Office Memorandum

Subject:- Minutes of the 3rd Meeting of the Executive Committee of National Rural Livelihoods Promotion Society held on 8.10.2014.

The 3rd Meeting of the Executive Committee of National Rural Livelihoods Promotion Society was held at 12.00 Noon on 8th October, 2014.

2. A copy of the minutes of the said meeting are enclosed herewith.

(T. Vijay Kumar)
Additional Secretary (RL)
& Chief Executive Officer, NRLPS

To,

1. Dr. A. Santhosh Mathew, Joint Secretary (Skills) and Additional CEO, India Habitat Centre, New Delhi.
2. Shri Alok Tandon, Joint Secretary, Department of Financial Services, Ministry of Finance, 3rd Floor, Jeevan Deep Building, Parliament Street, New Delhi-110001.
3. Shri A.K. Dogra, Deputy Secretary, Department of Financial Services, Ministry of Finance, 3rd Floor, Jeevan Deep Building, Parliament Street, New Delhi-110001.
4. Shri Kumar Anshumaly, Director, Bihar Rural Livelihoods Promotion Society, Bihar
5. Shri Sudhir Kumar Sinha, Under Secretary (IFD), Ministry of Rural Development, Krishi Bhawan, New Delhi.
6. Shri P.C. Chaudhri, General Manager, OIC, NABARD, New Delhi.
7. Shri G. Muralidhar, Lead, H.R. and Capacity building, NRLPS.
8. Smt. Nita Kejrewal, Director (A & F), NRLPS.

Copy to:-

1. PS to Minister (RD) & President, NRLPS
2. PS to Secretary (RD) & Vice President, NRLPS
3. PS to AS (RD)
4. PS to AS (RL)
Minutes of the 3rd Meeting of the Executive Committee of NRLPS held at 12.00 Noon on 8.10.2014 at the Conference Room, Hotel Samrat, 6th Floor, Chanakyapuri, New Delhi.

The 3rd meeting of the Executive Committee of NRLPS was held at 12.00 Noon on 8.10.2014. The list of persons who attended the meeting is given at Annexure I.

2. Shri Joe Mediatl, Executive Director, Gram Vikas could not attend the meeting as he was out of the country.

Agenda Item No. 1:- Confirmation of minutes of the 2nd Executive Committee meeting held on 10.2.2014

The Executive Committee confirmed the minutes of the said meeting.

Agenda Item No. 2:- Action Taken Report on the decisions taken in the 2nd Executive Committee Meeting held on 10.2.2014.

The Executive Committee was apprised of the Action Taken Report, item-wise.

Agenda Item No. 3:- Detailed Budget of NRLPS for 2014-15

The Executive Committee discussed the budget of NRLPS at length. The EC was of the view that under the heading Start Up costs for new office, item “Office equipment (5 photo copiers cum scanners)” may be amended as “Office Equipment.” This was agreed to. The Executive Committee approved the detailed budget of NRLPS amounting to Rs. 24,58,77,981/- for the financial year 2014-15.

Agenda Item No. 4:- Audited Statement of Accounts and Audit Report of NRLPS for the year 2013-14.

The representative from IFD informed that as per the procedure, the auditors can be appointed only with the approval of the General Body of the Society. It was clarified that the Society has been established in July 2013 and that M/s. AVA & Associates, Chartered Accountant has been engaged only for a period of one year with the approval of the Minister (RD), who is also the President of the Society. The CA firm is registered in the panel of Auditors of the Comptroller & Auditor General of India and its selection was done by following the due process.

The Executive Committee approved (i) the selection of M/s. AVA & Associates as the Auditor for the year 2013-14 and (ii) the Audited Statement of Accounts and Audit Report of the year 2013-14. The Executive Committee also directed that (i) both the items may be placed before the General Body for their consideration and approval; and (ii) proposal for appointment of Auditors for the year 2014-15 onwards may also be submitted to the General Body.

Agenda Item No. 5:- Filling up of three posts to be filled up on deputation

The Executive Committee noted the status of appointment of Ms. Nita Kejrewal as Director (Administration & Finance).
The Executive Committee was also informed that for recruitment to the post of Deputy Director (Administration), a Selection Committee was constituted with the approval of Secretary (RD) and Vice President, NRLPS. The Selection Committee interviewed the lone candidate Dr. Sandeep Sharma on 30.9.2014 and that the recommendations of the Selection Committee have been submitted to Secretary (RD) & Vice President, NRLPS for approval.

In regard to the appointment to the post of Accounts Officer, the Executive Committee was informed that despite repeated advertisements, no application was received. The Executive Committee examined the eligibility criterion which was “Holding analogous posts in Accounts Services on regular basis”. After discussions, the Executive Committee recommended that the eligibility criteria may be amended so that a person holding one rank below post also becomes eligible for the post of Accounts Officer. In other words, for the post of Accounts Officer, a person holding (a) an analogous post in Accounts Services on regular basis or (b) the post of Assistant Accounts Officer / Assistant Audit Officer with 10 years’ experience in the same post, becomes eligible. It was also agreed that this matter may be placed before the next General Body for consideration.

