



श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, त्रिवेन्द्रम  
तिरुवनन्तपुरम - ६९५०११, केरल, इंडिया

SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM

Thiruvananthapuram - 695 011, Kerala, India

(An Institute of National Importance under Govt. of India)

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## FINANCE AND ACCOUNTS DIVISION

F&A/TA/1/SCTIMST/2018

13 June 2018

### CIRCULAR


Sub : SOP for requesting exemption from DST to travel by airlines other than Air India – reg.

Read - Approval of the Director dt. 08.06.2018

The Institute follows TA rules of the Government of India mutatis mutandis. Vide OM No. 19024/1/2009-E.IV dt. 26.07.2016, the powers to accord exemption for air travel by airlines other than Air India is vested only in the Financial Advisors of the Ministries / Departments, exercising control over the Autonomous Bodies. Thus, in case of SCTIMST the FA, DST is the competent authority to accord sanction in this regard.

It has been decided to implement a Standard Operating Procedure (SOP) in the Institute for requesting exemption from DST to travel by airlines other than Air India. The SOP along with Annexure B (Proforma) and relevant OMs is attached herewith for information and compliance of all concerned.

This has got the approval of Director

  
Sr. Deputy Director &  
Chief Financial Advisor

To,

Notice Board (Hospital Wing / AMC / BMT)

Intranet



**Sree Chitra Tirunal Institute for Medical Sciences and  
Technology, Trivandrum**

**Thiruvananthapuram -695011, Kerala, India**

**Standard Operating Procedures for Travel by Private Airlines  
other than Air India Flights by SCTIMST Officials**

**April 2018**



SI No	TABLE OF CONTENTS	Page No:
1	Introduction	3
2	Submission of materials for review	4 - 5
3	Annexure (B) Proforma for Relaxation of Travel by Airlines other than Air India	6
4	Delegation of Powers to Financial Advisers of Administrative Ministry/Department to accord exemption for air travel in Airlines other than Air India in individual cases of autonomous bodies-reg. OM dated 26 <sup>th</sup> July, 2016	7
5	Travelling Allowance Rules-Implementation of the Seventh Central Pay Commission, O M dated 13 <sup>th</sup> July, 2017	8-13
6	Air Travel on official account-both domestic and International O M dated 13 <sup>th</sup> July 2009	14
7	O M dated 29 <sup>th</sup> July 2010 on Air Travel on official account- both domestic and international	15
8	Expenditure Management-Economy Measures and Rationalisation of Expenditure O M dated 22 <sup>nd</sup> March, 2010	16

## **INTRODUCTION**

Sree Chitra Tirunal Institute for Medical Sciences and Technology (SCTIMST) is an Institute of National Importance under administrative the control of the Department of Science and Technology (DST), Government of India.

The Travelling Allowance Rules as contained in Chapter-V of the Service & Personnel Conduct Rules of the Institute, would stand amended by adopting the TA Rules of the Government of India mutatis mutandis along with its amendments, if any to be issued by Government of India from time to time. In Leave Travel Concession (LTC)/ Home Town Concession (HTC), the Institute will follow the Government of India TA Rules. The eligibility for class of journey for LTC/HTC as prescribed in Government of India Rules shall apply to the staff of the Institute.

In all cases of air travel, both domestic and international, where the Institute bears the cost of air passage, the officials concerned may travel only by AIR INDIA. For travel to stations not connected by Air India, the officials may travel by Air India to the hub/point closest to their eventual destination, beyond which they may utilize the service of another airline which should also preferably be an alliance partner of Air India.

This SOP is a guideline to the SCTIMST Officials who are planning to proceed official tour as per the Institute norms and seeking wavier from Govt. of India to travel by private airlines other than Air India for urgent and unavoidable official purposes. Some of the important guidelines related to travel issued by the Government of India also appended for general information.



