1. Ministry of Civil Aviation vide its letter No. 18011/05/2012-Al dated 07 Mar 2016 has revised the procedure for seeking permission to travel by private airlines on duty/LTC. As per the revised procedure promulgated by Ministry of Civil Aviation, the powers to grant permission to travel by private airlines has been granted to the respective Financial Advisors of the concerned Ministries/Departments wef 01 Apr 2016. Ministry of Civil Aviation henceforth will not be processing/granting any permission to travel by private airlines on duty/LTC.

Cases for permission to travel by private airlines in respect of officers of the MoD including service officers are being processed for sanction by Private Airline Travel Permission Cell of MoD/Finance. Detailed instructions with regards to procedure to be followed have been issued by MoD/Finance vide letter F.No.233(1)/2016/B-II dated 09 May 2016 (copy enclosed).

Contd...P-2/-
3. Accordingly, it is requested that all requests for seeking permission to travel by private airlines may be forwarded directly at following address:

**Private Airline Travel Permission Cell**
AFA/MO
MoD/Finance
Room No.9, Ground Floor
South Block, New Delhi-110011

Tele  -  011 – 2301 4890, 2301 1871
Tele-Fax  -  011 – 2301 2404
Fax  -  011 – 2301 3936

4. The contents of this letter may be disseminated to all units under your command for information.

(Abhinavjeet Ojha)
Director
Strat Mdy C & D
for ADG Strat Mov

**Copy to:**

- COAS Sectt
- VCOAS Sectt
- CISC Sectt
- DCOAS (IS&T) Sectt
- DCOAS (P&S) Sectt
- GS Branch/SD-1
- AG Branch/AG Coord
- QMG Branch/Q-1E
- MS Branch/MS Coord
- E-in-C Branch/E Coord
- MGO Branch/S&C
- Air HQ/PA & R

NHQ/DPA
PCDA (O)
CGDA (AT)
File No 233(1)/2016/B-II
Government of India
Ministry of Defence
(Finance Division)

South Block, New Delhi
Dated the 09th May 2016

Subject: Grant of permission for travelling in private airlines other than Air India.

In pursuance of MoD(Finance) Office Order No. 26/2016 dated 5th May, 2016 (Photocopy Enclosed) the cases relating to grant of permission for journeys performed by Officers in private airlines other than Air India are being handled by the following Officers:

<table>
<thead>
<tr>
<th>Officer</th>
<th>Phone/Fax</th>
</tr>
</thead>
</table>
| (i) Addl. FA(AK) & JS | 23011871  
             | 23013639(Fax)               |
| (ii) AFA (MO)          | 23014890  
                          | Room No 9, South Block, New Delhi |

It is requested that all such cases be sent to the abovementioned Officers for process/approval.

Maulishree Pande
Director (Finance/Budget)

Copy to:-
1. PS to RM/PS to RPM.
2. SO to Defence Secretary.
3. SO to COAS/ SO to CNS/ SO to CAS/ SO to CISC.
4. PPS to Secretary(DP)/ Secretary (ESW)/ Secretary (R&D).
5. PPS to FA(DS)/ PPS to FA(Acq.)& Addl. Secy./ PPS to DG(Acq.).
6. PPS to Pr. Adviser(Cost)/ All. Addl. Secretaries/ JSs in MoD.
7. All Addl.FAs/ FMs/ Adviser(cost) in MoD(Fin).
8. All. Director/ DFAs/ AFAs/ in MoD(Fin).
9. Jt. CGDA(AN), O/o CGDA, Ulan Batar Road, Delhi Cantt.

Copy also to:-
1. PS to Addl.FA(AK)&JS
2. AFA(MO)
OFFICE ORDER No. 26/2016

In pursuance of Ministry of Civil Aviation D.O. No. 18011/05/2012-AI dated 07.03.2016 and with the approval of the Competent Authority a Cell named “Private Airline Travel Permission Cell” is formed in this Division to deal with all the cases relating to grant of permission for journeys performed by Officers/officials in Airlines other than Air India for duty/LTC purpose, both domestic and abroad.