Agenda Item No. 6:- Holidays and office timings.

The Executive Committee approved the revised office timings and also directed that this matter may be submitted to the General Body for their ratification at their next meeting.

Agenda Item No. 7:- Amendment in the Memorandum of Association and Rules of the Society – Appointment of Joint Secretary (Skills) as Additional Chief Executive Officer of the National Rural Livelihoods Promotion Society

The Executive Committee noted the amendment in the Memorandum of Association and Rules and Regulations of the Society.

Agenda Item No. 8:- Appointment of a Travel Agent

The Executive Committee approved the appointment of M/s. Balmer Lawrie & Company Ltd. as the travel agent of the Society.

Agenda Item No. 9:- Hiring of an additional taxi

The Chief Executive Officer explained the background leading to hiring of an additional taxi through the Management Agency. It was informed that the taxies are being used not only by the NRLPS staff, but also by the officers and staff of RL Division, other UNDP Technical experts etc. The offices of the Ministry of Rural Development are located at various places and for close and effective functioning, it was felt necessary to hire one more taxi.

The representative from IF Division expressed his reservations about hiring of an additional taxi and stated that this arrangement of an additional vehicle may be stopped immediately. After detailed discussions, the Executive Committee decided that the need of an additional vehicle is very genuine and therefore this arrangement may continue.

\[\text{Signature}\]

-31-
Agenda Item No. 10:- (i) Rates for serving working lunch and high tea; and (ii) payment of honorarium to non-officials

The Executive Committee was informed the rationale for increasing the rates for serving working lunch and high tea from Rs. 150/- and Rs. 80/- per head to Rs. 200/- and Rs. 120/- per head respectively. It was informed that the rates which were fixed a couple of years back needed some enhancement due to overall increase in prices and inflation. The representative from the IFD expressed his reservation on the enhanced prices and was of the opinion that there should not be any such increase. However, the Executive Committee noted that the overall financial implication on yearly basis is less than Rs. 4 lakh and therefore decided that the marginal increase in the rates are quite justified and ratified the revised rates.

For enhancement in rate of payment of honorarium to non-officials from Rs. 2000/- to Rs. 3000/-, the representative from IFD desired that a justification note on this subject may be referred to them. After discussions, it was decided that a comprehensive note may be submitted to IFD after the write-shop which is scheduled to be held in November, 2014.

Agenda Item No. 11:- Extension of contract with the existing Managing Agency for a period of one year

The Executive Committee was informed that vice agreement signed on 29.9.2014, the contract with the existing Managing Agency (i.e. M/s. NRMC India Pvt. Ltd., New Delhi) has been extended for a period of one year from 1.10.2014 to 30.9.2015 on the existing terms and condition.

The Executive Committee decided that (i) this matter may be placed before the next General Body meeting for ratification; and (ii) since the three year’s contract with M/s. NRMC India Pvt. Ltd. is expiring on 30.9.2015, the terms of reference for the appointment of a Managing Agency from 1st October 2015 onwards may be finalised immediately.

Agenda Item No. 12:- Allotment of PAN Number, TAN Number and Registration under Section 12A, read with Section 12AA of the Income Tax Act

The Executive Committee was informed about the allotment of PAN Number, TAN Number and Registration under Section 12A, etc. in respect of the National Rural Livelihoods Promotion Society.

The Executive Committee directed that the feasibility of filing application under section 80G of the Income Tax Act may be examined and if need be, the application may be filed.

Agenda Item No. 13:- Approval for filing Form No. 10 under section 11(2) of the Income Tax Act, 1961

The Executive Committee approved the proposal and empowered the CEO, NRLPS to file Form No. 10 [u/s11(2) of the Income Tax Act and Rule 17 of the Income Tax Rules] with the Income Tax Department for permitting the Society to utilize the unspent income of the financial year 2013-14 during the subsequent financial years for a maximum period of five years.
Additional Agenda

The Executive Committee also considered two additional agenda items, as per details given below.

Agenda Item No. 14:- Delegation of power to Director (Administration and Finance), NRLPS

The matter was discussed in detail. After discussions, the Executive Committee delegated the following powers to the Director (Administration and Finance):-

i) Authorizing payment in all cases where the estimated expenditure has been approved by the C.E.O. / Additional C.E.O. under his/her delegated powers and the expenditure is within the approved limits.

ii) Financial approval for purchase of office equipment, stationary, computer peripherals, printers and other items for office requirements up-to the financial limit of Rs. 50,000/- in each case.

iii) Hiring of vehicles for short term use for meetings, workshops and conferences.

iv) Financial approval for expenditure on serving refreshments in official meetings at approved rates.

v) Financial approval for TDS payments to Income Tax Department.

vi) Approval for payment of TA/DA in all cases at prescribed rates where the tour programme has been approved by the competent Authority.

vii) Payment of monthly rent, furnishing charges, electricity charges, etc, for the Office accommodation as per terms of the approved lease agreement.

viii) Sanction of leave to all Consultants employed by the Society.

