



# भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

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No.Sr.Aco/4/2008

Dated: 26<sup>th</sup> Sept., 2008

## CIRCULAR

It is brought to the notice of all concerned in the Council that henceforth all mileage points earned through travel by air for official purpose by the Council's employees shall be utilized by the Council for other official travel by air by its employees.

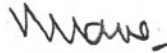
2. Each employee holding a frequent flyer number of any domestic/ international airline will now have to submit every month a copy of the statement showing the frequent flyer points details for the period commencing 1<sup>st</sup> September, 2008 onwards issued by the concerned airline to the Head of Office/Travel Desk in charge (wherever available). The statement for each month must be submitted by the 5<sup>th</sup> of the succeeding month.

3. It may be noted that any usage of these mileage points earned through air travel for official purpose, for purpose of private travel by the Council's employees will attract Departmental action.

4. All Directors/Officer-in-Charge of ICMR Institute/Centre will personally ensure compliance.

5. This requirement/procedure will also be applicable in respect of air travel using project funds received by the Council from external sources (Indian/foreign).

This issues with the approval of the Financial Adviser, ICMR.

  
(R.K. Sharma)  
Sr. Accounts Officer

## Distribution

1. Addl. D.G.
2. All Directors/officer-in-charge of ICMR Institutes/Centre
3. All Heads of the Division
4. All Divisions/sections
5. All ADG(a), Sr. A.O., Sr. Aco, A.O.s ACOs.
6. Travel Desk ICMR Hqrs. Office (Sh. R.K.Tandon)
7. DDO