2. The channel of submission of such cases will be as under:-
   - Fax: 230136393936
   - Addl. FA(AK) & JS FA(DS)
   - 23014890
   - 23011877

3. The work related with Budget of MoD(Civil/Pension), which was earlier handled in MO Section, will henceforth be handled in the Budget Section under AFA(Budget-II).

23012404 (Tel No)

(A.M. Vijayan)
Deputy Financial Adviser (Estt./MO)
Tel. No. 23015539

Copy to:-
1. PS to RM / PS to RRM.
2. SO to Defence Secretary.
3. SO to COAS / SO to CNS / SO to CAS / SO to CISC.
4. PPS to Secretary(DP) / Secretary(ESW) / Secretary(R&D).
5. PPS to FA(DS) / PPS to FA(Acq.) & Addl. Secy. / PPS to DG(Acq.).
6. PPS to Pr. Adviser(Cost) / All. Addl. Secretaries / JSS in MoD.
7. All. Addl. FAs / FMs / Adviser(Cost) in MoD(Fin).
8. All. Director / DFAs / AFAs / in MoD(Fin).
9. Jt. CGDA(AN), O/o CGDA, Ulan Batar Road, Delhi Cantt.
10. AO(DAD), MoD(Civil) / AO(Cash), MoD(Finance).
11. Hindi Section for Hindi Version only.
12. NIC Cell for uploading in the website of MoD.
GUIDELINES FOR AIRTRAVEL BY GOVT. OFFICIAL DARE/ICAR

The Department of Expenditure (DoE) Ministry of Finance vide their OMs No. F.No.19024/1/2009-E.IV dated the 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 official concerned shall travel only by Air India. However, keeping in view inconvenience faced by the official in seeking exemption from MoCA, in case operational or other reasons or on account of non-availability of Air India flights on any route, it has been decided by DoE that the powers to grant permission to travel by airlines other Air India will rest with the Financial Adviser of the Ministry.

Secretary, Ministry of Civil Aviation vide his D.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 basic instructions DoE and DoP&T have also issued various related instructions which are available on their respective websites which also need to be followed scrupulously. Copies of all these instructions are attached.

Accordingly, the Integrated Finance Division has devised following guidelines for processing the request 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.


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 circumstance. 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 utilized.

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item of Information</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name &amp; Designation</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>e-mail of the officer</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Name of the Organization/Division</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Date of visit</td>
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<tr>
<td>5.</td>
<td>Whether Foreign travel/Domestic travel/LTC</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>In case of official visit, kindly link approved tour programme.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Whether entitlement for Air travel as per Rules, (if not, kindly link the approval of competent authority for air travel)</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Reasons for seeking permission to travel in airlines other than Air India (Foreign/Domestic)</td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Whether Air India does not have flights in that sector at all</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Whether Air India does not have flights in that sector on the schedule date of travel.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If so, kindly confirm why the date cannot be rescheduled.</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(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.</td>
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</tr>
<tr>
<td></td>
<td>(ii) In case tickets are available in the entitled class on other than scheduled date of travel, can the date travel be rescheduled?</td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td>Any other reasons.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Kindly either link print out from official website of Air</td>
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</tr>
<tr>
<td>10.</td>
<td>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 &amp; Co., Ashok Travels &amp; Tours, IRCTC, for obviating any complication while preferring the reimbursement claim.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>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 &amp; Co., Ashok Travels &amp; Tours and IRCTC.</td>
<td></td>
</tr>
</tbody>
</table>
| 13. | Destination of travel in case of LTC  
   a) Other than J & K  
   b) J & K  
   Relaxation to travel by airlines other than Air India while availing LTC will be granted only in exceptional circumstance. Please cite the exceptional reasons. |
| 14. | Kindly link recommendation of head of the Department/organization(attached/subordinate offices) |

(Signature of the individual travelling)  

(Signature of the Head of the Organization)  

(Signature of Deputy Director General/Controlling Officer)