2. The Executive Committee further directed that the Director (Administration and Finance), while exercising the above powers, will comply with the prescribed procurement process and procedures and other provisions of the General Financial Rules of the Government of India. The sanction for the expenditure will be subject to budget provisions approved by the General Body.

Agenda Item No. 15:- Hiring services of M/s. Tally Solutions Pvt. Ltd. for FMS implementation in States

The Executive Committee was informed that NRLPS provides technical support to SRLMs in all Mission implementation activities. NRLPS propose to use the services of M/s. Tally Solutions Pvt. Ltd.to provide the required professional support for implementation of FMS initially in eight States to be further extended to non-intensive SRLMs and districts, after the FMS version is fully implemented and made operational in the eight NRLP States. It would include professional handholding to each of the identified SRLMs to implement FMS version and generate all required financial reports. The estimated cost for six months contract would be Rs. 20.00 lakhs. The eight States where the support would be provided are Assam,
Chhattisgarh, Gujarat, Karnataka, Odisha, Rajasthan, Uttar Pradesh and West Bengal. It was also informed that prior approval of World Bank is required only when the cost of the project exceeds Rs. 1 crore. The Executive Committee approved the aforesaid proposal.

Any Other issue:

Approval of the Annual Report of N.R.L.P.S.

The Executive Committee also decided that the Annual Report of NRLPS may be approved by the Members of the Society by circulation. The same will then be put up to the General Body of NRLPS for approval for laying on the table of the Parliament during the forthcoming session.

The meeting ended with a vote of thanks to the Chair.
LIST OF PARTICIPANTS

1) Shri T. Vijay Kumar, Additional Secretary (RL) and Chief Executive Officer, NRLPS – Chairman.
2) Dr. A. Santhosh Mathew, Joint Secretary (Skills) and Additional Chief Executive Officer, NRLPS.
3) Shri A.K. Dogra, Deputy Secretary, Department of Financial Services, Ministry of Finance, 3rd Floor, Jeewan Deep Building, Parliament Street, New Delhi-110001.
4) Shri Kumar Anshumaly, Director, Bihar Rural Livelihoods Promotion Society, Bihar.
5) Shri Sudhir Kumar Sinha, Under Secretary (IFD), Ministry of Rural Development, Krishi Bhawan, New Delhi.
6) Shri P.C. Chaudhri, General Manager, OIC, NABARD, New Delhi.

Special Invitees:-

1) Shri G. Muralidhar, Lead, H.R. and Capacity building, NRLPS.
2) Smt. Nita Kejrewal, Director (A & F), NRLPS.
No. 7(3)/E-Coord/2013
Government of India
Ministry of Finance
Department of Expenditure

***

OFFICE MEMORANDUM

Dated the 6th May, 2015
North Block, New Delhi

Subject: Economy in expenditure – serving of refreshments during meetings etc.

The undersigned is directed to refer to the Department of Expenditure O.M. No. 7(2)E-Coord/03 dated 25.3.2004 on the subject mentioned above whereby the ceiling of Rs. 150/- per head was fixed for serving refreshment/working lunch during meetings/seminars/conferences.

2. A number of proposals have been received from various Ministries/Departments seeking relaxation of the above ceiling.

3. The matter has been re-examined and it has been decided to revise the ceiling of Rs. 150/- per head for serving refreshments/working lunch during meetings/seminars/conferences etc. in the following manner –

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item</th>
<th>Ceiling (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tea+Snacks</td>
<td>Rs. 200/-</td>
</tr>
<tr>
<td>2.</td>
<td>High Tea</td>
<td>Rs. 500/-</td>
</tr>
<tr>
<td>3.</td>
<td>Lunch/Dinner</td>
<td>Rs. 750/-</td>
</tr>
</tbody>
</table>

4. The Administrative Secretary in consultation with the Financial Advisor would need to exercise utmost discretion while deciding expenditure on above account keeping in mind economy in expenditure and adherence of financial rules/norms/propriety.

5. This issues with the approval of Secretary (Expenditure).

[Signature]
[N. Radhakrishnan]
Director

Secretaries of all Ministries / Departments
All Financial Advisors
OFFICE MEMORANDUM

Subject: Delegation of powers to Ministries/ Departments for payment of Sitting Fee in respect of Non-officials of Committees/ Panels/ Boards etc.

The undersigned is directed to state that the issues related to payment of Sitting Fee to Non-officials of Committees/ Panels/ Boards etc. have been examined in DoE Expenditure. It has been decided that Administrative Secretaries of the Ministries/ Departments may decide the Sitting Fee in respect of Non-officials of Committees/ Panels/ Boards etc. in consultation with their Financial Advisors and with the approval of their Ministers.

2. While considering the proposals for payment of Sitting Fee to Non-officials, the Ministries/ Departments are directed to keep in view the following instructions/guidelines:-

2.1. **Categorisation of Committees:** For the purpose of payment of Sitting Fee, Committees/ Boards/ panels are categorized into following three categories:-

(i) **High Level Committee:** In terms of Cabinet Secretariat Circular No. 1/16/1/2000-Cab. dated 15.04.2002, a High Level Committee is a Committee set up with the approval of Hon'ble Prime Minister through the Cabinet Secretary and presided over by a high ranking dignitary e.g. a Minister, a Judge of the Supreme Court of India, a Vice-Chancellor etc. including prominent persons in public life as Members.

