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स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No.E16/48/2022-Admn./E.Office No.139791

Dated:04/09/2025

OFFICE-MEMORANDUM

Subject: Guidelines to be followed for holding of Conferences/Workshops/Seminars, etc. (Domestic & International)-reg.

The Council is in receipt of several requests from the ICMR Institutes/Centres as well from the Divisions seeking Financial Support to organize Domestic/International conferences. The matter has been examined by the Competent Authority in consultation with DHR and the following is decided:

- (i) That no funds from ICMR-Hqr./DHR will be allocated. However, the ICMR Institutes/Centres/Divisions can organize such events, supported by other organizations than ICMR/DHR.
- (ii) Additionally, ICMR will continue to provide financial assistance for workshop on proposal development, research methodology and dissemination meetings.
- (iii) Further more, extensive guidelines as stipulated vide MoF, DoE OM dated 30th May, 2018 (copy enclosed) which is self explanatory, making a clear distinction between the proposal upto and beyond 40 Lakhs, Domestic or International Conferences/ Workshops/ Seminars on the subject mentioned above may strictly be adhered to while moving all such proposal to Hqrs.
- (iv) Notwithstanding the above instructions, all ICMR Institutes/Centres/ Divisions are requested to ensure utmost economy in public expenditure pursuant to the MoF, DoE OM dated 30th May, 2018.

This has the approval of the Competent Authority.

Yours faithfully

Digitally signed by
Jaibir Singh

Date: 08-09-2025

Assistant Director General (Admin.)

To
The Directors/Director-in-Charge
All Institutes/Centres/Divisions

Enclosure:- As Above.

Copy to:

1. PS to DG/Addl. DG/ Sr. DDG(A)/Sr. FA
2. All Divisional Heads, ICMR Hqrs.
3. DDG(A)/ ADGs
4. Dr. M.S. Chalga, Sci-D with request to upload the same in ICMR website

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**No. F.23011/5/2019-Protocol
Government of India
Ministry of Health & Family Welfare
(Protocol Section)**

Nirman Bhawan, New Delhi
Dated the 12-03-2024

CIRCULAR

**Subject: Venue for Events/Seminars/Workshops hosted by DoHFW/
attached offices -reg.**

The undersigned is directed to refer to the subject mentioned above and to say that in addition to the list of government-owned facilities which was circulated vide Circular of even number dated 26th December, 2023 (copy enclosed), **National Centre for Disease Control (NCDC), Delhi** may also be considered as a government-owned facilities for hosting events/seminars/workshops etc. by DoHFW and its attached offices.

Signed by

Surya Prakash

(Surya Prakash)
Date: 12-03-2024 14:20:45

Under Secretary to the Government of India

To:

- i. All Division/Sections through e-office Notice Board

Copy to:

- i. PSO to Secretary(HFW)
- ii. DGHS with request to circulate this OM to all its Institutes/Hospitals etc.
- iii. PPS/PS to Additional Secretaries/Joint Secretaries

F.23011/5/2019-Protocol

1/3638925/2023

**No. F.23011/5/2019-Protocol
Government of India
Ministry of Health & Family Welfare
(Protocol Section)**

Nirman Bhawan, New Delhi
Dated the 26th December, 2023

CIRCULAR

Sub: Venue for Events/Seminars/Workshops hosted by DoHFW/ Attached Offices -reg.

It has been observed that Events/Seminars/Workshops of Department of Health & Family Welfare & Attached Offices are often hosted in private Hotels and Convention Centres, while following government owned facilities and convention centres are available:-

- i. Vigyan Bhawan/Annexe
- ii. Bharat Mandapam, ITPO
- iii. Sushma Swaraj Bhawan, Chanakyapuri
- iv. Dr Ambedkar International Centre, Janpath
- v. Manekshaw Centre, Dhola Kuan
- vi. National Institute of Health & Family Welfare (NIHFW), Munirka
- vii. Yashobhoomi, Sector 25, Dwarka

2. Hence, Department of Health & Family Welfare & its Attached Offices may host all future Events/Seminars/Workshops in the above mentioned Government owned convention centres, unless they are not available on the desired dates.

3. This issues with the approval of Secretary(HFW).

Signed by

Surya Prakash

Date: 26.12.2023 19:02:11
(Surya Prakash)

Under Secretary to the Government of India

To:

1. All Division/Sections through e-office Notice Board
2. All Attached and Subordinate Offices

Copy to:

1. PSO to Secretary(HFW)
2. Sr. PPS/PPS to Additional Secretaries/Joint Secretaries.
3. DGHS with request to circulate this OM to all its Institutes/Hospitals/Offices etc. under them.

**No.19(36)/E.Coord/2018
Government of India
Ministry of Finance
Department of Expenditure
E.Coord Branch**

New Delhi, the 30th May, 2018

OFFICE MEMORANDUM

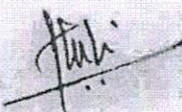
Subject: Guidelines to be followed for holding of Conferences/ Workshops/ Seminars, etc. (Domestic & International)

Ministry of Finance, Department of Expenditure has been issuing guidelines for holding of Conferences/ Workshops/ Seminars, etc. (Domestic & International) from time to time with the objective that Ministries/Departments undertake such events keeping in mind the absolute necessity of it and adhering to utmost economy. The extant guidelines have been reviewed and stand revised.

2. It has been decided that henceforth only proposals involving expenditure above **Rs. 40 lakhs** for International as well as domestic Conferences/ Seminars/ Workshops etc. will need to be referred to the Department of Expenditure.

