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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. 16/100/2016/AA-III

Dated: 25.03.2021

CIRCULAR

Subject: Air ticket booking.

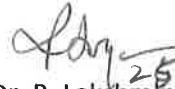
It has been observed that, large number of air ticket booking payments, both domestic as well as international, are unduly delayed and in some cases, it is over two years. The official air ticket booking agencies, M/s Ashoka Travels & Tours and M/s Balmer Lawrie & Co. Ltd. are hesitant to book air tickets, for ICMR officials, due to heavy amount of pending bills. Recently, the issue has been discussed with the agency representatives, as well as the Officials of ICMR air ticket booking section and finance.

It is observed that the officials, after completion of their tours, claimed their TA/DA separately and the payment of air ticket booking is dealt separately, through a complex process, involving several levels of file movements, that creates communication gaps and hurdles.

In order to stream line the regular payment to the booking agency, it is decided that on booking of air tickets, the concerned section, both international and domestic booking, shall hand over a copy of the booking vouchers, to the concerned officials, to include the same in their respective TA/DA claim. After passing the TA/DA bill, the air ticket cost, may be paid directly to the concerned booking agency and the personal entitlements, to the concerned officials, through PFMS. A consolidated intimation of payment through PFMS, may be sent to the booking agency, every fortnight. Normally, the tickets should be booked, only after due confirmation of the travel. In case of cancellation of tour/ticket, the same should be on justifiable reason. In case of such cancellation, the concerned official shall submit TA/DA bill, to claim the cancellation charges that shall be paid to the concerned booking agency. In case of bookings for experts/guests, the concerned Division/Section shall arrange to submit the TA/DA claim.

This will be effective from the financial year 2021-22.

This issues with the approval of competent Authority.


25/03/2021

Dr. R. Lakshminarayanan

Assistant Director General (Admn.)

1. PS to DG/Sr. DDG(A)/Sr. FA
2. All Division/Section Heads
3. All ADGs
4. All Sections/Divisions/Notice Board