

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI

F. No.: FIN/10/1/2009-CDN (A&A)

Dated the 13th April, 2016

Office Memorandum

The Secretary, Govt. of India, Ministry of Civil Aviation, New Delhi has Delegated the Powers to the Financial Advisors (FAs) of the Ministries to grant permission to travel by airlines other than Air India vide D.O. letter No. 18011/05/2012-AI dated the 7th March, 2016. Accordingly, the Guidelines along with Checklist has been posted on the ICAR Web-site www.icar.org.in for information, guidance and compliance.

Director /Project Directors/Project Coordinators etc. of ICAR Institute may forward their requests through the respective SMD for processing and obtaining approval of AS & FA, DARE/ICAR for travelling in Private Airlines.

It is further informed that request may be sent to the IFD of ICAR Hqrs. at least one week before the date of travel along with non availability certificate from authorized travel agents office of Air India in the prescribed Check-list duly filled in.


(S.K. Singh)
ADDITIONAL SECRETARY &
FINANCIAL ADVISER, DARE/ICAR

Distribution:

I ICAR Research Institutes etc :

1. Directors/Joint Directors/Project Directors of all Research Institutes/Project Directorates/National Research Centers and Bureaux.
2. Project Coordinators/Coordinated Research Projects/Zonal Project Directorates.
3. Finance & Accounts Officers of all Research Institutes/Project Directorates/National Research Centers and Bureaux.

II ICAR Headquarters:

1. All Officers/Sections, ICAR, Krishi Bhavan, New Delhi including Krishi Anusandhan Bhavan I & II, NASC, Pusa, New Delhi.
2. Chairman, ASRB.
3. All DDGs & SMDs
4. ADG (CDN)/ADG (PIM)/PD, DKMA

Contd...2/-

5. Deputy Secretary (A)
6. Under Secretary (Cash)/DDO (Estt.)
7. Cash I & II and Audit II & III Sections, ICAR
8. Sr. PPS to Secretary, DARE & DG, ICAR/PPS to Additional Secretary, DARE & Secretary, ICAR/PPS to AS&FA, DARE/ICAR
9. Information System Officer, DKMA, KAB-I for placing the above OM on ICAR Web-Site
10. Secretary (Staff Side)
11. Guard file
12. Spare copies (10).

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.
4. Those seeking relaxation on ground of Non-Availability of Seats (NAS) Certificate issued by authorized travel agents- M/s Balmer Lawrie & Co., Ashok Travel & 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.
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

Sl. No.	Item of Information	Remarks
1.	Name & Designation	
2.	e-mail of the officer	
3	Name of the Organization/Division	
4.	Date of visit	
5.	Whether Foreign travel/Domestic travel/LTC	
6.	In case of official visit, kindly link approved tour programme.	
7.	Whether entitlement for Air travel as per Rules, (if not, kindly link the approval of competent authority for air travel)	
8	Reasons for seeking permission to travel in airlines other than Air India (Foreign/Domestic)	
a.	Whether Air India does not have flights in that sector at all	
b.	Whether Air India does not have flights in that sector on the schedule date of travel. If so, kindly confirm why the date cannot be rescheduled.	
c.	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. (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. (ii) In case tickets are available in the entitled class on other than scheduled date of travel, can the date travel be rescheduled?	
d.	Any other reasons.	
9.	Kindly either link print out from 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, 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 & Co., Ashok Travels & Tours, IRCTC, for obviating any complication while preferring the reimbursement claim.	
11.	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 & Co., Ashok Travels & Tours and IRCTC.	
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/ sub-ordinate offices)	

(Signature of the individual travelling)

(Signature of the Head of the Organization)

(Signature of Deputy Director General/Controlling Officer)

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.

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.


(Karan Singh)

Under Secretary to the Govt. of India

To,
All Ministries/Departments of Govt. of India

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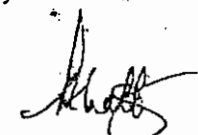
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Ministry of Finance
Department of Expenditure
E-IV Branch

The Ministry of Civil Aviation may refer to their OM No. AV.1811/04/2010-AI dated 12.07.2011, wherein clarifications have been issued regarding air travel on Tour/LTC.

2. The M/o Civil Aviation is advised that while considering cases for relaxation to travel by airlines other than Air India, for journeys to be performed while availing of LTC by Govt. officials, the relaxation should be given in exceptional cases only, wherever justified and not in a routine manner, as Govt. officials have the option to reschedule their air travel, while availing LTC.

3. This has the approval of Joint Secretary(Personnel).



(A. Bhattacharya)

Under Secretary to the Government of India

US, M/o Civil Aviation, New Delhi

M/o Finance, D/o Exp. I.D. No. 19024/1/2009-E.IV dt. 28.07.2011.

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