3. International conferences/ workshops /seminars/ meetings etc:

- i) All proposals involving expenditure of Rs. 40 Lakh or less for holding conferences/ workshops/ seminars/ meetings etc. involving participation of foreign delegates may be decided by the Ministry/ Department in consultation with their Financial Adviser. The approval of the Minister in Charge, political clearance from Ministry of External Affairs and clearance of Ministry of Home Affairs from security angle (wherever required) shall be obtained.
- ii) All Proposals involving expenditure above Rs. 40 (Forty) lakh for incurring expenditure on holding conferences/ workshops/ seminars/ meetings etc. with international participation should be referred to the Department of Expenditure (DoE) with the approval of the Minister in Charge, political clearance from Ministry of External Affairs and clearance of Ministry of Home Affairs from security angle (wherever required) for obtaining approval of the Cabinet Secretary through Secretary (Expenditure).
- iii) Commitment for bearing travel/ accommodation cost on participants from foreign countries should be kept to the barest minimum. Ministries/ Departments shall exercise utmost economy and austerity in this regard.
- iv) "In-principle" approval of the Minister-in-charge should be taken sufficiently in advance before the event.
- v) Priority will be given to those conferences that arise out of international agreements/ obligations. Other conferences etc. should be planned only if there is residual provision in the Budget.



- vi) All preparations for holding the conference and other formalities should be completed sufficiently in advance to avoid any last minute hitch and embarrassment.
- vii) All administrative arrangements including issuance of invitations should be done after receiving Cabinet Secretary's approval or as per the powers delegated under this OM.

4. Domestic conferences/ workshops /seminars/ meetings etc:

Proposals involving Rs. 40 (Forty) lakh or less may be decided by the Ministry/ Department in consultation with their Financial Adviser. Proposals involving expenditure above Rs. 40 (Forty) lakh for incurring expenditure on holding conferences/ workshops/ seminars/ meetings etc. with participation limited to Indian delegates only may be referred to Department of Expenditure for approval of Secretary (Expenditure). Approval of Secretary of the Ministry/ Department may be obtained prior to the file being referred to Department of Expenditure.

5. Autonomous Bodies:

- i) Conferences held by Autonomous Bodies generally generate revenue from sponsorships and registrations and most of the time either they do not require government support or require in small portions. Administrative Ministries are competent to grant approval for holding the conferences (whether domestic or international) where no funds are required from Government.
- ii) However, if Government funds are required and the financial assistance required is more than Rs. 40 Lakhs for International as well as Domestic conferences/ workshops /seminars/ meetings etc. such cases shall be referred to Department of Expenditure.

6. General Instructions:

While referring the cases of Conferences etc., whether domestic or international, to Department of Expenditure, following may be strictly adhered to:

- (i) Holding of Exhibitions/ fairs/ seminars/ conferences/ workshops etc. abroad should be discouraged except for promotion of trade and business and for projection of 'Brand India'. For this purpose, depending on the nature of event, if more than one Ministry/ Department is involved, a Nodal Ministry/ Department should be identified to take the lead for coordinating and organizing the event.
- (ii) All proposals referred to Department of Expenditure on the subject should be sent at least one month in advance of commencement of the event and only through the Financial Adviser concerned. While referring the proposals to the Department of Expenditure, it may be ensured that necessary clearances viz. from Ministry of External Affairs, Ministry of Home Affairs etc. and approval of competent authority in the Ministry/ Department have been obtained and placed in the file. In the absence of these, the proposals will be returned without processing in the Department of Expenditure.



- (iii) Sufficient provision in the relevant Budget should be ensured before such proposals are processed in the Ministry/ Department and before referring proposals to Department of Expenditure. The proposal should clearly indicate the budget provision.
- (iv) Stipulated timeline for submission of proposals may be adhered to strictly. It may be noted that henceforth, delayed proposals will not be processed unless accompanied by a Delay Report containing reasons for delay, duly approved by the Administrative Secretary.
- (v) Holding of conferences/ workshops /seminars/ meetings etc. in Five Star Hotels is banned except in case of bilateral/ multilateral official engagements held at the level of Minister-in-Charge or Administrative Secretary with foreign Government or international bodies of which India is a Member. Any deviation in this regard should be referred to the Department of Expenditure with adequate justification.
- (vi) Ministries/Departments shall not resort to seeking ex post- facto approval on the proposals since they are liable to be rejected. Hence, adequate advance planning and obtention of all requisite approvals/clearances is emphasized.
7. Notwithstanding the enhancement in the prescribed expenditure ceiling, all Ministries/ Departments shall ensure utmost economy in public expenditure.
8. This is in supersession of Department of Expenditure's earlier instructions on the subject cited above issued vide following O.Ms No.:
- i) 19(9)/E.Coord/2011 dated 5th March, 2015
 - ii) 19(9)/E.Coord./2012 dated 12th July, 2012
 - iii) 19(9)/E.Coord./2012 dated 13th September, 2011
 - iv) 7(1)/E.Coord/2010 dated 13th September, 2010
 - v) 7(1)/E.Coord/2010 dated 31st May, 2010
 - vi) 7(5)/E.Coord/2002 dated 28th May, 2003
9. These instructions will come into operation with immediate effect.

H. Atheli
30/5/18

(H. Atheli)
Director
Tel: 2309 2604

To

1. All Ministries/ Departments as per standard mailing list
2. All Secretaries to the Government of India
3. All Financial Advisers of Ministries/Departments