



# केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

आयुष मन्त्रालय, भारत सरकार  
जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन  
61-65, संस्थानिक क्षेत्र, सम्मुख 'डी' ब्लॉक, जवाहरपुरी, नई दिल्ली-110058

**CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES**

Ministry of AYUSH, Govt. of India

Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan  
61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

ग्राम : आयुष  
Gram : "AYUSH"  
Fax : 28520748  
EPBX  
28525852, 28520501  
28522524, 28525831  
28525862, 28525883  
28525897

.F.No.32-19/2016/CCRAS/Admn. / 656

Dated 25 MAY 2018

## OFFICE MEMORANDUM

In continuation of this Council's O.M. of even number dated 12<sup>th</sup> February, 2018 regarding hospitality during the meetings, seminars etc. being convened in the Council Hqrs., it has been decided with the approval of DG that following procedure should be adopted for meeting the expenditure on hospitality for future meetings, seminars etc.

Sl. No.	Nature of meeting	proposed hospitality to be provided	Remarks
1.	Meetings of 1-2 hours duration in the Officer concerned chamber having not more than 8 participants.	Tea + Biscuits	Concerned Officer will incur expenditure from their hospitality amount.
2.	Meetings of 1-2 hours duration in the Committee Room having more than 8 participants.	Tea+ Biscuits+ water (200 ml.)	Council to incur the expenditure from appropriate head of account.
3.	Half day meeting with Experts/officers convened by Dy. DG/DDA etc..	High Tea + water (500 ml.)	- Do -
4.	Meetings starting in the forenoon and continuing in the afternoon (full day) and full day meeting with the Heads of Institutes Including officers from CCRAS Hqrs. under the Chairmanship of DG/DDG/DDA	High Tea + water (500 ml. in the morning, Lunch, High tea + water (500 ml.) in the evening.	- Do -

2. Prior requisition on the prescribed format (Annexure-I) duly approved by the competent authority, as above, alongwith the meeting notice should reach Admn. Section well in time.

3. This issues with the approval of DG.

Copy to :

1. All Programme Officers, CCRAS, Hqrs. Office
2. All Research Officers, CCRAS Hqrs. Office
3. ADO (R&E)/ADO (Accounts)/ADO (Admn.)/ADO(P&V)
4. SPS to DG/PS to DDG/PS to DDA
5. OS (Admn.)/OS (E)/OS (V)
6. I.T. Section to upload the O.M. on the Council website.
7. Hindi Section for Hindi version.

  
(A. K. MEENA)

Admn. Officer (A&B)  
For Director General

**CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES**

Requisition for Hospitality for meeting on \_\_\_\_\_

1. Name of the Event/Meeting/Seminar/ \_\_\_\_\_  
\_\_\_\_\_
2. File No. of approval of proposal \_\_\_\_\_ (copy of the meeting notice to be enclosed)
3. Purpose of the Event/Meeting/Seminar \_\_\_\_\_  
\_\_\_\_\_
4. Event proposed/organized by : \_\_\_\_\_
5. Date of Event/Meeting/Seminar etc. from \_\_\_\_\_ To \_\_\_\_\_
6. Type of Hospitality required for Tea + Biscuit/water//high tea/lunch/dinner  
\_\_\_\_\_
7. Time of Serving Tea/Lunch from \_\_\_\_\_ To \_\_\_\_\_
8. Venue (Canteen/Committee Room/AYUSH Auditorium (Please specify \_\_\_\_\_
9. Expected Number of participants for the event/meeting/seminar \_\_\_\_\_
10. Expected cost with the budget of Rs. \_\_\_\_\_ per person with the budget of Rs. \_\_\_\_\_
11. Name of Indenter with Designation \_\_\_\_\_ Signature \_\_\_\_\_
12. Approval for the Head of expenses is to be fulfilled by Indenter.

Signature of Indenter with designation

**Countersigned**

Dy. Director General  
(for techn. Meeting)

Dy. Director (Admn)  
(for Admn. Meetings)

**For Canteen Use only**

Requisition received for Dated \_\_\_\_\_ Time \_\_\_\_\_ Remarks \_\_\_\_\_

Signature