

Islamabad, the 7<sup>th</sup> January, 2021

**OFFICE MEMORANDUM**

Subject: **OPENING OF HEAD FOR LIGHT REFRESHMENT DURING OFFICIAL MEETINGS**

The undersigned is directed to refer to Finance Division, Budget Wing OM even No. dated 16<sup>th</sup> November, 2020 on the subject cited above and to state that the following sub para was circulated to incur expenditure under head A03990- Light Refreshment During Official Meetings:

“The expenditure will be restricted upto Rs 50/- per head, provided that attendance sheet of the meeting with name, designation, ministry, signature etc. will be verified by the chair”.

2. It has been decided to modify the above sub para and replace it as under:

“The expenditure will be restricted upto Rs 50/- per head, provided that attendance sheet of the meeting with name, designation, ministry, signature etc. will be verified by the chair or an officer not less than BPS 20 or equivalent of the Ministry/Division/Department concerned”.



**(Waheed Ahmed)**  
Chief Accounts Officer (MoF)

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