

## EXPENDITURE ON COURTESY SERVICES

**Authority**

1) Cir. No. BDL/  
03/21/51  
Dt. 16.03.1987

1. The following officers are authorized by the Managing Director to incur expenditure, towards courtesy Services, of the amounts indicated against each:

2) Cir. No. BDL/04/83  
Dt. 16-07-1991

|         |               |
|---------|---------------|
| 1) GMs  | Rs 750/- p.a  |
| 2) DGMs | Rs 450/- p.a. |
| 3) SMs  | Rs 360/- p.a. |
| 4) Mgrs | Rs 260/- p.a. |

**NOTE : Became effective from 01-07-1991.**

### 1.1 AMENDMENT

**Authority**

BDL/04/83/CC/60  
Dt. 15-09-1994

Annexure – I to IV

2. The above expenditure is limited to the utilization of services from the Executive Canteen and is not available for cash expenditure. However, officers who are required to incur expenditure outside in cash should obtain prior sanction of the Managing Director.

3. The courtesy expenses should be incurred only for entertaining official visitors whom the officers are required to meet in the course of their official duties and for Divisional/Departmental meetings and the entertainment on such occasions should be restricted to serving of tea or coffee or cool drinks only.

4. Officers who are desirous of utilizing the above facility may send courtesy slips to the Executive Canteen from whom coffee/ tea and cool drinks etc. are obtained.

5. Canteen Dept. should submit monthly courtesy slips to the Accounts Dept. (IA) who should scrutinize the same and give credits to the canteen towards the courtesy services after duly verifying that the amounts are not exceeded.

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6. Accounts Dept. (IA) should also submit to the Management a statement showing the extent to which the courtesy services have been utilized by each officer during the month with cumulative expenditure by the 10th of the following month for obtaining post facto approval of the expenditure before the same is adjusted to the canteen account.

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## ANNEXURE –I

1.1 Annual amount converted to Monthly Amount vide Cir. No.BDL/04/KBC/94/1 dt.31-03-1994 and thereafter introduced another scheme vide Cir No.BDL/04/CC/C-P&A dt.23-08-1994.

1.2 But, later both the schemes continued w.e.f. 01-09-1994 as under (which is in vogue).

1.2.1 The practice of issuing courtesy coupons as per the Authority ceiling for different grades notified vide Circular BDL/04/83/CC/60 No.BDL/04/KBC/91-1 dated 31.03.1994 will continue. dt.15-09-1994 For ready reference the ceilings are as under :

|              |               |
|--------------|---------------|
| Grade - IV   | Rs. 45/- p.m. |
| Grade - V    | Rs. 60/- p.m. |
| Grade - VI   | Rs. 75/- p.m. |
| Grade - VII  | Rs.125/- p.m. |
| Grade - VIII | Rs.150/- p.m. |

1.2.2 The canteen contractor will arrange for providing the coupons of the required denomination and also for affixing the courtesy stamp on the coupons.

1.2.3 In case any executive is not able to manage within the above ceiling he may opt for the practice of issuing requisitions for courtesy service up to the ceiling specified in circular No. BDK/04/CC/C-P&A dt.23.8.94. The ceiling in such cases will be as under :

|              |               |
|--------------|---------------|
| Grade - IV   | Rs. 70/- p.m. |
| Grade - V    | Rs. 90/- p.m. |
| Grade - VI   | Rs.120/- p.m. |
| Grade - VII  | Rs.150/- p.m. |
| Grade - VIII | Rs.200/- p.m. |

1.2.4 Any executive opting for the system of issuing slips will have to account for the total expenditure incurred on courtesy.

1.2.5 The same executive cannot be allowed to draw courtesy coupons and also to issue requisition slips. The executives entitled to incur courtesy expenses will have to opt either for drawal of coupons to the extent specified in (1.2.1) above or for issue of requisition slips (format given at Annexure – III) to

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the extent prescribed in (1.2.3) above. In the latter case, it will be the responsibility of the concerned executive to ensure that the requisition slips issued are within the limit allowed to them during the calendar month.

1.2.6 The revised proforma of the 'Courtesy requisition' slip is enclosed (Annexure – II)

1.2.7 It is clarified that a company employee cannot be considered as a visitor.

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ANNEXURE - II

Sub:- Canteen Courtesy Service.

I have not sent any requisition to the canteen for courtesy services, during the month of September and I wish to avail the facility of issuance of courtesy coupons. Accordingly, I may be provided with courtesy coupons.

OR

I have availed canteen services by sending requisition slips for the month of September and I would continue to do till this month end and from October' 94 onwards I wish to draw courtesy coupons instead of sending requisition slips. Accordingly, from October' 94 onwards courtesy coupons may be provided to me.

OR

I wish to continue to avail canteen services by sending requisition slips only.

(Please delete appropriately)

N A M E :

S T . N O . :

D E S I G N :

D E P T T .

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## ANNEXURE – III

## COURTESY – REQUISITION FOR CANTEEN

The following items may be supplied as a part of courtesy expenses of the undersigned :

| Sl. No | Item | Nos | Value<br>Rs. |
|--------|------|-----|--------------|
| 1.     |      |     |              |
| 2.     |      |     |              |
| 3.     |      |     |              |
| 4.     |      |     |              |

Total \_\_\_\_\_

Amount incurred so far in this month \_\_\_\_\_

Grand Total \_\_\_\_\_

These items are meant for entertaining \_\_\_\_\_ who are visitors to the undersigned.

It is further certified that the above requisition is within the sanction limit for the month of \_\_\_\_\_ 1994.

Claims to sent to the  
Finance Deptt. of

Signature  
Name  
St.No.  
Design

Date :

Time:

