


પરિપત્ર

વિષય:- ભારત સરકારનું અનુદાન મેળવતા વિભાગોમાં હવાઇ મુસાફરી
તથા હવાઇ મુસાફરી માટે ટિકીટ ખરીદવા અંગે

ભારત સરકારનું અનુદાન મેળવતા વિભાગોના સૌ સેવકોને જણાવવાનું કે જે સેવકો સંસ્થાકીય પ્રવાસ દરમ્યાન હવાઇ મુસાફરી માટે પાત્રતા ધરાવે છે તેમણે ભારત સરકારની વખતોવખતની સુચના અનુસાર નીચે મુજબ પાલન કરવાનું રહેશે.

- 1 હવાઇ પ્રવાસ માત્ર એર ઇન્ડીઆના વિમાન મારફતે જ કરવાનો રહેશે જે સેક્ટરમાં એર ઇન્ડીઆની સીધી ફ્લાઇટ ન હોય તેવા સંજોગોમાં જે સેક્ટર્સ માટે મિનીસ્ટ્રી ઓફ સિવિલ એવિએશન દ્વારા ખાનગી એરટ્રાવેલ્સ મારફતે મુસાફરી કરવા મંજૂરી આપી છે તે સેક્ટર્સમાં ખાનગી એર લાઇન્સ મારફતે પ્રવાસ કરી શકાશે. તે સિવાય ખાનગી એરટ્રાવેલ્સમાં મુસાફરી કરવાની હોય તો એમએચઆરડી વિભાગની પૂર્વ મંજૂરી મેળવી મુસાફરી કરી શકાશે.
(ભારત સરકારના ફાઇનાન્સ મિનીસ્ટ્રી, ડિપાર્ટમેન્ટ ઓફ એક્સપેન્ડીચરના ઓ.એમ. ક્રમાંક 19024/1/2009-E.IV તા.26-07-2016 સાથે આપવામાં આવેલા એનેક્ષર બી અનુસાર એમએચઆરડીને દરખાસ્ત કરવાની રહેશે. ઓ.એમ.ની નકલ સામેલ છે.)
- 2 હવાઇ પ્રવાસ હંમેશા ઇકોનોમી વર્ગમાં કરવાનો રહેશે તેથી ઉપરના વર્ગમાં હવાઇ પ્રવાસ કરવામાં આવ્યો હશે તો તે મંજૂર કરી શકાશે નહિ. તથા ઇકોનોમી વર્ગમાં પણ સૌથી સસ્તા દરની ટિકીટ ખરીદવાની રહેશે.
- 3 હવાઇ પ્રવાસ માટેની ટિકીટ એર ઇન્ડીઆ પાસેથી અથવા M/S Balmer Lawrie & Co., M/s Ashoka Travels and Tours અને IRCTC પાસેથી ટિકીટ બુક કરાવવાની રહેશે. ભારત સરકાર માન્ય એજન્ટસની ઓફીસ બંધ હોય તો ઓનલાઇન બુક કરવાની રહેશે. સેવકે જો ખાનગી એરલાઇન્સ મારફતે પ્રવાસ કરવાની મંજૂરી મેળવી હોય તો સંબંધિત Airlines Company પાસેથી સીધી જ અથવા ઉપર મુજબ માન્ય એજન્ટસ મારફતે ટિકીટ ખરીદવાની રહેશે,
- 4 વિદ્યાપીઠમાં યોજવામાં આવતા સેમિનાર વગેરે કાર્યક્રમો તથા પરીક્ષા વિભાગ વગેરેમાં આવતા નિષ્ણાતો, પરીક્ષકો વગેરેએ પણ ઉપરોક્ત સુચનાનો અમલ કરવાનો રહેશે.


(રાજેન્દ્ર ખીમાણી)
કુલસચિવ

No. AV.18011/05/2012-AI
Government of India/Bharat Sarkar
Ministry of Civil Aviation/ Nagar Vimanam Mantralaya

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Rajiv Gandhi Bhawan, Safdarjung Airport
New Delhi-110 003, dated : 29.09.2013

27

OFFICE MEMORANDUM

Subject: Air Travel on official account – relaxation of government instructions regarding.
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Ministry of Finance (MoF) vide O.M. No. 19024/1/2009-E.IV dated 13.7.2009 inter alia envisaged that in all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage, the officials concerned may travel only by Air India. For travel to stations not connected by Air India, the officials may travel by Air India to the hub/ point closest to their eventual destination, beyond which they may utilize the services of another airline etc. Department of Personnel & Training (DoPT) vide O.M. No.31011/2/2006-Estt.(A) dated 27th July, 2009 had extended the applicability of the MoF's instructions for LTC purposes. MoF directed that in all cases of deviation of above instructions etc. individual cases be referred to the Ministry of Civil Aviation for relaxation.

