

No.A-44011/12/2018-Adm.I/Welfare  
Government of India  
Department of Animal Husbandry, Dairying & Fisheries  
(Adm.I/Welfare Section)

Dated 8.11.2018

**OFFICE ORDER**

Subject:- Farewell function to honour the officers/officials of Department of Animal Husbandry, Dairying & Fisheries on their retirement from Government service - regarding.

It has been decided to organise the Farewell function in the Department of Animal Husbandry, Dairying and Fisheries on the occasion of retirement of officers/officials so as to honour their valuable services rendered to the Government and sharing of their long experience with the colleagues in the Department. In this regard, the Competent Authority has approved the following arrangements:-

S.No.	Item to be purchased	Amount to be approved
1.	For Memento & Bouquet to be presented to retiring officer & photographer	@ Rs.2500/-
2.	Serving of Tea & Snacks to the participants	@Rs.30/- per head
3.	Additional amount for additional retiree	@Rs.1500/- per head

The expenditure involved will be met from budget Head; "**Other Administrative Expenses**" of this Department.

This issue with the approval of the Competent Authority and also with the concurrence of the AS & FA (DADF) vide Dy.No.2077/AS&FA, dated 13.09.2018.

*Dharam Prakash*  
(Dharam Prakash)

Under Secretary to the Govt. of India  
Tel.No.23070149

Copy to:-

1. Section Officer (Cash)/DDO, Department of Animal Husbandry, Dairying & Fisheries, New Delhi.
2. Pay & Accounts Office, Department of Animal Husbandry, Dairying & Fisheries, New Delhi.
3. PS to MoS (KR)/ Sr.PPS to Secretary, ADF/AS&FA/AHC
4. PS to JS (Adm.)/JS(A&NLM)/JS(LH)/JS(Fy.)/JS(C&DD)/JS(GC/PC)/ Adv.(Stat.)/ DS (Finance)
5. All Officers/Sections/Units of the Department.
6. Office Order Folder/Guard File/Spare Copies
7. ✓ NIC for uploading on website of the Department.

Note:-

- (i) Adm.II Section shall make necessary arrangements of the function including purchase of Memento, Bouquet and refreshment etc. Accordingly, SO (Cash)/DDO may make payment to Adm.II Section to meet the above requirements.
- (ii) Adm.I Section may provide the list of Retirees to Adm.I Section well in time so as to make necessary arrangements by Adm.II Section well in time.