

No. Exh:Pol:5(1)/2010
INDIA TRADE PROMOTION ORGANISATION
(FS-1 Division)

Dated: 1st March, 2021

Office Order No. 165 /2021

In order to streamline the procedure for timely settlement of Fair accounts of overseas fairs, the existing guidelines for holding of foreign fairs have been reviewed with the objective of improving efficiency, accountability and promoting growth.

The following guidelines have been approved by the Competent Authority with immediate effect:

Sr.No.	Name of the Heads	Recommendations/guidelines approved
1.	Budget and revised budget of the Fair.	<p>For revised budget in case there is no decrease in the projected surplus as at budgeting stage, the revised budget can be approved by ED. All cases which involve reduction in surplus from budget estimate will be approved by CMD. Re-appropriation, if required, subject to no decrease in the projected surplus will be approved by HoD of the event.</p> <p>It may be noted that comparisons in budget for recognition of surplus will be calculated at the same exchange rate while making final budget, revised budget and re-appropriation, if any.</p> <p>The revised budget, if required, should be submitted atleast 15 days before the departure of the Fair team for approval of the competent authority as per current/prevaling procedure. The budget sanction order of the approved budget as well as the revised budget should also be issued by the Fair Officer/HoD of the Fair before departure of the fair team. A copy of the sanction order alongwith copy of the approval note be submitted to Finance Division. The loss in the fair/event or reduction in profit, if any, as compared to the approved budget should be put up for information of the competent authority within a month of return from the fair. The budget orders will be issued by FS-1 Division. All other orders/subsequent orders will be issued by respective HOD of the event/HOD of FS-1 Division. The DFPR may be amended accordingly.</p>

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2.	Space booking	<p>The Supervisory HoDs are provided with powers to approve upto 10% of the area remaining unsold or 25 sq.mtrs. whichever is less in a particular event. If upto 20% of the total area remains unsold, ED's approval would be required and beyond that of CMD, for further necessary action before the fair team departs for the venue.</p> <p>Regarding utilization of the unsold area, it has been proposed that HoD of the event may take on spot decision regarding any additional requirement of space by the exhibitors/request by a company for space etc. on payment basis/or for setting up of business lounge or area to be utilized to promote ITPO's activities. However, this should be taken in a transparent manner and proof of the same may be kept for records.</p>
3.	Exchange rates	Budget may be put up with a 2% per cent increase in the prevailing exchange rate while preparing the budget.
4.	Exchange receipts	There are instances where the receipts of Foreign exchange done have been misplaced and there have been problems in settlement of Fair accounts and TA/DA on account of non availability of the original receipt. It has now been decided that the scanned copy or photo/scan copy of the receipts will be sufficient for settlement of TA/DA bills and Fair accounts etc. Original receipts, if not available, should not be mandatory. Maximum usage of forex card should be done in payment for payment of overseas expenses in fair accounts.
5	Consumables	Stock entry is not required for consumable items.
6	Hiring of local staff	<p>Hiring of local staff to be done mainly through recommendations from Embassy or Fair authorities. However, in case the rates of the local staff recommended by them is expensive, hiring of on-spot local staff with proper justification and prior approval of ED should be done before departure of the team.</p> <p>However, the photocopy of ID would be necessary requirement alongwith attendance sheet of local staff for settlement of these expenses.</p>
7	Space Invoice	The original invoice duly signed and stamped will be submitted to Finance Division at the time of settlement of the fair accounts. If excess payment is made to the organisers/fair authority, the refund/credit note from them may be taken after conclusion of the Fair.

