

INDIAN COUNCIL OF MEDICAL RESEARCH
Administration-II

No.16/59/2016-Admn.II

Dated:18.4.2018

Office Memorandum

Subject:- Booking of Air Ticket for official visit of project staff – reg.

Air Tickets for official tours of ICMR officers and staff at Hqrs. Office are being procured from Air India and Ashok Tour & Travels against credit facility. As per agreement payment are to be released within 15 days on receipt of the bills.

Since official tours, in several cases, are being made from project funds and the bills are sent to Principal Investigator (PI) at Hqrs. Office which remain unsettled for months together as a result ticket providing Agencies have threatened to discontinue the credit facility. In view of this, it has been decided that hitherto air ticket for project work/meeting shall be procured by the project staff themselves directly by drawing advance from concerned project head. However, in all such cases tickets shall be procured only from the authorized Agencies i.e. M/s. Air India, M/s. Ashok Tour & Travels and M/s. Balmer & Lawrie Tour and Travels. Further ticketing of the regular staff will continue to be handled by Administration in accordance with the current practice.

This is issued with the approval of Competent Authority.



(Agnes Xalxo)
Asstt. Director General (Admn.)
For Director General

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