

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

F. No. GAC/19-1/2012-E&M

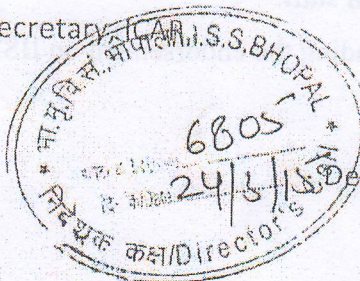
Dated : 16.03.2015

**CIRCULAR**

It has been recently brought to the notice of the Council that number of Officers/Staff visiting New Delhi on official tour prefer to stay in private accommodations like hotels etc. instead of guest houses and claim higher amount of Travelling Allowances, whereas the rooms in International Guest House at NASC and other guest houses under IARI, NBPGR, IASRI at New Delhi remain unoccupied. Rooms in guest houses cannot be kept vacant deliberately causing loss in revenue to the govt./ICAR. Instructions in this regard were also issued earlier vide ICAR O.M. No. 24(1)/2008-Cdn (A&A) dated 3<sup>rd</sup> Oct, 2008, No. 22(16)/2009-Cdn (A&A) dated 10.07.2009 and dated 20.02.2015 but the situation has not improved so far.

Accordingly, it is hereby brought to the notice of all concerned again that the officers and staff of ICAR while on official tour to New Delhi shall essentially be required to stay in guest houses constructed by the ICAR. No claim for TA/DA shall be admitted if they stay outside, in hotels, unless the stay has been authorized by the Deputy Secretary (General Admin).

This issues with the approval of Secretary, ICAR.



*Balraj*  
(K. N. Choudhary)  
Deputy Secretary (GAC)

**Distribution :**

1. Directors/ Project Directors/ Joint Directors of all ICAR Research Institutes / Project Directors /National Research Centres/ Bureaux for compliance.
2. Officer In-charge of Finance Division of all Research Institutes/ Project Directorates/National Research Centres of ICAR with the request that these instructions may be followed strictly while admitting TA/DA claim of officers/staff.
3. Sr. PPS to Secretary, DARE and Director General, ICAR for information.
4. PPS to Addl. Secretary, DARE and Secretary, ICAR for information.
5. PPS to Special Secretary and FA, DARE/ ICAR for information.
6. All Officers/Sections at Krishi Bhawan, KAB I&II, NASC, New Delhi
7. Sh. Hans Raj, ISO, DKMA for uploading the circular on ICAR Website- [www.icar.org.in](http://www.icar.org.in).

TECHNICAL SYSTEM

022 2683030 2683030  
Email: [technical@icar.org.in](mailto:technical@icar.org.in)  
www.icar.org.in

A.O.  
FAO  
HOD/PS  
23/3/15  
To the Secretary  
concerned staff



ICAR-INDIAN INSTITUTE OF SOIL SCIENCE

NABIBAGH, BERASI ROAD: BHOPAL-38

F.No. 01-2/2014-15/C&B/IISS

Dated: 18.02.2016

**ENDORESEMENT**

A copy of ICAR Circular No. GAC/19-1/2012-E&M dated 16<sup>th</sup> March, 2015 regarding stay in hotel, while on official tour to New Delhi is forwarded for information & necessary action.

  
(Assistant Administrative Officer)

**Distribution:**

1. PS to Director for information.
2. All PC's/All Head's/All Incharge's for kind circulation of among Scientists/ Technical/ Administrative & All staff.
3. I/c AKMU for uploading the endorsement on IISS website.