

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

F.No. 10(04)/2018-Cash-I

Dated 29<sup>th</sup> October 2018

**CIRCULAR**

In order to speed up the processing of Air fare bills of M/s Ashok Travels & tours, it has been decided that an Air Journey certificate (copy enclosed) along with all the documents as mentioned therein be, invariably enclosed along with TA claims involving air journey.

From 1<sup>st</sup> November, 2018 No TA claim (where air tickets were issued by Ashok Travel & Tours) will be accepted without enclosing Air Journey certificate and requisite documents.

  
Sandeep Bishnoi

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/Directos/Dy. Secretaries/Dy. Director Finance/Sr.F&AO etc.
3. Media Unit for placing on ICAR Website.
4. E-Gov Cell for placing on ICAR E-Office Website.
5. Guard file/Spare Copies.



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN, NEW DELHI**

**AIR JOURNEY CERTIFICATE**

**PART-A (To be filled up by Government Servant)**

NAME OF TOURING OFFICIAL:

DESIGNATION :

SECTOR : From ..... To .....

TICKET No. : .....

DATE : .....

JOURNEY PERFORMED/CANCELLED : .....

***This may be returned duly certified along with following documents:***

- (1) Original Boarding Passes
- (2) Attested copy of tour programme duly approved from the competent authority
- (3) Copy of used Air Ticket
- (4) Copy of permission Letter from AS&FA DARE/ICAR if journey is performed by Pvt. Airlines .

***(A copy of the above documents is to be attached separately along with T.A Bill)***

I certify that the information as given above, is true, the best of my knowledge and belief.

**Signature & Designation of Touring official**

**[Note: This certificate along with documents stated above to be enclosed at the end of T.A claim form.]**

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**PART-B ( To be filled by Cash-I Section )**

Dy. No. : .....CASH-I

Dated : .....

**Section Officer (Cash-I)**

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**PART-B** ( To be filled by Cash-I Section )

Dy. No. : .....CASH-I

Dated : .....

**Section Officer (Cash-I)**