

No.3/45/2011-SD/AM
Indira Gandhi National Centre for the Arts
Sutradhara Division

Dated: 11th December, 2012

CIRCULAR

Of late it has been observed that proposals for air travel of non entitled officials of IGNCA are sent for approval to Member Secretary. In this connection it is stated here that due to the economy instructions issued by the Ministry of Finance, the expenditure on this head is kept to the minimum. Recently Member Secretary has also directed cases of air travel (non-entitled) should be avoided to the maximum. However, in exceptional cases, HOD may ensure before sending it to Member Secretary that the travel of the official concerned is unavoidable.

All HODs are requested to bring this to the notice of officials and staff under their control for strict compliance.

Jayanta Kumar Ray
(Jayanta Kumar Ray)
Director(Admn)

Con(Adm) 15/12
S.O(SXS)
17/12
Copy to: All HODs

17/12
Copy for information to:

1. PA to Member Secretary
2. PA to Joint Secretary
3. PS to Director(Admn)

1003/Con(Adm)
19/12/2012

Mrs Shukla may be requested to put up on IGNTA website
20/12