

परिपत्र संख्या/Circular No. 04/2016

कार्यालय, रक्षा लेखा महानियंत्रक  
उलन बटार रोड, पालम दिल्ली छावनी-110010  
Office of the Controller General of Defence Accounts  
Ulan Batar Road, Palam, Delhi Cantt-110010  
(ए.वि.स.स्कंध/IFA Wing)

सं.-ए.वि.स./10  
No. IFA/10

दिनांक 04 जुलाई 2016  
Dated July, 2016

प्रेषित/To

All Principal IFAs/Services HQrs IFAs/Command IFAs

(र.ले.म.नि.वेबसाइट के माध्यम से/Through CGDA Website)

विषय: एयर इंडिया के अलावा अन्य एयर लाइंस में अधिकारियों/कर्मचारियों द्वारा की गई यात्रा की स्वीकृति प्रदान करना।

Sub: Grant of permission for journeys performed by officers/officials in Airlines other than Air India.

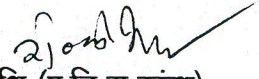
भारत सरकार, रक्षा मंत्रालय (वित्त) (मुख्य कार्यालय) के दिनांक 29 जून 2016 के कार्यालय पत्र संख्या-34/PCPA/Cor/Fin/MO/2016/514 की फोटोप्रति उसके संलग्नकों के साथ आपके सूचनार्थ, मार्गदर्शन तथा आवश्यक कार्रवाई हेतु प्रेषित है।

A copy of GoI, MoD (Fin) (Main Office) OM No. 34/PCPA/Cor/Fin/MO/2016/514 dated 29 June, 2016 is forwarded herewith along with its enclosures for your information, guidance and necessary action.

रक्षा लेखा अपर महानियंत्रक (वित्त) के अनुमोदन से जारी। This has approval of the Addl.CGDA (Fin).

अनुलग्नक - यथोपरि।

Encl - As stated above.

  
व.ले.अधि.(ए.वि.स.स्कंध)  
Sr.AO (IFA Wing)



**MOST IMMEDIATE**

**No.34/PCPA/Cor/Fin/MO/2016/514**

Government of India  
Ministry of Defence(Fin)  
(Main Office)

New Delhi, the 29 June, 2016

**OFFICE MEMORANDUM**

Subject:- **Grant of Permission for journeys performed by Officers/officials in Airlines other than Air India—regarding.**

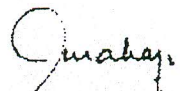
The undersigned is directed to refer to this office earlier Office Memorandums of even number, dated 14-6-2016 and 21-6-2016 informing thereby about the decision of Ministry of Civil Aviation contained in their O.M.No. AV.18011/05/2012-A1, dated 20-5-2016 to authorize the FAs of Govt. Organisations to decide these cases without referring them to their administrative Ministry, provided the FA of the organisation is equivalent in rank to a Joint Secretary. It was *inter-alia* conveyed that respective Principal IFAs/IFAs not below the level of SAG can deal with the cases/requests relating to their respective organisations and the CGDA was advised to issue appropriate instructions directing respective IFAs to follow the criteria prescribed in the guidelines issued by Ministry of Civil Aviation and Ministry of Finance from time to time so that there is uniformity in grant of permission by the respective Financial Advisors.

2. It has been observed that requests for grant of permission to travel by Airlines other than Air India for official/LTC purposes are being submitted without complete information and requisite documents making it difficult for concerned Sections to process and decide such cases. Accordingly, for the guidance of all concerned and for ensuring uniformity in processing of such cases, it has now been decided to circulate a copy of gist of guidelines on the subject alongwith a proforma for applying for grant of permission to travel by Airlines other than Air India for official/LTC purposes(annexure-A & B).The proforma has been devised considering various guidelines issued from time to time by Ministry of Finance for granting permission/relaxation to travel by Airlines other than Air India.

3. CGDA and JS & Addl.FA dealing with Deptt. of DR&D are requested to bring these instructions to the notice of all concerned with the request to submit their cases in proforma at annexure-B duly filled in accordance with the guidelines at annexure-A.

4. These instructions are also brought to the notice of all concerned in MoD including MoD(Fin) for their guidance

5. This issues with the approval of Secretary(Defence Finance).

  
(Ashwani Kumar)  
Addl.FA(AK) & Joint Secretary  
Tel.23011871

Encl. - **as above**

To

- (i) CGDA
- (ii) Addl.FA & JS dealing with Deptt. of DR&D.

**Copy to:-**

- (i) PS to Hon'ble RM/PS to Hon'ble RRM.
- (ii) SO to Defence Secretary.
- (iii) SO to COAS/SO to CNS/SO to CAS/SO to CISC.
- (iv) PPS to Secretary(DP)/Secretary(ESW)/Secretary(R&D).
- (v) PPS to FA(DS)/PPS to FA(Acq.) & Addl. Secy./PPS to DG(Acq.).
- (vi) PPS to Pr.Adviser(Cost)/All Addl.Secretaries/JSs in MoD.
- (vii) All Addl.FAs/FMs/Adviser(Cost) in MoD(Fin).
- (viii) All Directors/DFAs in MoD(Fin).
- (ix) Jt.CGDA(AN), O/o CGDA, Ulan Batar Road, Delhi Cantt.
- (x) AO(DAD), MoD(Civil)/AO(Cash), MoD(Fin).
- (xi) Hindi Section for Hindi version only.
- (xii) NIC Cell for uploading on the website of MoD.
- (xiii) Chief Security Officer.

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.

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## PROFORMA FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA

1	Name with Designation	
2	E-mail Address	
3	Name of the Organisation/Division with Address	
4	Mobile Number/Tel No./Fax No.	
5	Type of Travel (Foreign/Domestic)	
6	Purpose of Travel [ Official or LTC]	
7	In case of official visit, kindly link approved tour programme	
8	Whether entitled for Air Travel as per rules (if not, kindly link the approval of competent authority for air travel)	
9	in case of LTC, please explain exceptional circumstances for seeking the relaxation and also attach detail of family members	

10	Complete sector for which travel is intended with flight numbers/Departure/Arrival time including the Sector(s) for which relaxation is required				
	Sector	Date	From	To	Flight No./Departure time/Arrival Time
	Sector-1				
	Sector-2				
	Sector-3				

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

11	Detailed reasons for not utilizing AI Services	
(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 indicate why the date of travel cannot be re-scheduled (Please enclose official documents in support of reasons such as Govt. Duty Order, Meeting Notice etc.)	

(c)	<p>Whether tickets are not available in Air India Flights in the entitled class in that sector on the scheduled date of travel?</p> <p>(Please enclose 'Non-Availability of Seats' issued by Govt. Authorized Travel Agents, viz., Balmer Lawrie &amp; Co. etc. or a copy of sector specific snapshot of Air India website)</p> <p>In case tickets are available in the entitled class but timing is not suitable, then please enclose snap of Ai website alongwith documents such as Govt. Duty Order, Meeting Notice, tour programme etc.)</p>	
(d)	Any other reasons	
12	<p>Undertaking from the travelling official that in case permission is granted for air travel by Pvt. Airlines, the officer will avail the cheapest available ticket in the entitled category among the options of various pvt. Airlines operating in that sector and the ticket will be booked using the airlines own official website or through Govt. authorised travel agents(Balmer Lawrie &amp; Co., Ashoka Travels &amp; Tours etc.) is enclosed.</p>	

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 (Signature of the Official Travelling)

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 (Signature of the Head of the Office)