



फा.सं/ FILE NO: D-13023/8/2022-ADMINISTRATION

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Date: 18<sup>th</sup> August, 2022

**ORDER**

**Subject:- Hospitality allowance/facilities to Officers of ISTM.**

Approval is hereby conveyed for enhancement of hospitality allowance/facilities to officers of ISTM as per the following rates:-

S.No.	Designation	Ceiling per month w.e.f.18.08.2022
1.	Addl.Dir./DS/JD	Rs.1200/-
2.	US/DD/Faculty Consultant	Rs.800/-
3.	SO/AD/ALIO & Non Faculty Consultants	Rs.400/-

- Officers may avail tea/coffee/ biscuits/snacks from ISTM canteen upto the ceiling prescribed above. The expenditure in respect of Consultants engaged by ISTM will be met from PD Account and that of other officers from Office Expenses head of ISTM.
- This issues with the approval of Director, ISTM.

  
(Rajesh Singh) 18/08/22

Deputy Director (Admin)

Copy to:-

PPS to Director/All officers/Faculty/Staff/Course Directors/CourseManagers/Faculty consultants/Canteen manger.