

**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		

(Signature of the individual travelling) \*

(Signature of the Head of the Office)

**RECOMMENDATION OF THE ADMINISTRATIVE DIVISION/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.