

PANJAB UNIVERSITY CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

To

- (i) All the Chairpersons/
Coordinators of All Centres/
Heads of the Departments/Branches
Directors of Regional Centres/
Panjab University, Chandigarh.
- (ii) P.A. to Vice-Chancellor
- (iii) P.A. to Registrar
- (iv) P.A. to Controller of Examination
- (v) Assistant Controller (Local Audit)

No.6892-7196/FDO

Dated: 14.11.2017

Subject:- Processing of travel claim by an airline other than 'Air India' - reg.

Dear Sir/Madam,

This is in continuation of this office Circular No.3961-4160/FDO dated 24.07.2017.

This is to inform you that the Ministry of Finance vide its letter No.19024/1/2009-E-IV dated 7th June, 2016 has issued revised instructions for processing the requests seeking exemption from travelling through 'Air India'. Earlier, such requests were to be submitted to the Ministry of Civil Aviation for approval. However, as per the revised instructions, the power to grant such approval has been delegated to the Financial Advisors of concerned administrative ministry, which in our case is Ministry of Human Resource Development (MHRD).

Through these instructions, the Ministry of Finance has issued guidelines in this regard which are reproduced here below:-

1. Request for seeking relaxation is required to be submitted in a prescribed Proforma as per Annexure-A;
2. The request for relaxation must be submitted to Integrated Finance Division MHRD at least 07 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 'Air India' 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 utilized;
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.

In view of the above guidelines of the Ministry of Finance, it is requested that all the individual cases for seeking relaxation to travel by air other than 'Air India' be submitted to Office Superintendent (E&P) in the prescribed proforma (Annexure-A), atleast 15 working days before the date of travel, so as to enable this office to forward such applications to the Integrated Finance Division of Ministry of Human Resource Development (MHRD) for approval.

This is for your information and necessary action.

Yours sincerely,


Finance & Development Officer

Annexure-A**PROFORMA FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA**

Sr.No.	Item of Information	Remarks
1.	Name	
2.	Designation	
3.	Name of the organization/Department/Centre/Office	
4.	Date of visit	
5.	Whether Foreign travel/Domestic Travel/LTC	
6.	In case of official visit, copy of approved tour programme.	
7.	Whether entitled for Air travel as per rules If not, copy of approval of competent authority for air travel	
8.	Detailed reasons for seeking permission to travel in airlines other than Air India (Foreign/Domestic) :	
9.	Attach print out of communication with 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, whether full or part journey is proposed through alliance partner of Air India	
11.	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.	

(Signature of the individual travelling)

(Signature of the Head of Deptt./Centre)

RECOMMENDED**Registrar,
Panjab University
Chandigarh.**