

OFFICE-MEMORANDUM

Sub: Delegation of Power to Financial Advisor of Ministries/Departments to Grant Permission to Travel by Airlines Other Than Air India - reg.

Secretary, Ministry of Civil Aviation vide his D.O. No.18011/05/2012-AI dated 7th March 2016 has communicated with due approval of Department of Expenditure, Ministry of Finance the delegation of powers to the Financial Advisers of the Ministries to grant permission to travel by airlines other than Air India with effect from 1st April 2016. The delegated power has to be exercised in accordance with the instructions contained in the DoE's OM Nos. 19024/1/2009-E.IV dated 13.7.2009, 16.9.2010 & 28.7.2011. Apart from these three basic instructions issued by DoE and DoPT, which are available on their respective websites also need to be followed scrupulously. In view of the above, Integrated Finance Division (MHA) has devised guidelines as well as proforma for the requests for relaxation to travel by airlines other than Air India.

2. All the officers under the purview of IFD (MHA) are requested to scrupulously comply with the guidelines of airtravel. In deserving cases of air travel by airlines other than Air India due to operational or non-availability or other reasons, the individual cases may be referred to IFD (MHA) for relaxation with supporting documents.

3. This issue with the approval of Home Secretary.

Encl.: A/a.


(Kumar Manoj Kashyap)
Under Secretary & AFA (Fin-II)
Tel. 23093245

To,

1. PPS to HS/ Secy(BM)/Secy(OL)/SS(IS)
2. PPS/PS to all AS and JS of MHA
3. PS to JS(Admn) of DoPT/ DoARP&G/ DoP&PW/ DoL/ ISCS/ Cab. Sectt./ NHRC/ NATGRID/RGI
4. DG/Directors of all CAPFs/CPOs
- ✓ 5. SO(IT) for uploading on the website of MHA

GUIDELINES FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA

Secretary, Ministry of Civil Aviation vide his D.O. No.18011/05/2012-AI dated 7th March 2016 to all Ministries/Departments has communicated the delegation of powers to the Financial Advisers of the Ministries to grant permission to travel by airlines other than Air India with effect from 1st April 2016, with due approval of Department of Expenditure, Ministry of Finance. The delegated power has to be exercised in accordance with the instructions contained in the DoE's OM Nos. 19024/1/2009-E.IV dated 13.7.2009, 16.9.2010 & 28.7.2011. Apart from these three basic instructions DoE and DoPT have also issued various related instructions which are available on their respective websites which also need to be followed scrupulously.

Accordingly, the Integrated Finance Division has devised following guidelines for processing the requests for relaxation to travel by airlines other than Air India. These guidelines are based on the OMs/instructions mentioned in the preceding para and the guidelines of the Ministry of Civil Aviation in this regard available on their website.

1. The request for relaxation must be submitted to IFD at least 7 working days in advance from date of travel.
2. Request for seeking relaxation is required to be submitted in the Proforma (Annexure-I), duly filled in.
3. Sectors on which General/blanket relaxation has been accorded by Ministry of Civil Aviation are available at Annexure-II, III & IV. There is no requirement to seek relaxation for these sectors. However, these sectors may be revised by the Government of India from time to time. This may be kept in view while seeking the relaxation.
4. Those seeking relaxation on ground of Non-Availability of Seats (NAS) must enclose NAS Certificate issued by authorized travel agents – M/s Balmer Lawrie & Co., Ashok Travels & Tours and IRCTC (to the extent IRCTC is authorized as per DoP&T OM No. 31011/6/2002-Estt.(A) dated 2.12.2009) /a copy of the sector specific snapshot of Air India website i.e. www.airindia.in.
5. The Non-availability of seats certificate to be provided should be as per the journey to be performed e.g. for the journey from Dibrugarh to Delhi, the non-availability of seat certificate should be for Dibrugarh-Kolkata and Kolkata-Delhi route separately and not for Dibrugarh-Delhi route.
6. As per Ministry of Finance, Department of Expenditure OM No. 19024/1/2009-E.IV dated 13th July, 2009 for sectors which are not connected directly by any of the airlines, an employee must travel by Air India up to the nearest hub. Relaxation will be granted for the remaining segment.

