

No. 19024/1/2009-E.IV
Government of India
Ministry of Finance
Department of Expenditure

New Delhi , dated the 7th June, 2016.


OFFICE MEMORANDUM

Sub:- Delegation of powers to Financial Advisers to accord exemption for air travel in airlines other than Air India in individual cases-reg.

Reference is invited to Department of Expenditure's O.M. of even number dated 13th July, 2009 which provides that in all cases of air travel, both domestic and international, wherein the Government of India bears the cost of air passage, officials have to travel in Air India only. For cases of air travel by Airlines other than Air India because of operational or other reasons or on account of non-availability, **the powers were vested with Ministry of Civil Aviation to accord exemption in individual cases.**

2. The matter has been examined in consultation with the Ministry of Civil Aviation. Accordingly, powers are hereby delegated to the Financial Advisors of the Ministries/Departments to accord exemption for air travel, both Domestic and International, by airlines other than Air India. In respect of individual cases of Autonomous Bodies, the Financial Advisors of the concerned Ministry/ Department will accord exemption for Air travel by Airlines other than Air India. The individual cases of Financial Advisers for air travel in airlines other than Air India, will be approved by the administrative Secretary of the concerned Ministry.

3. To regulate the individual claims, **guidelines and proforma** for seeking relaxation for travel by airlines other than Air India, are enclosed at **Annexure -A & B.**


07/06/2016
(Nirmala Dev)
Deputy Secretary to the Government of India
Tel.23093276

To
All Financial Advisors (as per list)

Copy to: Secretary, All Ministries/Departments(As per list)

GUIDELINES FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA

1. Request for seeking relaxation is required to be submitted in the Proforma (Annex. B)
2. The request for relaxation must be submitted to Integrated Finance Division at least 7 working days in advance from date of travel.
3. There is no requirement to seek relaxation for those Sectors on which General/blanket relaxation has been accorded by Ministry of Civil Aviation.
4. Those seeking relaxation on ground of Non-Availability of Seats (NAS) must enclose NAS Certificate issued by authorized travel agents or a copy of the sector specific snapshot of Air India website.
5. 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 upto the nearest hub. Relaxation will be granted for the remaining segment.
6. 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.
7. Availability of lower fare is no criteria for seeking relaxation.
8. Those seeking relaxation on the ground of attending meeting at a particular time, must attach meeting notice and approved tour programme.
9. For foreign travel cases, where full or partial grants are received, journey has to be performed on Air India upto 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.
10. 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.
11. Non-receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right.

Annexure-B

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, copy of approved tour programme.	
7.	Whether entitled for Air travel as per rules If not, copy of approval of competent authority for air travel	
8.	Detailed reasons for seeking permission to travel in airlines other than Air India (Foreign/Domestic):	
9.	Attach print out of communication with 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.	
10.	In case of foreign travel, whether full or part journey is proposed through alliance partner of Air India	
11.	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.	

(Signature of the individual travelling)*

(Signature of the Head of the Office)

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.



Government of India
Department of Atomic Energy



Anushakti Bhavan
CSM Marg
Mumbai - 400 001.

No.PrAO/DAE/FAS/314

17th May 2016.

Subject: Guidelines for seeking permission to travel by Airlines other than Air India while on tour domestic and international.

Reference is invited to DO letter dated 07.03.2016 issued by Secretary, Ministry of Civil Aviation addressed to all Secretaries regarding permission to travel by airlines other than Air India, in case of operational or other reasons or on account of non-availability of Air India flights on any route (Copy enclosed).

All Heads of Units are requested to strictly comply with the following further guidelines in addition to the guidelines issued from time to time by Ministry of Civil Aviation, Department of Expenditure and Department of Personnel & Training which are available on their respective websites before sending the proposals to DAE:

- (1) As far as possible, efforts should be made to avail Air India flight tickets by booking airtickets well in advance.
- (2) Proposals for travelling in flights other than Air India from the officers who are travelling may be sent with proper justification and recommendations of the Head of Unit concerned.

Heads of Units are requested that all such requests may be sent directly to the Chief Controller of Accounts, DAE for further processing.

This issues with the approval of Secretary, DAE.

(M. Sridharan)
Chief Controller of Accounts

AO/RO
25/5/16
Encl: As above

All Heads of Units/Autonomous Bodies under DAE

All Officers/Sections in DAE

Director, SINP

Registrar
Ajit Kumar Mahapatra
2415116

Appendix - 1

अ. एन. चौबे, भा. प्र. से.
R. N. Choubey, I. A. S.



सचिव
भारत सरकार
नागर विमानन मंत्रालय
नई दिल्ली-110 003
SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF CIVIL AVIATION
NEW DELHI-110 003

D.O.No.18011/05/2012-AI

March 7, 2016

Dear Secretary,

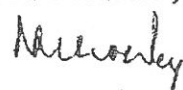
As you are aware, the Department of Expenditure (DoE), Ministry of Finance vide their OMs No.F.No.19024/1/2009-E.IV dated 13th July, 2009, 16th September, 2010 and 28th July, 2011, had decided that in all cases of official air travel (both domestic and international) including air travel for the purpose of LTC, where the Government of India bears the cost of air passage, the officials concerned shall travel only by Air India. The DoE had also given mandate to the Ministry of Civil Aviation (MoCA) to grant permission to travel by airlines other than Air India, in case of operational or other reasons or on account of non-availability of Air India flights on any route.

2. Keeping in view the inconvenience faced by the officials in seeking exemption from MoCA, this Ministry had taken up the matter with DoE regarding delegation of powers to the Financial Advisors (FAs) of the Ministries to grant permission to travel by airlines other than Air India. The DoE has now agreed to the said proposal and has asked MoCA to guide the FAs on various aspects of granting exemption in individual cases pertaining to their respective Ministries.

3. You are requested to instruct the FAs in your Ministry to start exercising the power to grant the said permissions w.e.f. 1st April, 2016 in accordance with the instructions contained in the DoE OMs referred to above. I am enclosing a copy each of the three DoE OMs referred to above for the guidance of FAs. Apart from these three basic instructions relating to issue of permission to travel by airlines other than Air India, DoE and DoP&T have issued other related instructions from time to time and the same are available on their respective websites.

4. I look forward to your co-operation for successful implementation of this new arrangement.

Regards,

Yours sincerely,

(R.N. Choubey)

Encl(s): as above.

To:

All Secretaries to the Govt. of India (as per list).

PS
take action