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| **Annexure B** | | | | |
| **PROFORMA FOR RELAXATION OF TRAVEL BY AIR LINES OTHER THAN AIR INDIA** | | | | |
| Sl No. | Item of Information |  | | Remarks |
| 1 | Name |  | |  |
| 2 | Designation |  | |  |
| 3 | Name of the Organisation/Division |  | |  |
| 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. authorised travel agent 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 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 |  | |  |
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|  |  |  | |  |
| (Siganature of the individual travelling) \* | | (Signature of the Head of the Office) | | |
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| RECOMMENDATION OF THE ADMINISTRATIVE DIVISON/MINISTRY | | | | |
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|  | (Signature of Joint Secretary) |  |  | |
| \* Note : In case the individual travelling is holding the appointment of JS or above in the Ministry, no  separate approval of the Head of the Organisation and approval of the Administrative Division/Ministry is  required. In such cases, self-certification by the travelling officer (JS & above) will be sufficient for  submitting their proposal for grant of the said permission. | | | | |