

**No. A-70/1/2025-Admn.I**  
**Government of India**  
**Ministry of Information & Broadcasting**

Shastri Bhawan, New Delhi  
Dated: 13<sup>th</sup> June 2025

**OFFICE ORDER**

**Subject:- Expenditure on Hospitality facilities to the officers of the rank of Director/ Dy. Secretary/ Under Secretary/ Desk Officer/ Section Officers/ Pvt. Secretaries and equivalent in the Main Sectt. of Ministry of I&B during official meeting etc.- Ceiling thereof.**

In supersession of this Ministry's Order No. F-18012/1/2022-Admn.I, dated 25.04.2023 (copy enclosed), it has been decided with the approval of Competent Authority to enhance the ceiling for hospitality facilities to the officers of the rank of Director/ Dy. Secretary/ Under Secretary/ Desk Officer/ Section Officers/ Pvt. Secretaries and equivalent in the Main Secretariat of Ministry of I&B during official meeting etc. as under:-

S.No.	Category of Officer	Revised ceiling approved by IFD per month w.e.f. 01.07.2025 (₹)
1.	Director/ DS/ equivalent posts	2000/-
2.	US/ Equivalent posts	1500/-
3.	SO/ Equivalent posts	1000/-

2. The above-prescribed monetary ceiling will further be subject to following conditions: -
  - i. The Officers who are working in Main Secretariat on loan basis will get their expenditure (incurred towards hospitality) reimbursed from their respective offices.
  - ii. There will be no carry-forward of said ceiling or/and transfer of amount from one Officer to another.
3. All eligible officers up to the level of Director may avail Hospitality facility as per above monetary ceiling w.e.f. 01.07.2025.
4. This issues with the concurrence of AS&FA vide Note#14 in e-file 211729, dated 05.06.2025.

Encl: as above.


  
13-06-2025  
(Anuj Dixit)

**Under Secretary to the Government of India**  
**Tel. No. 2338 4990**

Contd...

**Copy to:-**

1. Pay & Accounts Office, Main Secretariat, M/o I&B.
2. All Directors/ Deputy Secretaries/ Under Secretaries/ Section Officers and equivalent Officers, Main Secretariat, M/o I&B (through e-office notice board).
3. All Media Units: With a request to reimburse the hospitality claim of others who are working in Main Secretariat on loan basis.
4. Section Officer, Cash Section, MS, M/o I&B
5. Manager, Departmental Canteen, M/o I&B.
6. Finance-II section.
7. Office order /Reference Folder



15-06-2025

(Anuj Dixit)

Under Secretary to the Government of India

Tel. No. 2338 4990

**No. F-18012/1/2022-Admn.I**  
**Government of India**  
**Ministry of Information & Broadcasting**  
**'A' Wing, Shastri Bhawan, New Delhi**

Shastri Bhawan, New Delhi  
Dated: 25 April' 2023

**OFFICE ORDER**

**Subject:-** Expenditure on Hospitality facilities to the officers of the rank of Director/ Dy. Secretary/ Under Secretary/ Desk Officer/ Section Officers/ Pvt. Secretaries and equivalent in the Main Sectt. of Ministry of I&B during official meeting etc.- Ceiling thereof.

In supersession of this Ministry's Order No. F-21012/1/11-Admn.I dated 10.10.2011, it has been decided with the approval of Competent Authority to enhance the ceiling for hospitality facilities to the officers of the rank of Director/ Dy. Secretary/ Under Secretary/ Desk Officer/ Section Officers/ Pvt. Secretaries and equivalent in the Main Secretariat of Ministry of I&B during official meeting etc. as under:-

S.No.	Category of Officers	Existing ceiling per month (Rs.)	Revised ceiling per month w.e.f. 01.05.2023 (Rs.)
1	Director/DS and equivalent Posts	1200/-	1900/-
2	US and equivalent posts	800/-	1300/-
3	SO and equivalent posts	400/-	700/-

2. The above prescribed monetary ceiling will further be subject to following conditions: -

- i. The Officers who are working in Main Secretariat on loan basis will get their expenditure (incurred towards hospitality) reimbursed from their respective offices.
- ii. There will be no carry-forward of said ceiling or/and transfer of amount from one Officer to another.

3. Further, it has now been decided to discontinue the practice of 'production of bills of the hospitality items on monthly basis for reimbursement' and to replace it with 'production of a self-certificate on quarterly basis'. The entitled Officers may submit their claim to Admin-I Section in a self-certificate as per the prescribed proforma (copy enclosed) within the aforementioned ceiling to the effect that the expenditure has actually been incurred on hospitality in official meetings.

4. This would take effect from 1<sup>st</sup> May, 2023.

5. This issues with the concurrence of Integrated Finance Division (IFD) vide Dy no. 164875/23 dated 10.04.2023.

Encl: As above

  
(Kirti Gupta)

Under Secretary to the Govt. of India  
Tel: 2336 4990