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भारतीय आयुर्विज्ञान अनुसंधान परिषद  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार  
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

No. 16/Misc/2021-Admn.II

Dated 28.01.2021

### Office Order

Subject: - Honour of Advice/Vouchers only ink-signed by Competent Authority - regarding

It is observed that payment advices are being sent to Finance Wing which is not ink-signed payment advice. Honouring of photocopy payment advice is a wrong financial practice as in absence of ink-signed payment advice/voucher, possibilities of duplicate payment is very high and it is against financial prudence.

Hence, all Heads of Divisions/Directors of Institute are requested to stop such practice of making payment of advice/voucher on the basis of non-ink-signed on advice/voucher. Finance Wing of Headquarter/Institute may please ensure that advice/voucher should not be honoured and no payment should be paid on advices which are not ink-signed by the Competent Authority. No photocopy advice will be entertained.

This issues with the approval of Competent Authority.

  
(Jagdish Rajesh) 28/01/2021

Assistant Director General (Admn.)

To

1. The Directors/Director-in-charges of all ICMR Institutes/Centres.
2. Heads of all Divisions/Sections

Copy to: -

1. PS to DG/PS to Addl. DG/PS to Sr. DDG(A)/PS to Sr. FA
2. ADG -I/II (Admn.)/ADG (Fin)
3. Dr. L.K.Sharma, Scientist-E – soft copy of the same has been mailed at your email ID ([sharma.lk@icmr.org.in](mailto:sharma.lk@icmr.org.in)) for website upload.