## **SUBMISSION OF MATERIALS FOR REVIEW**

### **GUIDELINES TO BE FOLLOWED WHILE SEEKING PERMISSION TO TRAVEL BY PRIVATE AIRLINES OTHER THAN AIR INDIA FLIGHTS FOR OFFICIAL TOUR PROGRAMMES**

- Request for seeking relaxation is to be submitted in the Proforma (Annexure-B) duly filled in along with the necessary supporting documents along with a covering letter addressed to the Director stating the purpose of journey and the reasons for applying for relaxation.
- Those seeking relaxation on the ground of attending meeting at particular time, must attach letter/notice received for attending the meeting along with approved tour programme and proof that Air India does not have flight at the convenient timing.
- For those seeking relaxation on ground Non-availability of Air India Flight on the days as per the tour schedule shall produce a certificate issued by authorized travel agents i.e. M/s Balmer Lawrie & Co., Ashok Travel & Tours and IRCTC or by Air India is to be attached.
- Where direct flights are not available in Air India between any two places, a certificate from Air India or authorized agents shall be produced.
- For foreign travel, where full or partial grants are received, journey has to be performed in Air India up to the place up to 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. No relaxation is permitted in this case.
- As per Ministry of Finance, Department of Expenditure O.M No.19024/1/2009-E.IV dated 13th July, 2009 for sectors which are not connected directly by any of the airlines, an officer/official must travel by Air India up to the nearest hub. Relaxation will be granted for the remaining segment.

- Availability of lower fare is no criteria for seeking relaxation.
- For invitees from abroad travelling on Government of India funding, booking on Air India and Air India code share flights are appreciated. Even if relaxation is given on non-availability of Air India or its share flights, the ticket has to be booked only through the authorised agent, eg. Balmer & Lawrie, Ashok Travels, IRCTC etc by shortest route.
- Once the proforma for relaxation is approved by Director, Sr.DD & CFA or CAO shall forward the same to FA, DST with a covering letter. F&A Division shall forward a copy of the above letter to the concerned official who shall follow up with the office of FA, DST, New Delhi and obtain necessary approval.
- Non-receipt of approval by the stipulated date does not entitle the official to claim relaxation as a matter of right.



## 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)

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#### 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.



**Delegation of Powers to Financial Advisers of Administrative  
Ministry/Department to accord exemption for air travel in airlines  
other than Air India in individual cases of autonomous bodies-  
reg. OM dated 26<sup>th</sup> July, 2016**

No. 19024/1/2009-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

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New Delhi, dated the 26<sup>th</sup> July, 2016


**Office Memorandum**

**Sub:- Delegation of powers to Financial Advisers of administrative Ministry/  
Department to accord exemption for air travel in airlines other than Air  
India in individual cases of autonomous bodies— reg.**

Reference is invited to Para '2' of Department of Expenditure's O.M. of even number dated 07.06.2016, which provides that powers, which were vested with Ministry of Civil Aviation to accord exemption for Air travel, both domestic and international, by Airlines other than Air India because of operational or other reasons or on account of non-availability, have been delegated to the Financial Advisers (FA) of the administrative Ministries/Departments and that in respect of the individual cases of Autonomous bodies, the FAs of the concerned Ministry/Department will accord exemption for Air travel by Airlines other than Air India.

2. Several references are being received in this Department seeking further delegation of powers to FAs of Autonomous bodies/statutory organisations, to accord approval to travel in any Airlines other than Air India, in individual cases covering that Autonomous body/statutory organisation.

3. It is hereby clarified that the powers to accord exemption for air travel by airlines other than Air India, including individual cases of Autonomous bodies, are vested only in the Financial Advisers of the Ministries/Departments, exercising administrative control over the Autonomous body/statutory organisation and that these powers cannot be further delegated to FAs of the Autonomous body/statutory organisation under the administrative control of the Ministry/Department concerned.

