

**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
RAILWAY BOARD**

**NO. 2018/Trans Cell/S&T/Refreshment**

**Dated: 19.11.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE  
The DG/RDSO/Lucknow, DG/NAIR/Vadodara  
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Expenditure on light refreshment and working lunches at formal inter departmental and other meetings and conferences.**

**Ref: 1. Railway Board's letter F(X)II-2004/EXP/4 dated 13.09.2012.**

**2. Railway Board's letter F(X)II-2004/EXP/4 dated 22.06.2016.**

With reference to Railway Board's letters mentioned above for expenditure on light refreshment and working lunches at formal inter departmental and other meetings and conferences, Board (FC & CRB) have approved the following:

1. Increasing the ceiling limit of refreshment & Lunch/Dinner per head per meeting as:

S. No	Item	Ceiling per Head per Meeting (Rs)
1	Tea + Snacks (light refreshment)	75
2	High Tea/Working lunch	200
3	Lunch/Dinner	350

2. Enhancing the annual ceiling limit to Rs 60 lakh per annum for a Zonal Railway & Rs. 15 Lakh per annum for a PU for the combined expenditure of light refreshments and working Lunches/Dinners, etc.
3. Other guidelines issued from Board shall remain unchanged and be modified as and when required.

This issues with the concurrence of Associate Finance of Transformation Cell of Railway Board.

Kindly acknowledge the receipt and ensure compliance.

  
19.11.18

**(Umesh Balonda)  
Executive Director/S&T  
Transformation Cell**

**NO. 2018/Trans Cell/S&T/Refreshment**

**Dated: 19.11.2018**

1. PFAs, All Indian Railways & Production Units  
2. The ADAI (Railways), New Delhi  
3. The Director of Audit, All Indian Railways



**(Sanjeeb Kumar)  
Executive Director/Accounts  
Transformation Cell**

Copy: As per list attached.

**Copy to:**


1. The ADAI (Railways), New Delhi
2. The Director of Audit, All Indian Railways
3. The Director, Indian Railway Institute of Civil Engineering, Pune.
4. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
5. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
6. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
7. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
8. The Director, Indian Railway Institute of Transport Management, Lucknow.
9. The Registrar, Railway Claims Tribunal, Delhi.
10. The General Secretary, IRCA, New Delhi.
11. The Chief Commissioner of Railway Safety, Lucknow.
12. The Secretary, Railway Rates Tribunal, Chennai.
13. The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
14. Managing Director, CRIS, Chanakyapuri, New Delhi

**Copy to:**

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

**Copy to:**

1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG(S&T), DG (RHS), DG (RPF), DG (Stores), DG(Pers)
3. All AMs, Principal Executive Director & Executive Directors of Railway Board

  
19.11.18  
(Umesh Balonda)  
Executive Director/S&T  
Transformation