

फाइल संख्या... 526 / भा.स.स. 117
दिनांक... 31/1/17
पृष्ठों की संख्या... 22

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI**

F. No. FIN/10/1/2009-CDN (A&A)

Dated the 30th January, 2017

OFFICE ORDER

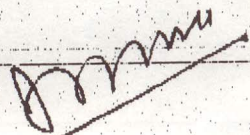
Subject: Compliance of Air travel guidelines issued by Ministry of Finance for purchase of Air Tickets: regarding.

Ministry of Finance vide their L.D. Note has advised the ICAR and its Institutes to strictly comply the guidelines issued by DoE on Air Travel and booking of air-tickets. The Ministry of Finance has also advised the ICAR to book the air tickets on behalf of Non-Official Members of Board of Management and other such bodies as per the instructions so as to avoid the situation of having to seek post-facto relaxation of air travel instructions. Further, with regard to settlement of claims in the Institutes, the Ministry of Finance has clarified that Ministries/Departments have not been delegated powers for relaxation of air travel guidelines and that only the DoE has powers to grant permission in relaxation to the guidelines for Air Travel.

2. The instructions of the Ministry of Finance, (Department of Expenditure) O.M. No. 19024/1/2009-E. IV dated the 16th September, 2010 with regard to the purchase of Air Tickets through authorized agents and with regard to relaxation for travel by Airlines other than Air India, have already been endorsed by Council vide O.M. of even no. dated 19th October, 2010 and further reiterated vide Council's letter of even no. dated the 12th Oct. 2015.

3. It has been observed that these instructions are not followed scrupulously by the concerned SMDs and Institutes of ICAR. These instructions are reiterated and the SMDs and ICAR institutes are once again advised that these Guidelines may be adhered to strictly. Further SMDs/ICAR institutes may book the air tickets on behalf of Non-Official Members of Board of Management and other such bodies themselves if need be so as to avoid the situation of having to seek post- facto relaxation of air travel instructions.

4. This issues with the approval of AS & FA, DARE/ICAR.


(A.P. SHARMA)
Deputy Director Finance

Distribution:**I ICAR Institutes:**

1. Directors/Joint Directors/Project Directors of all Research Institutes/Project Directorates and National Research Centres/Bureaux.
2. Project Coordinators/Coordinated Research Projects/ATARI.
3. The Finance & Accounts Officers of all Research Institutes, Project Directorates.

II ICAR HEADQUARTERS:

1. All DDG, ICAR
2. ADG(TC), ICAR
3. IA-I, II, III, IV, V & VI
4. PSO Secretary, DARE & DG, ICAR
5. PPS to AS&FA, DARE/ICAR.
6. PS to Director (Finance), ICAR
7. InCharge, ARIC, Information System Officer, DKMA, Pusa, New Delhi for uploading this letter on ICAR Website.
8. Guard File.