  
26/07/2016  
(Nirmala Dev)  
Deputy Secretary to the Government of India  
Tel.23093276

To  
All Financial Advisors (As per list)

Copy to: Secretary, All Ministries/Departments (As per list)



New Delhi, the 13<sup>th</sup> July 2017

**OFFICE MEMORANDUM**

**Subject: Travelling Allowance Rules - Implementation of the Seventh Central Pay Commission.**

Consequent upon the decisions taken by the Government on the recommendations of the Seventh Central Pay Commission relating to Travelling Allowance entitlements to civilian employees of Central Government, President is pleased to decide the revision in the rates of Travelling Allowance as set out in the Annexure to this Office Memorandum.

2. The 'Pay Level' for determining the TA/DA entitlement is as indicated in Central Civil Service (Revised Pay) Rules 2016.
3. The term 'Pay in the Level' for the purpose of these orders refer to Basic Pay drawn in appropriate Pay level in the Pay Matrix as defined in Rule 3(8) of Central Civil Services (Revised Pay) Rules, 2016 and does not include Non-Practising Allowance (NPA), Military Service Pay (MSP) or any other type of pay like special pay, etc
4. However, if the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.
5. The claims submitted in respect of journey made on or after 1<sup>st</sup> July, 2017, may be regulated in accordance with these orders. In respect of journeys performed prior to 1<sup>st</sup> July, 2017, the claims may be regulated in accordance with the previous orders dated 23.09.2008.
6. It may be noted that no additional funds will be provided on account of revision in TA/DA entitlements. It may therefore be ensured that permission to official travel is given judiciously and restricted only to absolutely essential official requirements.
7. These orders shall take effect from 01<sup>st</sup> July, 2017
8. Separate orders will be issued by Ministry of Defence and Ministry of Railways in respect of Armed Forces personnel and Railway employees, respectively.
9. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India

Hindi version is attached.



(Nirmala Dev)

Deputy Secretary to the Government of India

To,

All Ministries and Departments of the Govt. of India etc. as per standard distribution list.

Copy to: C&AG and U.P.S.C., etc. as per standard endorsement list.



# ANNEXURE

Annexure to Ministry of Finance, Department of Expenditure  
O.M.No.19030/1/2017-E.IV dated 10<sup>th</sup> July 2017.

In supersession of Department of Expenditure's O.M. No. 19030/3/2008-E.IV dated 23.09.2008, in respect of Travelling Allowance the following provisions will be applicable with effect from 01.07.2017 :

## 2. Entitlements for Journeys on Tour or Training

### A.(i) Travel Entitlements within the Country

Pay Level in Pay Matrix	Travel entitlement
14 and above	Business/Club class by air or AC-I by train
12 and 13	Economy class by air or AC-I by train
6 to 11	Economy class by air or AC-II by train
5 and below	First Class/AC-III/AC Chair car by train

(ii) It has also been decided to allow the Government officials to travel by Premium Trains/Premium Tatkal Trains/Suvidha Trains, the reimbursement to Premium Tatkal Charges for booking of tickets and the reimbursement of Dynamic/Flexi-fare in Shatabdi/Rajdhani/Duronto Trains while on official tour/ training. Reimbursement of Tatkal Seva Charges which has fixed fare, will remain continue to be allowed. Travel entitlement for the journey in Premium/Premium Tatkal/Suvidha/ Shatabdi/Rajdhani/ Duronto Trains will be as under :-

Pay Level in Pay matrix	Travel Entitlements in Premium/Premium Tatkal/Suvidha/ Shatabdi/ Rajdhani/ Duronto Trains
12 and above	Executive/AC 1 <sup>st</sup> Class (In case of Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani Trains as per available highest class)
6 to 11	AC 2 <sup>nd</sup> Class/Chair Car (In Shatabdi Trains)
5 & below	AC 3 <sup>rd</sup> Class/Chair Car

(iii) The revised Travel entitlements are subject to following:-

- In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
- In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- All mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government.
- In case of non-availability of seats in entitled class, Govt. servants may travel in the class below their entitled class.