(ii) **Technical or Expert Committee:** A Technical or Expert Committee is a Committee constituted to discharge functions as prescribed under Acts/ Rules/ Subordinate legislation on the subject. Such Committee is to be set up with the approval of the Minister of the concerned Ministry. In case any Member of Parliament is included in the Committee, the prior approval of Prime Minister to their inclusion is to be obtained in terms of Cabinet Secretariat Circular No. 1/16/1/2000-Cab. dated 15.04.2002.

(iii) **Other Committees:** All other Committees will be covered under this category. These Committees will be constituted with the approval of the Administrative Secretary or Minister.

2.2 **Definition of a Non-official:** For the purpose of grant of Sitting Fee only such persons are to be considered as Non-officials who are not employed in any institution/ organisation/body funded by the Central Government.
3. **Rates of Sitting Fee**: On the basis of categorisation of Committees viz. High Level Committee, Technical or Expert Committee and Other Committees, The Ministries/Departments shall ensure that the maximum rates of Sitting Fee to be paid to Non-official Chairman/ Members will not be more than the following:-

(i) High Level Committee: Not more than Rs.10,000/- per day of Sitting.
(ii) Technical or Expert Committee: Not more than Rs.6000/- per day of Sitting.
(iii) Other Committees: Not more than Rs.4000/- per day of Sitting.

4. For arriving at the rates of the Sitting Fee to Non-official Chairman and Members of the Committees/Boards/Panels, the Ministries/Department shall observe the following conditions:

i. While considering the amount of Sitting Fee, the Ministries/Departments have to keep in view facts such as nature and scope of the Committee, importance of the subject assigned to the Committee, category of the Committee (i.e. High level Committee, Technical or Expert Committee or other Committee), level/ status of Chairperson/ Members, duration of the Committee, frequency of meetings, Terms of Reference of the Committee etc.

ii. In no case, the ceiling should exceed 10 meetings in a month in respect of all categories of Committees viz. High Level, Technical or Expert Committees and Other Committee. It is presumed that such committees are constituted for a limited duration specified in the order.

iii. It is clarified that the Govt. employees nominated to such Committees/ Boards/ Panels etc. will not be entitled to Sitting Fee.

iv. Cases seeking deviation from the above norms may be referred to M/o Finance giving full justification for seeking deviation.

3. These instructions will be effective from the date of issue of this O.M.

4. This is issued with the approval of Finance Minister.

\[\text{[Signature]}\]
(Nirmala Dev)
Deputy Secretary to the Government of India
Telefax. 23093276

1. Secretaries of all Ministries/ Department (as per standard list).
2. Financial Advisers of all Ministries/ Departments (as per standard list).
3. Cabinet Secretariat - For information.
Office of the Commissioner of Income Tax (E),
26th Floor, Tower-E2, Pratyaksha Kar Bhawan
Dr. S.P. Mukherjee Civic Centre, J.L. Nehru Marg, Delhi

NQ.CIT (E) 2015-16/026-DEL-NE25953-15042015

Dated 15/04/2015

NAME & ADDRESS: NATIONAL RURAL LIVELIHOODS PROMOTION SOCIETY
38-A, KRISHI BHAWAN MINISTRY OF RURAL DEVELOPMENT
GOVERNMENT OF INDIA, NEW DELHI 110001

Legal Status: Society
PAN NO: AABAN0781F
GIR NO: N-1513

Sub:- ORDER UNDER SECTION 80G (5)(vi) OF THE INCOME TAX ACT, 1961

On verification of the facts stated before me/hearing before me, I have come to the conclusion that this organization satisfies the conditions u/s 80G of the Income Tax act, 1961. The institution/Fund is granted approval subject to the following conditions:-

(i) The Donee institution shall forfeit this benefit provided under the law, if any of the conditions stated herein are not complied with/abused/willfully down or in any way violated.

(ii) This exemption is valid for the period from A.Y.2015-16 onwards till it is rescinded and subject to the following conditions:

Conditions:

(i) You shall maintain your accounts regularly and also get them audited to comply with sec. 80G (5)(iv) read with section 12A(1)(b) and 12A(1)(c) and submit the same before the assessing officer by the due date as per section 139(1) of the Income Tax Act 1961.

(ii) Every receipt issued to donor shall bear the number and date of this order and shall state the date up to which this certificate is valid.

(iii) No change in the deed of the trust/association shall be affected without the due procedure of Law and its intimation shall be given immediately to this office.

(iv) The approval to the institution/fund shall apply to the donations received only if the fund/institution, established in India for charitable purpose, fulfills the conditions as laid down in section 80G(5)(i), (ii), (iii), (iv), (v) & (sB) of the Income Tax Act 1961.

(v) This office and the assessing officer shall also be informed about the managing trustees or Manager of your Trust/Society/Non Profit Company and the places where the activities of the Trust/Institution are undertaken/likely to be undertaken to satisfy the claimed objects.

