

**INDIAN COUNCIL OF MEDICAL RESEARCH**  
**ANSARI NAGAR, NEW DELHI**

No.16/59/2023/Admn-III

Dated: 20.10.2023

**OFFICE ORDER**

**Subject: Modified instructions regarding booking of air tickets –**

During the Senior Management Team (SMT) meeting held on 18th October, 2023, Chaired by DG, ICMR and attended by all senior officers of ICMR Hqrs and Directors of ICMR Institutes/Centres, it has been brought to the notice about the recurrent problems faced to book air tickets on government account, through the authorized agencies.

After due deliberations and with the consultation of Sr.DDG(A) and Sr.FA, ICMR, it has been decided that, based on the invoices sent by the booking agency, the travel desk of ICMR shall obtain administrative approval and financial concurrence, on fortnightly basis, for the tickets booked by the travel agency, prepare bill for the same and submit it to DDO to process for making payment to the booking agency.

However, the invoice cost shall be shown as advance, against the official, for whom air ticket has been booked. The concerned official shall submit TA bill within one week of travel, to DDO and the advance will be adjusted from the individual bills.

DDO shall maintain a TA advance register, to monitor the timely adjustment of outstanding advance amount. No further ticket will be booked, if the earlier travel TA bill is not submitted to DDO.

This order supersedes all the earlier orders on this issue.

  
20/10/23

(Jagdish Rajesh)  
Asstt Director General (Admn)

To

1. All Heads of Divisions/Sections
2. All ICMR Institutes/Centres
3. PS to DG / Sr.DDG(A) / Sr.FA
4. DDG(A) / ADG(A)
5. Sr.ACO (Fin)
6. Travel Desk, ICMR
7. DDO, ICMR
8. BMI – To upload in ICMR Website.