### B. International Travel Entitlement :

Pay Level in Pay Matrix	Travel entitlement
17 and above	First class
14 to 16	Business/Club class
13 and below	Economy class



## C. Entitlement for journeys by Sea or by River Steamer

(i) For places other than A&amp;N Group of Islands and Lakshadweep Group of Island :-

Pay Level in Pay Matrix	Travel entitlement
9 and above	Highest class
6 to 8	Lower class if there be two classes only on the steamer
4 and 5	If two classes only, the lower class. If three classes, the middle or second class. If there be four classes, the third class
3 and below	Lowest class

(ii) For travel between the mainland and the A&amp;N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited :-

Pay Level in Pay Matrix	Travel entitlement
9 and above	Deluxe class
6 to 8	First/ 'A' Cabin class
4 and 5	Second/ 'B' Cabin class
3 and below	Bunk class

## D. Mileage Allowance for Journeys by Road :

(i) At places where specific rates have been prescribed :-

Pay Level in Pay Matrix	Entitlements
14 or above	Actual fare by any type of public bus including AC bus OR At prescribed rates of AC taxi when the journey is actually performed by AC taxi OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
6 to 13	Same as above with the exception that journeys by AC taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC bus OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
3 and below	Actual fare by ordinary public bus only OR At prescribed rates for auto rickshaw for journeys by autorickshaw, own scooter, motor cycle, moped, etc.

(ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States:

For journeys performed in own car/taxi	Rs. 24/- per Km
For journeys performed by auto rickshaw, own scooter, etc	Rs. 12/- per Km

At places where no specific rates have been prescribed, the rate per km will further rise by 25 percent whenever DA increases by 50 percent.



## E(i). Daily Allowance on Tour

Pay level in pay matrix	Entitlement
14 and above	Reimbursement for hotel accommodation/guest house of up to ₹7,500/- per day, Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and Reimbursement of food bills not exceeding ₹1200/- per day.
12 and 13	Reimbursement for hotel accommodation/guest house of up to ₹4,500/- per day, Reimbursement of AC taxi charges of up to 50 km per day for travel within the city, Reimbursement of food bills not exceeding ₹1000/- per day.
9 to 11	Reimbursement for hotel accommodation/guest house of up to ₹2,250/- per day, Reimbursement of non-AC taxi charges of up to ₹338/- per day for travel within the city, Reimbursement of food bills not exceeding ₹900/- per day.
6 to 8	Reimbursement for hotel accommodation/guest house of up to ₹750 per day, Reimbursement of non-AC taxi charges of up to ₹225/- per day for travel within the city, Reimbursement of food bills not exceeding ₹800/- per day.
5 and below	Reimbursement for hotel accommodation/guest house of up to ₹450 per day, Reimbursement of non-AC taxi charges of up to ₹113/- per day for travel within the city, Reimbursement of food bills not exceeding ₹500/- per day.

(ii) **Reimbursement of Hotel charges :-** For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be ₹1,000 per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25 percent whenever DA increases by 50 percent

(iii) **Reimbursement of Travelling charges :-** Similar to Reimbursement of staying accommodation charges, for levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. The ceiling for levels 11 and below will further rise by 25 percent whenever DA increases by 50 percent. For journeys on foot, an allowance of Rs.12/- per kilometer travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.

(iv) **Reimbursement of Food charges :-** There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table E(i) above and, depending on the length of absence from headquarters, would be regulated as per Table (v) below. Since the concept of reimbursement has been done away with, no vouchers will be required. This methodology is in line with that followed by Indian Railways at present (with suitable enhancement of rates). i.e. Lump sum amount payable. The lump sum amount will increase by 25 percent whenever DA increase by 50 percent

## (v) Timing restrictions

Length of absence	Amount Payable
If absence from headquarters is <6 hours	30% of Lump sum amount
If absence from headquarters is between 6-12 hours	70% of Lump sum amount
If absence from headquarters is >12 hours	100% of Lump sum amount

Absence from Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis.



