

**Indian Council of Medical Research
(Accounts & Finance Division)**

File No. D-11011/1/Exp./2008-2009 Fin.

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CIRCULAR

Sub: Instructions regarding TA etc.

Instances of experts invited to attend meetings in ICMR questioning their entitlements of TA/DA Honorarium etc. are being brought to the notice of the Finance Division.

2. The rule position/practice being followed in the Council in this regard is explained below:-

Mode of Travel:

- i) Air Travel: Tickets should be booked either through Govt. authorized travel agent of the ICMR, M/s Balmer Lawrie & Co. which is a Govt. concern or directly from Air India by the experts. The journey can be performed by entitled class on excursion fare. The journey must only be performed on Air India.
- ii) Road Travel: The claim for the journey performed by road must be restricted to train fare of the entitled class if the places are connected by rail. In special cases, the road mileage calculated as per prescribed rates may be reimbursed with the approval of FA and DG.
- iii) Honorarium: Honorarium will be paid as per prescribed norms of the Council. The ICMR officials, including Consultants, EMS or any official on the strength of ICMR are not entitled for honorarium. The ICMR officials will claim TA/DA from their respective Institutes/Centre/Office.
- iv) Place of Meeting: Meetings are being convened at place(s) not connected directly by air/rail leading to difficulties in making travel/administrative arrangements and additional expenditure. The venue of the meeting should, therefore, be selected keeping the connectivity of air/rail in mind and the need to achieve economy in expenditure.

3. Experts being invited to attend meeting funded by the Council should be clearly apprised in the invitation letter about the above mentioned entitlements etc. The document(s) needed to settle TA claim should also be clearly spelt out in the invitation letter.

4. Divisional Heads may ensure strict adherence to the above mentioned procedure/entitlements in order to avoid any unpleasantness in the matter vis-à-vis the external experts.

This issue with the approval of F.A., ICMR.



(R.K. Sharma)
Sr. Accounts Officer