

GUIDELINES FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA

1. A Permission Cell has been constituted in the Ministry of Civil Aviation to process the requests for seeking relaxation to travel by airlines other than Air India.

2. The Cell is functioning under the control of Shri B.S. Bhullar, Joint Secretary in the Ministry of Civil Aviation. (Telephone No. 011-246163903). In case of any clarification pertaining to air travel by airlines other than Air India, the following officers may be contacted:

Shri M.P. Rastogi
Ministry of Civil Aviation
Rajiv Gandhi Bhavan
Safdarjung Airport
New Delhi – 110 003.

Shri Dinesh Kumar Sharma
Ministry of Civil Aviation
Rajiv Gandhi Bhavan
Safdarjung Airport
New Delhi – 110 003.

Telephone No : 011-24632950 Extn : 2873

Address : Ministry of Civil Aviation, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi – 110 003.

3. Request for seeking relaxation is required to be submitted in the Proforma **(Annexure-I)** to be downloaded from the website, duly filled in, scanned and mailed to **permissioncell.moca@nic.in**.

4. Request for exemption should be made at least one week in advance from date of travel to allow the Cell sufficient time to take action for convenience of the officers.

5. Sectors on which General/blanket relaxation has been accorded are available at **Annexure-II, III & IV**. There is no requirement to seek relaxation for these sectors.

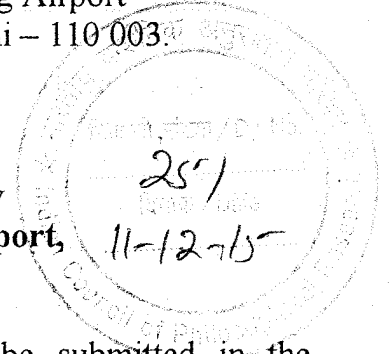
6. Those seeking relaxation on ground of Non-Availability of Seats (NAS) must enclose NAS Certificate issued by authorized travel agents – M/s BalmerLawrie & Co., Ashok Travels & Tours and IRCTC (to the extent IRCTC is authorized as per DoP&T OM No. 31011/6/2002-Estt.(A) dated 2.12.2009) / a copy of the sector specific snapshot of Air India website i.e. **www.airindia.in**.

This circular may be used for
Some sector blanket relaxation for travellers
by Pt. Ambar is available

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7. 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.
8. Those seeking post facto approval on ground of **Non availability of seats certificate** must enclose the documentary evidence as mentioned above and a copy of ticket purchased for the journey by private airline.
9. 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.
10. ~~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.~~
11. Availability of lower fare is no criteria for seeking relaxation.
12. Those seeking relaxation on the ground of attending meeting at a particular time, must attach meeting notice and approved tour programme.
13. 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.
14. 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.
15. 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 Ministry of Civil Aviation.
16. Non-receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right.

ANNEXURE-I

PROFORMA FOR SEEKING RELAXATION FOR TRAVEL BY
OTHER AIRLINES

1. Name with designation :
2. E-mail address :
3. Mobile/telephone/fax no. :
4. Ministry/ Department along with address :
5. Whether on duty or for LTC purpose :
6. Details of family members in case of LTC :
7. Complete sector for which travel is intended
Including the sector(s) for which relaxation is
Required :

Sector*	Date	From	To	Flight No. Dep. Arr.
Sector 1				
Sector 2				
Sector 3				

* Sector(s) for which relaxation is required may be indicated by (#) mark.

8. Detailed reason(s) for not utilising Air India services :
9. Attach Non -Availability of Seat Certificate in case
relaxation is required due to non-availability of
seat(s) in the Air India flight(s) :

Signature

(Name & Designation)

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- 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

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-Aizawl-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

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

New Delhi dated the 16th September, 2010

Office Memorandum

Subject: Guidelines on Air Travel on Tours/LTC.

This Department is receiving repeated references seeking clarifications with regard to purchase of Air tickets through authorized agents and relaxation for travel by Airlines other than Indian Airlines. The following guidelines may be noted for compliance:

1. On Official Tours:

(i) For travel by Airlines other than Air India because of operational or other reasons or on account of non-availability of Air India flights, individual cases for relaxation to be referred to M/o Civil Aviation, as stated in this Ministry's OM No. 19024/1/2009-E.IV dated 13.07.09.

(ii) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours.

2. LTC:

(i) Travel by Air India only.

(ii) In Economy class only, irrespective of entitlement.

(iii) LTC-80 ticket of Air India only to be purchased.

(iv) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC (to the extent IRCTC is authorized as per DoP&T OM No. 31011/6/2002-Estt.(A) dt. 02.12.09).

3. LTC for J&K:

(i) Relaxation to travel by Private Airlines to visit J&K while availing LTC is available to all the categories of Govt. employees, including those entitled to travel by Air [DoP&T OMs No. 31011/2/2003-Estt.(A-IV) dated 18.06.10 and 05.08.10 refer].

(ii) For purchase of Air tickets, however, the procedure as given under para 2 (iv) above should be followed.

4. All Ministries/Departments of Govt. of India are requested to strictly adhere to these instructions.

1309/1/1/11

mt/ll/SJ/GV
11/1/11

To,
All Ministries/Departments of Govt. of India

Under Secretary to the Govt. of India

(Karan Singh)

