

ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈਸਿ), ਪੰਜਾਬ, ਐਸ.ਏ.ਐਸ. ਨਗਰ
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈਸਿ)
ਪੰਜਾਬ

ਮੀਮੋ ਨੰ: 15/1-2018 ਕੋ (1)/218789

ਮਿਤੀ: 31.07.2019

ਵਿਸ਼ਾ: Entertainment of State Guests and State Functions-
Revision of the existing ceilings of expenditure.

ਹਵਾਲਾ: ਪੰਜਾਬ ਸਰਕਾਰ, ਆਮ ਰਾਜ ਪ੍ਰਬੰਧ ਵਿਭਾਗ (ਪ੍ਰੋਟੋਕੋਲ ਸ਼ਾਖਾ) ਦਾ ਪੱਤਰ
ਨੰ: 3/148/2003-1P1/901 ਮਿਤੀ 29.05.2019

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਇੰਨ ਬਿੰਨ

ਪਾਲਣਾ ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਨੱਥੀ: ਉਕਤ ਅਨੁਸਾਰ

ਸਕੱਤਰ 31.07.19
ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋ.ਸ਼ਾਖਾ)

ਪਿੱਠ.ਅੰ.ਨੰ: ਉਕਤ

ਮਿਤੀ 31.07.2019

1. ਉਤਾਰਾ ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈਸਿ), ਪੰਜਾਬ ਵਿਖੇ ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁੱਖੀਆਂ ਨੂੰ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।
2. ਇਹ ਹਦਾਇਤਾ ਵਿਭਾਗ ਦੀ ਵੈਬਸਾਈਟ www.ssapunjab.org ਤੇ ਵੀ ਉਪਲਬੱਧ ਹਨ

ਸਕੱਤਰ 31.07.19
ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋ.ਸ਼ਾਖਾ)

2993
12/6/19

No. 3/148/2003-1P1/ 901

Government of Punjab
Department of General Administration
(Protocol Branch)

Dated, Chandigarh, the 29-5-19

To

All Heads of Departments,
Commissioners of Divisions,
Deputy Commissioners, Sub-Divisional Officers (Civil),
Registrar, Punjab & Haryana High Court,
District & Sessions Judges and
Principal Resident Commissioner, Punjab Bhawan, Copernicus
Marg, New Delhi.

130267
10/6/19

Subject:- Entertainment of State Guests and State Functions- Revision of the existing ceilings of expenditure.

Sir,

I am directed to address you on the subject noted above and to say that in view of the recent rise in the prices of food-stuffs and eatables, the Government have had under consideration the question of an upward revision of the ceilings fixed by the Punjab Govt. circular letter No. 3/148/2003-1P1/18139, dated 16.8.2010 and letter No. 3/148/2003-1P1/3899, dated 04.03.2014 respectively. After careful consideration, it has now been decided to increase 10% the existing ceilings of expenditure for various categories of State Guests and State Functions with immediate effect. The break up of the expenditure is as under:-

Sr. No.	Category of Guests	Full day existing ceiling per head per day	Full day new approved revised ceiling per head per day (Increasing of 10 Percent)
1.	VVIP (included in Article-1 to 13 of Central Warrant of Precedence	701.00	771.10
2.	VVIP (included in Article-14 and below of Central Warrant of Precedence	578.00	635.80
3.	Class-1 Officer	413.00	454.30
4.	Class-II Officer	289.00	317.90
5.	Class-3 and 4 Officials	248.00	272.80

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State Functions

1.	State Breakfast	116.00	127.60
2.	State Function Lunch/ Dinner	330.00	363.00
3.	At Home Function Tea-snacks	99.00	108.90

2. It is requested that all officers/ officials working under you who are concerned with the arrangements of VIPs and other State Guests/State Functions may please be apprised of the revision in ceilings for information and guidance. Since separate expenditure for catering to Class-III officials at State Functions has been provided, the Director, Hospitality, Punjab is requested to ensure that the bills for the actual number of invitees who participate in a functions is debited to the Hospitality Grant. Verification in advance should be made from all the invitees about their participation in the various State Functions and arrangements made accordingly.

3. This issues with the concurrence of the Finance Department conveyed vide their I.D. No. 14/59/09-3F.E.1/1224, dated 8.10.2018.

Yours faithfully


(Sangram Singh) 20/5/19

Under Secretary Protocol

Endst No. 3/148/2003-1P1/ 902

Dated, Chandigarh: 29-5-19

A copy is forwarded to the following for information and necessary action:-

1. Accountant General (Audit), Punjab, Chandigarh.
2. Accountant General (A & E), Punjab, Chandigarh.
- 3.


Under Secretary Protocol

Endst No. 3/148/2003-1P1/ 903

Dated, Chandigarh: 29-5-19

A copy is forwarded to all the Special Chief Secretaries/Additional Chief Secretaries/Principal Secretaries and Administrative Secretaries to Government of Punjab for information and necessary action.


Under Secretary Protocol

Contd./p-3

Endst No. 3/148/2003-1P1/ 904

Dated, Chandigarh: 29-5-19

A copy is forwarded to the Chief Principal Secretary to Chief Minister and Secretaries/ Private Secretaries to all Cabinet Ministers.

Causam Singh
Under Secretary Protocol

Endst No. 3/148/2003-1P1/ 905

Dated, Chandigarh: 29-5-19

A copy is forwarded to the Principal Secretary to the Government, Punjab, Department of Finance for information and necessary action w.r.t. to their I.D. No. 14/59/09-3F.E.1/1224, dated 8.10.2018.

Causam Singh
Under Secretary Protocol

Endst No. 3/148/2003-1P1/ 906

Dated, Chandigarh: 29-5-19

A copy is forwarded to the following for information and necessary action:-

1. General Manager, Punjab Bhawan, Copernicus Marg, New Delhi.
2. Secretary, Punjab Vidhan Sabha, Chandigarh.
3. Director, Hospitality, Punjab, Chandigarh.
4. Supervisor, Cedar Circuit House, Shimla.
5. Supervisor, Circuit House, Amritsar, Jalandhar, Faridkot, Patiala, Ferozepur, Ludhiana, Bathinda, Sector-39, Chandigarh and Punjab Bhawan, Sector-3, Chandigarh.

Causam Singh
Under Secretary Protocol