

Government of India  
Central Electricity Authority  
Adm. Coord. Section

F.No.21/15/2014-Adm. Coord./(CEA)/ 3/15-90

Dated: 10<sup>th</sup> October, 2016

CIRCULAR

Sub: Hospitality facility for all the Group - A & B officers of CEA – reg.

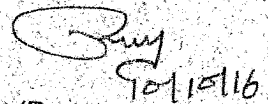
In supersession of all previous Office Memorandum on the subject matter, the monetary ceiling of expenditure incurred for serving tea / coffee etc. during official meetings for Group A & 'B' officers of CEA (HQ) and subordinate offices, will now be restricted as follows:

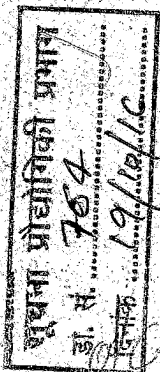
1. Chief Engineer	Rs.2,000/- per month
2. Directors / Deputy Secretaries or equivalent	Rs.800/- per month
3. Under Secretary/ Dy. Director	Rs.400/- per month
4. Assistant Director (Group-I & II)/Section Officer	Rs.400/- per month

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/online requests. 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.

4. In case of Chief Engineer, as monthly ceiling of Rs.2000/- per month exceeds as mentioned above due to organising meetings by the division, the same may be submitted to Secretary, CEA in advance for further action.

  
(Prakash Ekka)  
Under Secretary (P)



1. PPS to Chairperson / Members / Secretary, CEA
2. All Group A & B officers of CEA / Sub. Offices.
3. Director (Adm.)/ DS(B&A) / DS(Vig.&OL)
4. Pay & Accounts Office, CEA.
5. US(GS)/Canteen Committee / Canteen Manager, CEA

Copy to: Director (IT) with request to upload on CEA website.

Issued  
13/10/16