7. Relaxation to travel by airlines other than Air India while availing LTC will be granted only in exceptional circumstances. Non availability of AI flight/seats on a particular day/time would not be considered as a valid ground for seeking relaxation.
8. Availability of lower fare is no criteria for seeking relaxation.
9. Those seeking relaxation on the ground of attending meeting at a particular time, must attach meeting notice and approved tour programme.
10. For foreign travel cases, where full or partial grants are received, journey has to be performed on Air India up to the place upto which Air India is available and seek relaxation for the remaining sector. On international routes where Air India has code-share partner, the same must be utilised.
11. For invitees from abroad travelling on Government of India funding, efforts should be made to book them on Air India and Air India code share flights to the extent possible.
12. Cases involving fixed amount of reimbursement like sea passage fare rail-fare etc. for officials non-entitled to travel by air, need not be referred to IFD.
13. Non-receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right.

PROFORMA FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA

Sl. No.	Item of Information	Remarks
1.	Name	
2.	Designation	
3.	Name of the organization/Division	
4.	Date of visit	
5.	Whether Foreign travel / Domestic travel / LTC	
6.	In case of official visit, kindly link approved tour programme.	
7.	Whether entitled for Air travel as per rules If not, kindly link the approval of competent authority for air travel	
8.	Reasons for seeking permission to travel in airlines other than Air India (Foreign/Domestic):	
a.	Whether Air India does not have flights in that sector at all.	
b.	Whether Air India does not have flights in that sector on the schedule date of travel. If so, kindly confirm why the date cannot be rescheduled.	
c.	Whether there is no availability of ticket in the entitled class of travel in Air India flights in that sector on the scheduled date of travel. (i) If so, kindly confirm why the officer cannot travel in the class below the entitlement on the date of scheduled travel, if the tickets are available on that date in the class below the entitlement. (ii) In case tickets are available in the entitled class on other than scheduled date of travel, can the date travel be rescheduled? (iii) In case tickets are available in the class below entitlement on other than scheduled date of travel, why this option cannot be exercised?	
d.	Any other reason.	
9.	Kindly either link print out from official website of Air India and Govt. authorized travel agents viz. Ashok Travels & Tours, Balmer Lawrie & Co. and IRCTC regarding the above reasons or official communication from Air India and these agencies.	
11.	In case of foreign travel, if full or part journey is proposed through alliance partner of Air India, ticket should be obtained from the offices or official websites of Air India or authorized agents viz. Balmer Lawrie & Co., Ashok Travels & Tours, IRCTC, for obviating any complication while preferring the reimbursement claim.	

Sl. No.	Item of Information	Remarks
12.	Kindly link an undertaking from the travelling official that in case permission is granted for air journey other than by Air India, he/she will avail the cheapest available ticket in the entitled category among the options of various private airlines operating in that sector. The ticket needs to be booked using the airlines own official website or through authorized agents, viz. Balmer Lawrie & Co., Ashok Travels & Tours and IRCIC.	
13.	In case of LTC, travel by Air India only is allowed (except J&K)	
	Relaxation to travel by airlines other than Air India while availing LTC will be granted only in exceptional circumstances. Non availability of AI flight/seats on a particular day/time would not be considered as a valid ground for seeking relaxation.	
14.	Kindly link recommendation of Head of the Department /organization (attached/sub-ordinate offices)	

 (Signature of the individual travelling)*

 (Signature of the Head of the Organization)

RECOMMENDATION OF THE ADMINISTRATIVE DIVISION / MINISTRY

 *(Signature of Joint Secretary)

*Note: In case the individual travelling is holding the appointment of JS or above in the Ministry, no separate approval of Head of the Organization and approval of the Administrative Division/Ministry is required. In such cases, self-certification by the travelling officer (JS & above) will be sufficient for submitting their proposal for grant of the said permission.

