

**No. 1-05/2006-G-II**  
**Government of India**  
**Ministry of Communication & I.T.**  
**Department of Telecommunications**  
**(G-II Section)**

Sanchar Bhavan, New Delhi.

Dated: April 24, 2007

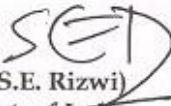
**Circular**

**Subject:** Hospitality facilities for the Officers of the level of Under Secretary and equivalent for the official meeting - reg

It has been decided with the approval of competent authority to authorize expenditure of hospitality for official meetings as per following monetary ceiling:

**Under Secretary and equivalent Group 'A' officers -Rs. 400 per month**  
**(US/ADGs/AWAs/Dy.Dir/PPS/LIO/Asstt Administrator)**

2. The entitled officers may order refreshment from the Departmental Canteen against requisition slip duly signed and stamped by them only in the prescribed proforma (copy enclosed).
3. Responsibility for observing the limit of ceiling on hospitality shall lie with the respective officers. In case the expenditure on such meetings exceeds the prescribed ceiling the same will be borne by the officer concerned. In no case, there will be any carry forward of left over amount and transfer of amount from one officer to another and from one calendar month to another.
4. This issues with the concurrence of Member (F) vide Dy. No. 459/M(F)/07 dt. 20.04.2007.

  
(S.E. Rizwi)  
Under Secretary to Govt. of India  
Ph. 2303-6300

To  
All Officers of the level of US and equivalent Group 'A' officers in DoT (Hqrs).

Copy to:

1. PS to DDG(C&A)
2. PA to Dir (PSA)
3. Chairman, CMC
4. Secretary, CMC
5. Canteen Managers (8<sup>th</sup> floor/11<sup>th</sup> floor/1<sup>st</sup> floor) to supply refreshment to the entitled officers against requisition slip duly signed & stamped within their allotted catering area.
6. PAO, DoT for information.

**Department of Telecom.**

**Requisition for refreshment**

Manager, SB Canteen may arrange to supply following items at.....(time) on..... (date) in

Room No..... O/o.....

	<u>ITEMS</u>	<u>Qty</u>
1.	Tea without Biscuit	- _____
2.	Tea with Biscuit	- _____
3.	Coffee	- _____
3.	Cold Drink (during summer)	- _____
4.	Soup (during winter)	- _____

signature  
with stamp

**Department of Telecom.**

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Room No..... O/o.....

	<u>ITEMS</u>	<u>Qty</u>
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2.	Tea with Biscuit	- _____
3.	Coffee	- _____
3.	Cold Drink (during summer)	- _____
4.	Soup (during winter)	- _____

signature  
with stamp

**Department of Telecom.**

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