

No.F.1(3)-CAO(MoF)/Vol-III/20-21/421
Government of Pakistan
Finance Division
(Budget Wing)

Islamabad, the 16th November, 2020

OFFICE MEMORANDUM

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

The undersigned is directed to inform that a new detailed object head "**A03990 Light Refreshment during Official Meetings**" has been opened in the Chart of Accounts by Controller General of Accounts vide correction slip No 492 to meet the expenditure to be incurred on light refreshment during official meetings. The following procedure may be observed/adopted to incur expenditure under this specific head of account:

- i) 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.
- ii) Prior permission of PAO is mandatory.
- iii) No additional funds will be provided through TSG/SG during CFY. However, PAO can meet the requirements of funds through re-appropriation within the available allocated budget.



(Waheed Ahmed)
Chief Accounts Officer (MoF)

Distribution to all:

- i. Principal Accounting Officers,
- ii. Accounts Offices,
- iii. Additional Finance Secretaries of Finance Division.
- iv. Web Master for uploading of OM at Finance Division website.