

No. 17(31)/E.Coord/2025
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated the 27th March, 2025

OFFICE MEMORANDUM

Sub: Submission of proposals to Department of Expenditure for holding Conferences/ Workshops/ Seminars etc. (Domestic & International)- reg.

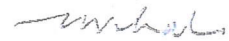
The undersigned is directed to refer to this Department's O.M. No. 19(36)/E.Coord/2018 dated 30th May, 2018 on Guidelines to be followed for holding Conferences/ Workshops/ Seminars etc. (Domestic & International).

2. As per the guidelines issued by the Department of Expenditure through the aforementioned O.M., all proposals related to holding Conferences/ Workshops/ Seminars etc. (Domestic & International) must be submitted to the Department of Expenditure at least one month in advance of commencement of the event and only through the Financial Adviser concerned.

3. It has come to the notice of this Department that a number of proposals continue to be submitted at the eleventh hour, thereby leaving insufficient time for proper examination and processing. Ministries/ Departments are, therefore, urged to plan their events, especially annual events, well in advance and factor in the required time for necessary approvals. In this regard, all Ministries/ Departments are now advised to send their proposals at least 15 days prior to the commencement of the events.

4. Compliance with these instructions is requested to facilitate smooth processing and approval of such events.

5. This issues with the approval of Competent Authority.



(L. H. Hrangchal)

Under Secretary to the Govt. of India

Tel. No: 2309 5265

To

1. All Secretaries to the Government of India
2. All Financial Advisers of Ministries/Departments
3. Guard File