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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) |
|  |  |  |  |
|   |   |   |   |
| RECOMMENDATION OF THE ADMINISTRATIVE DIVISON/MINISTRY |
|  |   |   |   |
|  |  |  |  |
|  |  |  |  |
|  | (Signature of Joint Secretary) |  |  |
| \* Note : In case the individual travelling is holding the appointment of JS or above in the Ministry, noseparate 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. |