



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI
PHONE No-23385043

F.No.8-1/15

Dated 7th December, 2016

Circular

It has come to the notice that air fare invoices sent for verification are either not returned promptly or are returned without enclosing requisite documents (Original Boarding passes, copy of used air tickets, attested copy of tour programme etc.). Laxity in returning duly verified invoices cause unnecessary delay in making payment to Ashoka Travels & Tours. It is, therefore, once again requested to kindly **return the air fare invoices sent for verification immediately after endorsing the certificate stamped on the bill and enclosing the following:**

1. Attested copy of Tour programme duly approved from the competent authority.
2. Copy of used Air Tickets
3. Original Boarding Passes
4. Copy of permission letter from AS&FA, DARE/ICAR if journey performed by Pvt. Airlines
5. In case journey has been cancelled, a copy of approval of the competent authority for the payment of charges of cancellation, if any

Air fare invoices, if any, kept pending may please be returned immediately after doing the needful as stated above.


Ved Prakash
Under Secretary (Cash)

Copy forwarded for information and necessary action to:

1. PPS to DDGs/PA to ADGs etc. at ICAR Hqrs. New Delhi.
2. Sr. Director/Directors/Dy. Secretaries/Dy. Director Finance/Sr. F&AO etc.
3. Media Unit for placing on ICAR's Website.
4. Guard file/Spare Copies.