to Chairperson/Members/Secretary, CEA
2. All Chief Engineers, CEA/Member Secretaries of RPCs
3. Director(Adm.)/DS(B&A)/DS(Vig.&OL)
4. All subordinate offices of CEA.
5. Pay & Accounts Office, CEA.
6. US(GS), CEA