(vi) You shall file the return of income of your fund/institution as per section 139(1)/(4A)/(4C) of the Income Tax Act, 1961.

(vii) No cess or fee or any other consideration shall be received in violation of section 2(15) of the Income Tax Act, 1961.

Copy to:
1. The applicant as above
2. The Assessing Officer

(SUNITA PURI)
Commissioner of Income Tax (Exemptions)
Commissioner of Income Tax (E)
Room No. 2602, 26th Floor,
Block-E2, Pratyaksha Kar Bhawan
Civic Centre, J.L. Nehru Marg,
New Delhi-110002

(SANDEEP KUMAR)
Income Tax Officer(Exemp)(HQ)
For Commissioner of Income Tax (Exemptions) DELHI

Income Tax Officer (E) (HQs.)
26th Floor, Block-E-2,
Pratyaksha Kar Bhawan, Civic Centre,
J.L. Nehru Marg, New Delhi-110002
Office Order

Subject:- Delegation of Powers to Director (Administration and Finance)

The Executive Committee in its 3rd Meeting held on 8th October, 2014, has decided to delegate the following powers are to the Director (Administration and Finance), NRLPS:-

i) Authorizing payment in all cases where the estimated expenditure has been approved by the C.E.O. / Additional C.E.O. under his/her delegated powers and the expenditure is within the approved limits;

ii) Financial approval for purchase of office equipment, stationary, computer peripherals, printers and other items for office requirements up-to the financial limit of Rs. 50,000/- in each case;

iii) Hiring of vehicles for short term use for meetings, workshops and conferences;

iv) Financial approval for expenditure on serving refreshments in official meetings at approved rates;

v) Financial approval for TDS payments to Income Tax Department;

vi) Approval for payment of TA/DA in all cases at prescribed rates where the tour programme has been approved by the competent Authority;

vii) Payment of monthly rent, furnishing charges, electricity charges, etc, for the Office accommodation as per terms of the approved lease agreement; and

viii) Sanction of leave to all Consultants employed by the Society.

Cont.....2/-
2. The Director (Administration and Finance)), while exercising the above powers, will comply with the prescribed procurement process and procedures and other provisions of the General Financial Rules of the Government of India. The sanction for the expenditure will be subject to budget provisions approved by the General Body.

(T. Vijay Kumar)
Additional Secretary (RL)
&
Chief Executive Officer, NRLPS

To,

1) Ms. Nita Kejrewal, Director (Administration & Finance), NRLPS, New Delhi
2) Dr. A. Santhosh Mathew, Joint Secretary (Skills) & Additional CEO
3) All Members of the Executive Committee, NRLPS
4) All persons working in NRLPS
5) PS to Minister (Rural Development) & President, NRLPS
6) PS to Secretary (Rural Development) & Vice President, NRLPS
7) PS to AS (RD) / AS & FA, Ministry of Rural Development
8) Aajeevika website / NMMU Group / Notice Board
<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of Staff Member</th>
<th>Travel</th>
<th>Date</th>
<th>Amount</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sireesha Baddukonda</td>
<td>DELHI/RANCHI</td>
<td>10-Jun-13</td>
<td>10028.00</td>
<td>Was not aware that there were two airport terminals in Delhi. Went to domestic terminal first and then to terminal III and in the process got delayed.</td>
</tr>
<tr>
<td>2</td>
<td>Sireesha Baddukonda</td>
<td>DELHI/CHENNAI</td>
<td>3-Oct-13</td>
<td>11610.00</td>
<td>There was accident of her cab with an auto that delayed her. She purchased a ticket for the next flight at her own cost for which she has not claimed reimbursement.</td>
</tr>
<tr>
<td>3</td>
<td>Sireesha Baddukonda</td>
<td>DELHI/RAIPUR</td>
<td>14-May-16</td>
<td>8116.00</td>
<td>The cab booked for airport transfer reported late.</td>
</tr>
<tr>
<td>4</td>
<td>Poulami Bhattacharya</td>
<td>DEL/GUWAHATI</td>
<td>2-Feb-14</td>
<td>10719.00</td>
<td>Delayed in reaching the airport on account of the fog. Purchased another ticket at her own cost, the cost of the same was reimbursed by NRMC as per AS(RL)'s approval.</td>
</tr>
<tr>
<td>5</td>
<td>Kavita Maria</td>
<td>DEL/GUWAHATI</td>
<td>2-Feb-14</td>
<td>10919.00</td>
<td>Delayed as she got stuck in traffic jam on the way to airport. Purchased ticket for another flight at her own cost. The cost of the same was reimbursed to her by NRMC as per AS(RL)'s approval.</td>
</tr>
<tr>
<td>6</td>
<td>Nandita Mathur</td>
<td>DELHI/HYDERABAD</td>
<td>20-Apr-14</td>
<td>10287.00</td>
<td>There was accident of her cab with a bike that delayed her. She also had to take the person riding the bike to the hospital.</td>
</tr>
<tr>
<td>7</td>
<td>Aparajita Suman</td>
<td>DELHI/BANGALORE</td>
<td>8-May-14</td>
<td>11672.00</td>
<td>Delayed in reaching the airport as the cab booked for going to airport reported late.</td>
</tr>
<tr>
<td>8</td>
<td>Rajan Babu</td>
<td>DELHI/RAIPUR</td>
<td>9-Jul-14</td>
<td>7916.00</td>
<td>He was under the impression that his flight was to depart in the evening whereas it was actually scheduled for the morning. The confusion happened as his wife had been ill and he was in the hospital with her the whole of the previous day.</td>
</tr>
<tr>
<td>9</td>
<td>Harikrishna Pasupuleti</td>
<td>DEL/GUWAHATI</td>
<td>19-Jan-15</td>
<td>28050.96</td>
<td>Due to preparation for Republic Day parade, there was unexpected traffic jam near Dhaula Kuan, which got him delayed and he missed his flight.</td>
</tr>
<tr>
<td>10</td>
<td>Prabhat Kumar</td>
<td>DEL/GUWAHATI</td>
<td>20-Jan-15</td>
<td>13326.96</td>
<td>The tour programme was approved for return journey on May 12, 2016. It was also stated that on 9th the flight is at 7.00 am and on 11th flight is around 11.40 am. The return ticket was booked for 11th May, 2016. Apparently, it is a case of communication gap.</td>
</tr>
<tr>
<td>11</td>
<td>Pavan Kumar</td>
<td>AGARTALA/DEL</td>
<td>11-May-16</td>
<td>8540.00</td>
<td>Reasons not given.</td>
</tr>
<tr>
<td>12</td>
<td>Somdutt Sharma</td>
<td>DELHI/HYDERABAD</td>
<td>15-Feb-16</td>
<td>5673.00</td>
<td></td>
</tr>
</tbody>
</table>
Reference notes on pre-page.

