

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



No.30-9(1036)/2016-IFD

Date: 03.05.2016

To,

All the Directors of CSIR Labs/Instts.

Sub: Proposals for seeking relaxation for travel in airlines other than Air India on official tour-reg.

Sir,

It is stated that Secretary, Ministry of Civil Aviation, vide D.O. letter No.18011/05/2012-AI dated March 7, 2016 has delegated the power to grant permission to travel by airline other than Air India, in case of operational or other reasons or on account of non-availability of Air India flight on any route, to FAs of Ministries w.e.f. 1st April, 2016. The power is to be exercised in accordance with Department of Expenditure OM Nos. F.No.19024/1/2009-E.IV dated 13th July, 2009, 16th September, 2010 and 28th July 2011.

In accordance with above delegation, FA, CSIR is receiving a number of requests for grant of relaxation from all over CSIR Labs./Instts. Therefore, to streamline processing of the relaxation proposals, guidelines on the matter are being prepared in the HQs IFD.

In the meanwhile, the Department of Expenditure and Ministry of Civil Aviations instructions are enclosed for your information and guidance. Further, only those relaxation proposals covered in the GoI instructions should be forwarded to CSIR HQs at least one week in advance before the proposed journey date, in the prescribed format along with the necessary certificates and documents. The request for relaxation may be sent to ifdcsir@csir.res.in.

(G. Mishra)

Deputy Financial Advisor

Encl: As above

Copy to : IT Division for updating CSIR Website

Relevant portion of the Guidelines issued by MoCA (www.civilaviation.gov.in)

1. 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 in the format given at Annexure I.
2. 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.
3. Those seeking relaxation on ground of Non-Availability of Seats (NAS) must enclose NAS Certificate issued by authorized travel agents – M/s Balmer Lawrie & 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**.
4. 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.
5. 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.
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 upto 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 circumstances. 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 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.

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 Ministry of Civil Aviation.

13. 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. Telephone/fax no. :
4. CSIR Lab./Instt. :
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. Arriv.
Sector 1				
Sector 2				
Sector 2				

*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 of Applicant
(Name & Designation)

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

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

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



सचिव
भारत सरकार
नागर विमान 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)

Enc(s): as above.

To:

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

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

New Delhi, the 13th July, 2009.

OFFICE MEMORANDUM

Subject : Air Travel on official account – both domestic and international.

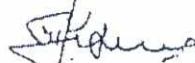
In partial modification of this Ministry's OM No. F. No. 7(2)/E. Coord/2005 dated 23rd November, 2005 and in supersession of this Ministry's OM No. 19024/1/E.IV/2005 dated 24.3.2006, it has been decided that in all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage, the officials concerned may travel only by Air India.

2. 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 utilise the services of another airline which should also preferably be an alliance partner of Air India.

3. In all cases of deviation from these orders because of operational or other reasons or on account of non-availability, individual cases may be referred to the Ministry of Civil Aviation for relaxation.

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

5. These orders will also apply to officials in autonomous bodies funded by Government of India.


(Y.P. Sehgal)

Deputy Secretary to the Govt. of India.

To

1. All Ministries/Departments of the Government of India, etc..
2. All Financial Advisers.
3. All Heads of Public Sector Enterprises.