

Budget Head

Permissible Budget Heads for Conducting Seminars/Workshops

S. No.	Budget Head	Percentage of Budget to be allocated
1	Domestic Travel	20%
2	Accommodation	15%
3	Food Expenses	30%
4	Honorarium to Key Paper Writers & Presenters/lecture deliverer	20%
5	Contingency/Office Expenses (Including Venue Bookings, Printing, Stationery, Xeroxing, Banner/ Poster, Certificates, Audit Charges)	15%
	Total	100%

Note: 1. Momentums, Shawls, Bouquets, Garlands and Printing of Souvenir are not permissible.

2. The amount need to be booked against the percentages mentioned above.