The issue on file is regarding several instances of 'no-show' by NMMU personnel for flights to be taken by them as per approved tour plans. As discussed with AS(RL), a committee was constituted comprising of Dir.(A&F), Dy. Dir.(A&F) and Cons(Fin.) for reviewing the reasons for cases of 'no show' for taking a decision as to whether recoveries may be made from the concerned personnel.

The committee met the following personnel from NMMU on 11.2.15 for enquiring into the reasons:
- Ms. B. Sireesha, consultant
- Ms Aparajita Suman, consultant
- Mr. Prabhat Kumar, YP
- Mr. Hari Pasupuleti, consultant
- Ms. Nandita Mathur, YP

The following personnel who were also called were not present as they are on official tour/on leave:
- Ms. Kavita Maria, consultant
- Mr. Rajan Babu, consultant
- Ms. Poulami Bhattacharya, consultant
- Ms. Nandita Mathur, YP

A subsequent case of no show by Mr. Rohit Chandra, consultant, Skills has come to notice. JS(Skills) vide his e-mail has clarified that Mr. Rohit Chandra was directed by him not to proceed for the proposed tour at the last moment hence the 'no-show' by him.

Subsequently, Ms. Kavita Maria, Mr. Rajan Babu, Ms. Poulami Bhattacharya, and Ms. Nandita Mathur, were asked to present their case before the committee on 26.3.2015. Ms. Kavita Maria, Mr. Rajan Babu, and Ms. Nandita Mathur accordingly presented their case before the committee.

The following table indicates the details of the cases of 'no-show' that have already been condoned by AS(RL) hence the committee has not given any recommendations:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name</th>
<th>Flight missed</th>
<th>Reasons given</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>B. Sireesha</td>
<td>Delhi to Ranchi 10.6.13</td>
<td>Was not aware that there were two airport terminals in Delhi. Went to Domestic terminal first and then to Terminal III and in the process got delayed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delhi to Chennai 3.10.13</td>
<td>There was an accident of her cab with an auto that delayed her. She purchased a ticket for the next flight at her own cost which she has not claimed reimbursement for.</td>
</tr>
<tr>
<td></td>
<td>Delhi to Raipur 16.5.14</td>
<td>The cab booked for going to airport reported late.</td>
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<td></td>
</tr>
<tr>
<td>2. Aparajita Suman</td>
<td>Delhi to Bangalore 8.5.14</td>
<td>There was an accident of her cab with a bike that delayed her. She also had to take the person riding the bike to a hospital.</td>
<td></td>
</tr>
<tr>
<td>3. Hari Pasupuleti</td>
<td>Delhi to Guwahati 19.1.15</td>
<td>He was under the impression that his flight was to depart in the evening whereas it was actually scheduled for the morning. The confusion happened as his wife had been ill and he was in the hospital with her the whole of the previous day.</td>
<td></td>
</tr>
<tr>
<td>4. Prabhat Kumar</td>
<td>Delhi to Guwahati 20.1.15</td>
<td>Due to the preparations for Republic Day parade, there was an unexpected traffic jam near Dhauluk Kuan and it took him</td>
<td></td>
</tr>
<tr>
<td>5. Nandita Mathur</td>
<td>Delhi to Hyderabad 20.4.2015</td>
<td>Delayed as she got stuck in traffic jam on the way to airport. Purchased ticket for next day at her own cost, which was more expensive by Rs. 5000. She was reimbursed the difference of Rs. 5000 by NRMC.</td>
<td></td>
</tr>
<tr>
<td>6. Puulami Bhattacharya</td>
<td>Delhi to Guwahati 2.4.2014</td>
<td>Delayed in reaching airport on account of fog. Purchased a ticket for another flight at her own cost. The cost of the same was reimbursed to her by NRMC as per AS(RL)’s approval.</td>
<td></td>
</tr>
<tr>
<td>7. Kavita Maria</td>
<td>Delhi to Guwahati 2.4.2014</td>
<td>Delayed in reaching airport on account of fog. Purchased a ticket for another flight at her own cost. The cost of the same was reimbursed to her by NRMC as per AS(RL)’s approval.</td>
<td></td>
</tr>
<tr>
<td>8. Rajan Babu</td>
<td>Delhi to Raipur 9.7.2014</td>
<td>Delayed in reaching airport as the cab booked for going to airport reported late.</td>
<td></td>
</tr>
</tbody>
</table>