8	Settlement of TA/DA	The officer/team may be given option of either to claim 80% of the balance TA/DA after leaving out the daily allowance on self certification basis or, to provide the bills in support of the actual total expenditure incurred.												
9.	Fair Accounts	The present system of writing cash book/ledger etc. of the Fair is dispensed with. . A format for entering the expenditure along with receipts, supporting bills and vouchers by the Fair officer and certified by the Supervisory HoD of the event will be submitted to Finance Division. The approved format is enclosed herewith.												
10	Entertainment	<p>The following slabs have now been approved under the Head Entertainment :</p> <table border="1" data-bbox="600 976 1380 1270"> <thead> <tr> <th>Saleable area (area in sqm.)</th> <th>Maximum budget provision in US\$</th> </tr> </thead> <tbody> <tr> <td>Upto 200 sq.mtrs.</td> <td>200</td> </tr> <tr> <td>201-500</td> <td>350</td> </tr> <tr> <td>501 – 750 sq.mtrs.</td> <td>500</td> </tr> <tr> <td>751 – 1000 sq.mtrs.</td> <td>750</td> </tr> <tr> <td>1001 and above</td> <td>1000</td> </tr> </tbody> </table> <p>The entertainment bills alongwith names of the guests duly certified by the Supervisory HoD of the event should be submitted in support of the expenditure</p>	Saleable area (area in sqm.)	Maximum budget provision in US\$	Upto 200 sq.mtrs.	200	201-500	350	501 – 750 sq.mtrs.	500	751 – 1000 sq.mtrs.	750	1001 and above	1000
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11	Miscellaneous	<p>The following slabs have now been approved under the Head Miscellaneous :</p> <table border="1" data-bbox="609 1575 1388 1858"> <thead> <tr> <th>Saleable area (area in sqm)</th> <th>Maximum budget provision in US\$</th> </tr> </thead> <tbody> <tr> <td>Upto 200 sq.mtrs</td> <td>200</td> </tr> <tr> <td>201-500</td> <td>400</td> </tr> <tr> <td>501 – 750</td> <td>600</td> </tr> <tr> <td>751 – 1000</td> <td>750</td> </tr> <tr> <td>1001 and above</td> <td>1000</td> </tr> </tbody> </table>	Saleable area (area in sqm)	Maximum budget provision in US\$	Upto 200 sq.mtrs	200	201-500	400	501 – 750	600	751 – 1000	750	1001 and above	1000
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12. Timelines for various works

1	Submission of TA/DA and deposit of unspent foreign exchange for both TA bill and fair accounts to FS-1	Within 15 days after return to India	Action by Fair team
2.	Submission of Fair accounts with all documents to FS-1	Within 20 days after return to India	Action by Fair Team
3.	Forwarding fair accounts to Finance Division by FS-1	Within 3 days	Action by FS-1
4.	Processing of fair accounts in Finance Division	Within 15 days of receipt of file from FS-1	Action by Finance Division
5.	Resolution of observations of Finance by Fair team directly to Finance	Within 3 days	Action by Fair team/Finance Division
6	If the observations of Finance Division remain unresolved, a meeting at the level of concerned HoD, DGM(F) and FA will be held for resolution	Within 3 days	Action by concerned HoD, DGM(F) and FA
7	Reporting to ED regarding non settlement of fair accounts, if any	After one and a half month from closure of the fair	Action by Finance Division

13. Construction/Decoration

C&D contracts are given in foreign fairs after floating of tenders, which specify a projected area, however as per the terms, the payment is made on the basis of the actual area constructed. This leads to disputes with vendors where the constructed area is significantly less than the area mentioned in the tender

It is proposed that a provision may be made in the tender for 10-20% flexibility in the area quoted in the tender and actual area constructed. It is also suggested that the tender could ask for rates of C/D on the basis of different area slabs such as 201-400/ 401-600 and so on, in cases where variability expected is very high.

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14. Other Important Guidelines:

In addition to above relating to financial management, the following also needs compliance during foreign events:

- (a) FS-I Division and the Fair Team should ensure that there is coordination with all agencies which are participating on behalf of India in a particular event. The coordination meetings should necessarily be held along with FS-I to ensure synergies in participation as far as feasible.
- (b) The Fair Team should ensure that our tariff card is competitive vis-à-vis other agencies which are participating in the fair from India especially those covered under MAI grant.
- (c) FS-I Division should develop a database of all participants from India in various fairs which participated through us or any other agencies in foreign fairs. This database should be both sectorwise and statewise so that the same can be utilised for enabling better participation in future.
- (d) FS-I Division should ensure through the Fair Teams that database of all the participants in a foreign event from across the world should be procured as a part of the exhibitor directory and be updated on a digital database with clear contact details – sectorwise and countrywise – so that the same can be leveraged while organising the fairs in India in a particular sector.
- (e) All Fair Teams should document some of the best practices that they observe during their foreign events and make clear recommendations alongwith learnings therefrom for improving our domestic fairs, if any, and/or better management of our venues in the country.
- (f) FS-I Division while nominating teams for foreign fairs should ensure that atleast one person is common in subsequent year's team to a fair to ensure continuity and promote smooth organisation of fairs by ITPO. In case of exceptions, specific approval approval be taken from ED while deciding the fair team.

This issues with the approval of Competent Authority.


(Hema Maity)
General Manager

To:

All GMs/HoDs.

All Users via email

Admn. Division to incorporate necessary changes under DFPR (for Sr. No.1)

Copy for information to :