

PROFORMA FOR SEEKING RELAXATION FOR TRAVEL BY OTHER THAN AIR INDIA

1	Name of Traveler				
2	Designation				
3	Contact (Tel/Email)				
4	Name & address of the Organization				
5	Whether entitled for Air travel as per rules//				
6	Whether Foreign Travel/Domestic Travel/ L.T.C				
7	If, official visit, copy of approved tour programme/ Invitation from host				
8	Detailed reasons for seeking permission to travel in airlines other than Air India.				
9	Attach certificate from agency*	Yes/No		Agency	
10	In case of foreign travel, whether full or part journey is proposed through alliance partner of Air India				
11	Sector wise travel details (Indicate Sector (s) for which relaxation is required)	Date of travel	Place of visit		Flight No.
			From	To	Dep./Arr
		Sector 1			
		Sector 2			
		Sector 3			
	Sector 4				
12	Address and Contact of applicant (in case University applies for its guest traveler)##				Signature of Applicant
13	Factual verification has been done as per the guidelines of the Ministry of Civil Aviation and the requisite documents have been found attached. The case is recommended for the relaxation on the following grounds:				
Registrar (Signature with seal) Date:					
To, CU Bureau, MHRD, Shastri Bhawan, New Delhi					

If not, copy of approval of competent authority for air travel

University is required to apprise the visiting guest about the guidelines.

* Print out of communication with Air India or Govt. authorized travel agents viz. Ashok Travels & Tours, Balmer Lawrie & co. and IRCTC regarding the above reasons may be attached.

NOTE:- (1) In case permission is granted for air journey other than by Air India, the applicant will avail the cheapest available ticket in the entitled category among the options of various private airlines operating in that sector.

(2) Please go through the guidelines of the M/o Civil Aviation/D/o Expenditure in this regards (Annex-A/Overleaf) before filling in the form.

Annexure- "A"

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.
