

**GUIDI LINES/INSTRUCTIONS FOR HOSTING LUNCH/DINNER BY THE
HEADS OF DEPARTMENTS/BOARDS AND CORPORATIONS**

No. 50/85/03-5PP

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Govt. of Haryana.
2. All Commissioners of the Division, Haryana.
3. The Registrar, Punjab & Haryana High Court.
4. All Deputy Commissioners of Haryana.

Dated, Chandigarh. 2-5-2003

Subject:— Regarding guidelines/instructions for hosting lunch/dinner etc.

Sir,

I am directed to refer to the subject noted above and to say that it has come to the notice of Govt. that some times lavish entertainment like lunches/dinners etc. are thrown by the Heads/other officers of various Boards/Corporations and even departments which should be avoided in view of the economy drive of the state Government.

2. The matter has been considered by the Govt. and it has been decided that the rates for lunch/dinner may be fixed as under :—

For VIPs	Rs. 125/- per head
For Drivers/Gunmen	Rs. 45/- per head

The Govt. has further decided that the number of persons for lunch/dinner should be restricted as far as possible to 25 persons. However, if the number exceeds 25 persons then the department shall obtain prior approval from its Administrative Secretary for hosting such lunch/dinner.

Sd/-
Deputy Secretary Protocol,
for Chief Secretary to Government, Haryana