Annexure-II

Sl. No.	Sectors
01	Ahmedabad - Pune- Ahmedabad
02	Ahmedabad- Jaipur- Ahmedabad
03	Ahmedabad- Indore- Ahmedabad
04	Bangalore-Coimbatore- Bangalore
05	Bangalore- Vishakhapatnam -Bangalore
06	Chennai-Coimbatore- Chennai
07	Chennai-Tuticorin-Chennai
08	Chandigarh- Srinagar-Chandigarh
09	Guwahati - Dibrugarh- Guwahati
10	Guwahati -Bagdogra- Guwahati
11	Hyderabad-Bhubaneswar- Hyderabad
12	Hyderabad- Bhopal- Hyderabad
13	Hyderabad-Cochin- Hyderabad
14	Hyderabad-Coimbatore- Hyderabad
15	Hyderabad-Nagpur- Hyderabad
16	Hyderabad- Rajmundry- Hyderabad
17	Hyderabad- Raipur- Hyderabad
18	Hubli- Bangalore- Hubli
19	Jaipur-Jammu- Jaipur
20	Jaipur-Hyderabad-Jaipur
21	Kolkata- Raipur- Kolkata
22	Kolkata-Visakhapatnam-Kolkata
23	Lucknow- Patna- Lucknow
24	Lucknow-Kolkata-Lucknow
25	Mumbai- Bhuj- Mumbai
26	Mumbai-Diu- Mumbai
27	Mumbai-Nanded- Mumbai
28	Mumbai-Porbandar- Mumbai
29	Mumbai- Jabalpur- Mumbai
30	Mumbai-Pune- Mumbai
31	Mumbai - Vadodara- Mumbai
32	Nagpur-Kolkata- Nagpur
33	Nagpur-Hyderabad- Nagpur
34	Nagpur-Pune- Nagpur
35	Nagpur-Bangalore- Nagpur
36	Nagpur-Indore- Nagpur
37	Varanasi-Kolkata-Varanasi

Annexure - III

S.No.	Sectors
1	Agartala-Guwahati-Agartala
2	Amritsar-Srinagar-Amritsar
3	Bhopal-Raipur-Bhopal
4	Bangalore-Tuticorin-Bangalore
5	Bangalore-Raipur-Bangalore
6	Bangalore-Pondicherry-Bangalore
7	Bangalore-Belgaum-Bangalore
8	Chennai-Kozhikode-Chennai
9	Chennai-Rajamundry-Chennai
10	Chennai-Tiruchirapali-Chennai
11	Chennai-Vishakhapatnam-Chennai
12	Delhi-Gorakhpur-Delhi
13	Guwahati-Aizawi-Guwahati
14	Hyderabad-Indore-Hyderabad
15	Hyderabad-Pondicherry-Hyderabad
16	Indore-Nagpur-Indore
17	Indore-Bangalore-Indore
18	Jorhat-Guwahati-Jorhat
19	Jorhat-Kolkata-Jorhat
20	Mumbai-Hubli-Mumbai
21	Mumbai-Surat-Mumbai
22	Mumbai-Belgaum-Mumbai
23	Mumbai-Bhavnagar-Mumbai
24	Patna-Ranchi-Patna
25	Varanasi-Kolkata-Varanasi
26	Varanasi-Lucknow-Varanasi

Annexure -IV

S.No.	Sectors
1	Bhopal-Jabalpur-Bhopal
2	Bhubaneswar-Kolkata-Bhubaneswar
3	Bhubaneswar-Visakhapatnam-Bhubaneswar
4	Calicut-Bangalore-Calicut
5	Chennai-Belgaum-Chennai
6	Chennai-Bhubaneswar-Chennai
7	Chennai-Pune-Chennai
8	Guwahati-Jaipur-Guwahati
9	Guwahati-Silchar-Guwahati
10	Kolkata-Patna-Kolkata
11	Kolkata-Ranchi-Kolkata
12	Pune-Indore-Pune
13	Pune-Kochi-Pune
14	Mumbai-Hubli-Mumbai
15	Visakhapatnam-Vijayawada-Visakhapatnam