There are no definite rules to govern such situations. Further, in all cases reported the journey was to be undertaken by consultants who are not fully conversant with government systems and rules. To avoid recurrence of such incidents, it would be necessary to lay down some specific conditions in which cancellation of the tour without prior approval of the competent authority will be condoned. This should normally cover only unforeseen incidents which make it absolutely impossible for the person to undertake the journey such as some personal tragedies or accidents on the way to the airport etc. We will circulate instructions on the subject to all concerned separately to ensure that such lapses do not recur.

On the cases reported and summarized in the above table, we may as a special case agree to write of the expenditure where the incident has happened for the first time as also those cases which had resulted due to accidents on the way to the airport. Accordingly, it is recommended that the expenditure incurred by the
consultants at S. No. 2 to 8 in the table above may be written off. In case of Ms. B Sireesha, at S. No. 1 above, the expenditure incurred on account of the proposed journey from Delhi to Chennai on 3.10.13 may be written off. In the other two cases, she may be asked to bear the cost of the missed flights.

Submitted for approval/orders please.

(Nita Kejrewal)
31.3.15

Dy Dir (AEC)

Asst. Secy
31.3.15

As (RL)

Secy Admin
31.3.15

Dyn.(AEC)

Disw/ Secy Admin & Finm & Di (Mktg & Finm).

This case may be placed in the next meeting of the Executive Committee, NRDUs, for a decision.

Dyn (Admin & Finm)

Dyn. Dir (IHS)

Pd
17.4.15

Asst.
17.4.15

Secy (Admin)
18.4.15
MINISTRY OF FINANCE

(Department of Expenditure)

RESOLUTION

New Delhi, the 16th May, 2017


And, whereas, the Government has considered it necessary to make the following changes in the recommendations of the said Seventh Central Pay Commission in respect of the said categories of employees, namely:—

(1) The Defence Pay Matrix, (except Military Nursing Service (MNS)), which has 24 stages shall be extended to 40 stages similar to the Civil Pay Matrix;

(2) The Index of Rationalisation (IOR) of Level 12A and 13 of Defence Pay Matrix shall be enhanced from 2.57 to 2.67. The Defence Pay Matrix (except MNS) shall, accordingly, be revised;

(3) To rectify the factual errors appearing in Level 10B and Level-12 of the pay matrix of MNS and in view of the changes in the IOR in the Defence Pay Matrix, the first stage of corresponding Levels of Pay Matrix of MNS shall also change. Accordingly, the Pay Matrix (MNS) shall be revised;

(4) The IOR of Level-13 of Civil Pay Matrix shall also be enhanced from 2.57 to 2.67. Accordingly, the Civil Pay Matrix as contained in Annexure-I mentioned in para 6 of the aforesaid Resolution dated the 25th July, 2016 shall be revised. The revised Civil Pay Matrix is at Appendix-1;

(5) The provision contained in para 13 of the aforesaid Resolution dated 25th July, 2016 shall be revised to the extent that the benefit of pay protection in the form of personal pay of officers posted on deputation under Central Staffing Scheme, as envisaged therein, shall be given effect from 1st January, 2016 instead of 25th July, 2016. Further, this benefit shall also be extended to officers from Services under Central Staffing Scheme, coming on deputation to Central Government, on posts not covered under Central Staffing Scheme.

ORDER

Ordered that this Resolution be published in the Gazette of India, Extraordinary.

Ordered that a copy of this Resolution be communicated to the Ministries/Departments of the Government of India, State Governments, Administrations of Union Territories and all other concerned:

31st May 2017

To,

Ms. Nita Kejrewal
Director (A&F)
National Rural Livelihoods Promotion Society
6th Floor, Hotel Samrat, Chankyapuri
New Delhi

Dear Madam,

This is in continuation to our efforts on clamming input credit on service tax for air travel expenses (reference your letter dated 23rd February 2017).

As you are aware, NRLPS had addressed a letter to M/S Balmer Lawrie Tours & Travel to raise the invoices on Air travel in name of NRMC. M/S Balmer Lawrie Tours & Travel has expressed its inability to issue the invoice in the name of private firm i.e NRMC. Please find enclosed copy of their response for reference.

