



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
 Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110 001

F.No.38(05)/2010-Per.IV

Dated the 17th March, 2011

Subject :- Economy Circular 2/2011

To

The Directors/Project Directors of ICAR Research Institutes/
 Project Directorates/NRCs/Bureaux/Zonal Project Directorates.

Vide Economy Circular 3/2010, dated the 21st May, 2010, it was brought to the attention of all ICAR employees that their total absence from Headquarters on tour cannot be more than 7 days in a month, and including closed holidays, a total of 10 days in a month.

2. Naturally, this stipulation applies to officers of ICAR Headquarters also.

3. It has been noticed that this instruction is not being complied with. It is therefore further ordered as follows :

- (i) If the total number of days of tour exceeds the limits set by the Circular No.3/2010, summarised in para (i) above, the Drawing & Disbursing Officer shall not pass the TA/DA bill of that officer, but would instead refer it to Headquarters for further directions, stating whether or not, while getting the tour programme approved, the officer brought to the notice of his or her controlling officer, that total days of absence will be more than 7/10 days and the tour programme was approved by controlling officer with this knowledge. Passing of such TA/DA bills would be considered to be a financial misdemeanour.

W. C. nat

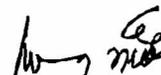
Contd...2/...

- 02 -

Contd. from pre-page :-

- (ii) In ICAR Headquarters, Cash-I Section issues tickets for such journey. Cash-I Section will ensure that in future it will keep a record of the total number of days of tour of each officer from Headquarters on a monthly basis, and in case a ticket is requested for, which will imply exceeding the time limits set, then Cash-I Section shall not issue the tickets for such journeys without prior approval of either Secretary or DG, ICAR.

This issues with the approval of Secretary, DARE & DG, ICAR and needs to be strictly complied with.



(RAJIV MEHRISHI)

Addl. Secretary, DARE & Secretary, ICAR

Distribution :-

1. PSO to Secretary, DARE & DG, ICAR.
2. PPS to AS, DARE & Secretary, ICAR.
3. PS to AS&FA, DARE.
4. PPS to Chairman, ASRB.
5. All DDGs / ADGS
6. ND, NAIP / NCs, NAIP.
7. PD, DIPA.
8. ADG(Coordination), ICAR.
9. All Directors / Deputy Secretaries / Secretary, ASRB / Under Secretaries at ICAR Headquarters.
10. Shri Hans Raj, Information System Officer, DIPA, KAB-I for putting in the ICAR website.
11. All Officers / Sections at ICAR Headquarters / KAB-I and II, New Delhi.
12. Coordination Section, ICAR for giving index number.