

**File No.D-31016/11/2023-Admin\_2 (E-24667)**  
Government of India  
Ministry of Fisheries, Animal Husbandry and Dairying  
(Department of Animal Husbandry and Dairying)

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Krishi Bhawan, New Delhi  
Dated the 09<sup>th</sup> Dec, 2024

**Circular**

**Subject:** Hospitality Allowance for the officers of level of Director/Deputy Secretary/Under Secretary/Section Officer/ Group 'B' Gazetted Officers (Pay level-7) and other equivalent officers- reg.

The undersigned is directed to refer to the subject cited above and to state that the officers eligible for hospitality allowance as per this Department's Circular of even number dated 10<sup>th</sup> July, 2023, may submit their claim on the basis of self-certification proforma (enclosed) on quarterly basis i.e. April to June, July to September, October to December and January to March. This shall come into effect from 01.12.2024 onwards.

2. However, the officers who are willing to submit their claims with the submission of bills may also continue with the existing practice. However, the bills shall be submitted on quarterly basis, as elaborated above.
3. This issues with the concurrence of AS&FA.

*Vikash*  
21/12/24

(Vikash Kumar Vikrosy)  
Under Secretary to the Government of India  
Ph. No. 011-23385116

Distribution:

- All officers of the rank of Director/DS/US/SO/ Group 'B' Gazetted (Level-7) or equivalent officers in the Department of Animal Husbandry and Dairying.
- NIC ( for uploading on Department's website)

**विकास कुमार विक्रोसी**  
अवर सचिव  
भारत सरकार  
मत्स्यपालन, पशुपालन एवं डेयरी मंत्रालय  
पशुपालन और डेयरी विभाग  
कृषि भवन, नई दिल्ली-110001

Proforma for claiming reimbursement of official hospitality expenditure by the officers of the level of SO/Group 'B' Gazetted officers and above upto the level of DS/Director & equivalent.

1. Name of the Claimant:
2. Designation:
3. Basic Pay and Pay Level:
4. Account No.:
5. IFSC Code:

**CERTIFICATE**

I hereby certify that I have spent Rs..... .  
(Rupees) \_\_\_\_\_ towards  
expenditure on official hospitality (i.e. on food and beverages only) for the period  
mentioned below:

<input type="checkbox"/>	April to June, 20... ..
<input type="checkbox"/>	July to September, 20...
<input type="checkbox"/>	October to December, 20...
<input type="checkbox"/>	January to March, 20...

Tick applicable box

Date:

Signature with official seal