Further, M/S Balmer Lawrie Tours & Travel had suspended credit facilities to NRLPS due to limited credit availability. In order to avoid disruption in air booking, NRMC engaged a private agency namely Earth Travels from 24th February 2017 for booking of air tickets for the consultants and staff working in NRLPS. The agency has done air ticket booking worth Rs Five lakhs ninety five thousand two hundred and seven (Rs 5,95,207) for the period 24th February 2017 - 30th April 2017)

We request NRLPS to help resolve the air booking through M/S Balmer Lawrie Tours & Travel and also approve the engagement of the private agency Earth Travels during the interim period.

It is informed that the commission charged by the M/s Earth Travels is not higher than the charges for M/S Balmer Lawrie Tours & Travel.

We hope that you would consider our request favourably

Warm regards

Rahul Agrawal
Director

NR Management Consultants India Pvt. Ltd.
Correspondence Address: 55, Bhawani Kunj, Vasant Kunj, New Delhi, India - 110070
Regd. Address: 202, Mohan Place, LSC, Saraswati Vihar, New Delhi, India - 110034
Tel: +91-11-41881234, 26895338 / Fax: +91-11-41881235 / CIN: U74140DL2004PTC125243
Email: info@nrmc.co / Web: www.nrmc.co
30th May, 2017

To,

Ms. Nita Kejrewal
Director (Admin/Finance)
National Rural Livelihoods Promotion Society
6th Floor, Hotel Samrat
Chanakyapuri
New Delhi

Sub: Booking of Air Tickets for Official Purpose

Dear Madam,

Reference to your letter dated 03rd May, 2017, we like to inform you that as a Govt. of India Enterprise Status organization we have some rule & regulation to follow, as per our policy we cannot deal with a Private Agent/ Management Consultant (N R Management Consultants India Pvt. Ltd) as we have contract with National Rural Livelihoods Promotion Society, also we can only deal with the authorized person for payment and bill submission of National Rural Livelihoods Promotion Society only.

Looking forward to continue our long term association.

With Regards,

Neeraj Gupta
Sr. Manager (Admin)
OFFICE MEMORANDUM

Subject: ‘Facilitation Fee’ to be levied by authorised travel agents on air tickets booked on Government account - Regarding.

Attention is invited to this Department’s O.M. of even number dated 28th May, 2013 wherein all Ministries/Departments were advised not to pay Agency Commission/Charges etc. charged by M/s Balmer Lawrie & Company Limited (BLCL) in their Bills, raised for air tickets booked on Government account, till a final decision is taken in the matter.

2. The matter has been considered and it has now been decided that, in lieu of withdrawal of ‘Transaction Fee’ by Air India/Airlines, the authorised travel agents namely M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC), are allowed to levy ‘Facilitation Fee’ of ₹100/- per ticket for domestic sector and ₹300/- per ticket for international sector for air travel, wherein Government of India bears the cost of air passage. Further, these rates are to be applied prospectively i.e. Bills raised by the authorised travel agents for journeys undertaken should not include this fee.

3. All Ministries/Departments are again advised that, as far as possible, air tickets on Government account may be obtained directly from Air India/Airlines (booking counters/offices/website). Only when obtaining tickets directly from Air India/Airlines is not possible, should the services of authorised travel agents be availed of. These instructions should be brought to the notice of all concerned for strict compliance.

Deputy Secretary to the Government of India

To,
All Ministries/Departments of Government of India and other Government offices (as per Standard Mailing List)

Copy to: NIC for uploading the O.M. on the website of the Department of Expenditure.
CIRCULAR

Subject: Hospitality facilities for the Officers of the level of Director/Deputy Secretary, Under Secretary, Section Officer and equivalent for official meetings-reg.

In supersession of this Department’s order No. F-16012/07/2011-Genl dated 30.07.2013, it has been decided with the approval of competent authority to authorize expenditure on hospitality for the official meetings as per following monetary ceiling w.e.f. 01.06.2017:-

- **Director/Dy. Secretary & Equivalent:** Rs. 1500/- per month
- **Under Secretary and equivalent Group ‘A’ Officer:** Rs. 1000/- per month
- **Section Officer and equivalent officer:** Rs. 500/- per month

2. The sanctioned amount will be excluding VAT and other Govt. taxes, as applicable, and subject to the following conditions:-

   i. There will be no carry forward of unutilized amount from one month to another.
   ii. The hospitality items include food and beverages only.
   iii. No cash payment will be made to the officers in any circumstances.
   iv. The officers may purchase these items from any source within the specified financial limits of their post and submit the bill on quarterly basis to the GA Section for reimbursement. Reimbursement of the bills will be made on quarterly basis only, i.e. from January to March, April to June, July to September and October to December.

(Dinesh Kumar)
Under Secretary to the Govt. of India

To
All Director/Deputy Secretary/Under Secretary/Section Officer and equivalent in the Department of Rural Development.

Copy to:-

i. Dy. Controller of Accounts, Ministry of Rural Development
ii. Pay and Accounts Officer, Ministry of Rural Development