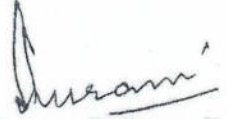
2. Ministry of Civil Aviation has been receiving a number of requests for consideration of blanket/ general permission on routes where Air India does not provide service. The matter has been examined in this Ministry in consultation with MoF, D/o Expenditure, DGCA and Air India and it has been decided to extend general/ blanket relaxation to travel by airlines other than Air India for official purposes/ LTC or TA on sectors where Air India does not provide service as given in Annexure-I, subject to condition that whenever Air India or its subsidiaries start operating on any sector(s) given in Annexure-I, this sanction shall become null and void for that particular sector(s) for the period of operation of flights by Air India or its subsidiaries on that sector(s) or until further orders/ updation on routes.

3. The purchase of air ticket would be continued as per Ministry of Finance's O.M. No.19024/1/2009-E.IV dated 16.09.2010 i.e. (a) either from AI's website or booking counter or (b) through government authorised travel agents namely M/s Balmer & Lawrie & Co., M/s Ashok Travel & Tours, and IRCTC (to the extent IRCTC is authorized as per DoP&T OM No.31011/6/2002-Estt.(A) dt.02.12.09). Before booking a ticket, the updated routes available on Air India's official web-site [airindia.com] be consulted for operation of any AI flight or its subsidiaries flight on any of 37 routes and obtain a printout of it, for settling T.A claim.

While settling the T.A claim, the officer/official concerned would also give an undertaking that the ticket(s) have been bought at the lowest fare available on the day of booking.

4. As per MoF, D/o Expenditure's instructions, individual cases for relaxation for sectors/city pairs not covered in Annexure-I, may continue to be sent to Ministry of Civil Aviation for obtaining relaxation/ approval.

Encl.: Annexure-I



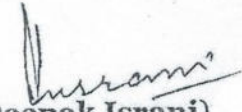
(Deepak Israni)

Under Secretary to the Govt. of India

Tele:24610364

To

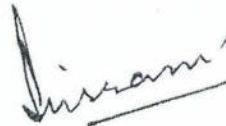
1. All Ministries/Departments of the Government of India for circulation to all attached/subordinate/autonomous bodies under their jurisdiction.
2. Ministry of Finance, (Attn. Shri A Bhattacharya, U.S), E.IV Division, North Block, New Delhi w.r.t. their O.M. No.19024/1/2009-E.IV dated 31.05.2013.
3. Department of Personnel & Training (Attn. Shri B Bandyopadhyay, U.S), North Block, New Delhi. [their O.M. No.31011/2/2006-Estt.(A) dated 27th July, 2009].
4. DGCA, (Attn. Shri S.K. Singh, Dy.Dir.), S.J. Airport, New Delhi w.r.t. U.O. Note No.23-05/2010-AED dated 7.8.2013.
5. Director, NIC Cell, M/o Civil Aviation for uploading on the website of the Ministry.
6. Shri Anil Mehta, GM, Air India Ltd., S.J. Airport, New Delhi with a request to upload on AI's official web site.



(Deepak Israni)

Under Secretary to the Govt. of India

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- Rajamundry- 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



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

New Delhi, dated the 26th July, 2016

Office Memorandum

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

Reference is invited to Para '2' of Department of Expenditure's O.M. of even number dated 07.06.2016, which provides that powers, which were vested with Ministry of Civil Aviation to accord exemption for Air travel, both domestic and international, by Airlines other than Air India because of operational or other reasons or on account of non-availability, have been delegated to the Financial Advisers (FA) of the administrative Ministries/Departments and that in respect of the individual cases of Autonomous bodies, the FAs of the concerned Ministry/Department will accord exemption for Air travel by Airlines other than Air India.

2. Several references are being received in this Department seeking further delegation of powers to FAs of Autonomous bodies/statutory organisations, to accord approval to travel in any Airlines other than Air India, in individual cases covering that Autonomous body/statutory organisation.

3. It is hereby clarified that the powers to accord exemption for air travel by airlines other than Air India, including individual cases of Autonomous bodies, are vested only in the Financial Advisers of the Ministries/Departments, exercising administrative control over the Autonomous body/statutory organisation and that these powers cannot be further delegated to FAs of the Autonomous body/statutory organisation under the administrative control of the Ministry/Department concerned.


26/07/2016
(Nirmala Dev)

Deputy Secretary to the Government of India
Tel.23093276

To

All Financial Advisers (As per list)

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

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 Advisers 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 Advisers 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 Advisers (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.
