

F.No.D-19011/01/2015-GAR

Government of India
Ministry of Finance
Department of Revenue

Room No.66-D, North Block,
New Delhi, 14th July,2020.

C I R C U L A R

Subject: Flexibility to purchase the Hospitality materials to entitled officers of Department of Revenue.

In supersession of this Department's Circular vide F.No.D-19011/01/2015-SO(GAR) Dated 12th May,2017 regarding hospitality services provided to the entitled officers from SO & equivalent level to DS/Director & equivalent level Officers of Department of Revenue through advance refreshment coupons within the prescribed monetary ceiling. The prescribed monetary ceiling of the entitled officers is given as under:

S.No	Entitled Officers	Prescribed Ceiling per month (in Rs.)
1	Section Officer & equivalent	Rs.400/-
2	Under Secretary & equivalent	Rs.800/-
3	D.S / Director & equivalent	Rs.1200/-

2. Due to Pandemic Covid-19 scenario and to maintain the social distancing to contain the spread of COVID-19, the existing systems of providing the refreshment services through advance refreshment coupons is not feasible. Therefore, It has been decided with the approval of Competent Authority that the entitled officers may purchase the refreshment items from Ministry of Finance Co-operative Store & Kendriya Bhandar within the prescribed ceiling & certified bills may be submitted to GAR Section for reimbursement subject to the following conditions:-
 - (i) The total amount shall including GST and other Government taxes as applicable.
 - (ii) There will no carry forward of unutilized amount from one month to another month.
 - (iii) The hospitality item includes Tea/Coffee/Milk powder/ Sugar & Biscuits only.
 - (iv) No Cash payment will be made to the officers in any circumstances.
 - (v) The entitled officers may purchase hospitality items from Ministry of Finance Co-operative Store and or Kendriya Bhandar within the prescribed ceiling w.e.f from the issuance of this circular.
 - (vi) The original bill duly certified & stamped by concerned officer in the prescribed proforma in Annexure may be submitted to GAR Section for reimbursement upto 10th of every successive month.
3. This issues with the concurrence of the AS&FA vide Dy.No.1260/2020-IFU.III dated 01.07.2020.


(Rakesh Kumar)

Under Secretary to the Government of India.

Phone No. 2309 5366

(RAKESH KUMAR)

अवर सचिव (सा. प्र. रा.)

Under Secretary (GAR)

वित्त मंत्रालय (राजस्व विभाग)

Ministry of Finance (Deptt. of Rev.)

भारत सरकार / Govt. of India

नई दिल्ली / New Delhi

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To,

All entitled Officers of Department of Revenue.

PROFORMA FOR REIMBURSEMENT OF REFRESHMENT

- 1. Name of the month for which reimbursement claims:
- 2. Name of the Officer :
- 3. Designation :
- 4. Name of the Department :
- 5. Employee Code :
- 6. Present Posting :
- 7. Amount claimed :
- 8. Bill No & Dated (Original Bill required) :
- 9. Name of the Bank of the claimant :
- 10. Account Number of the claimant :
- 11. IFSC Code :

Undertaking: It is certified that I am working on the strength of Department of Revenue & above mentioned amount have been incurred by me for purchase the refreshment items for the use of official meetings within the prescribed ceiling. Therefore, the same may be reimbursed to me at the earliest.

Name of the Officer:

(Signature with stamp) :

Dated :

Contact no: _____

To,
 The Section Officer
 B-9, GAR Section,
 Department of Revenue,
 North Block, New Delhi.