(vi) In case of stay/journey on Government ships, boats etc. or journey to remote places on foot/mules etc for scientific/data collection purposes in organization like FSI, Survey of India, GSI etc., daily allowance will be paid at rate equivalent to that provided for reimbursement of food bill. However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the Head of Department/controlling officer.

Note : DA rates for foreign travel will be regulated as prescribed by Ministry of External Affairs.

### 3. T.A. on Transfer

TA on Transfer includes 4 components : - (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

#### (i) Travel Entitlements :

- (a) Travel entitlements as prescribed for tour in Para 2 above, except for International Travel, will be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in S.R.114 will, however, continue to be applicable.
- (b) The provisions relating to small family norms as contained in para 4(A) of Annexure to M/o Finance O.M. F.No. 10/2/98-IC & F.No. 19030/2/97-EIV dt. 171, April 1998, shall continue to be applicable.

#### (ii) Composite Transfer and Packing Grant (CTG) :

- (a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other. However, for transfer to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG.
- (b) In cases of transfer to stations which are at a distance of less than 20 kms from the old station and of transfer within the same city, one third of the composite transfer grant will be admissible, provided a change of residence is actually involved.
- (c) In cases where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding transfer grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

#### (iii) Transportation of Personal Effects

Level	By Train/Steamer	By Road
12 and above	6000 Kg by goods train/4 wheeler wagon/ 1 double container	Rs. 50/- per km
6 to 11	6000 Kg by goods train/4 wheeler wagon/ 1 single container	Rs. 50/- per km
5	3000 kg	Rs. 25/- per km
4 and below	1500 kg	Rs. 15/- per km

The rates will further rise by 25 percent whenever DA increases by 50 percent. The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India. The claim for reimbursement shall be admissible subject to the production of actual receipts/ vouchers by the Govt. servant. Production of receipts/vouchers is mandatory in r/o transfer cases of North Eastern Region, Andaman & Nicobar Islands and Lakshadweep also.



Transportation of personal effects by road is as per kilometer basis only. The classification of cities /towns for the purpose of transportation of personal effects is done away with.

(iv) **Transportation of Conveyance.**

Level	Reimbursement
6 and above	1 motor car etc. or 1 motor cycle/scooter
5 and below	1 motorcycle/scooter/moped/bicycle

The general conditions of admissibility of TA on Transfer as prescribed in S.R. 116 will, however, continue to be applicable.

**4 T.A. Entitlement of Retiring Employees**

TA on Retirement includes 4 components : - (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

(i) **Travel Entitlements**

Travel entitlements as prescribed for tour/transfer in Para 2 above, except for International Travel, will be applicable in case of journeys on retirement. The general conditions of admissibility prescribed in S.R.147 will, however, continue to be applicable.

(ii) **Composite Transfer Grant(CTG)**

- (a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of those employees, who on retirement, settled down at places other than last station(s) of their duty located at a distance of or more than 20 km. However, in case of settlement to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand, etc., at the old and new station, are already subsumed in the composite transfer grant and will not be separately admissible.
- (b) As in the case of serving employees, Government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the CTG subject to the condition that a change of residence is actually involved.

(iii) **Transportation of Personal Effects :-** Same as Para 3(iii) above.

(iv) **Transportation of Conveyance :-** Same as Para 3(iv) above.

The general conditions of admissibility of TA on Retirement as prescribed in S.R. 147 will, however, continue to be applicable.

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**OM dated 13<sup>th</sup> July 2009 on Air Travel on official account-both domestic and International**

F.No.19024/1/2009-E.IV  
Government of India  
Ministry of Finance  
( Department of Expenditure )

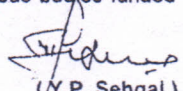
New Delhi, the 13<sup>th</sup> July, 2009.

**OFFICE MEMORANDUM**

**Subject : Air Travel on official account – both domestic and international.**

In partial modification of this Ministry's OM No. F. No. 7(2)/E. Coord/2005 dated 23<sup>rd</sup> November, 2005 and in supersession of this Ministry's OM No. 19024/1/E.IV/2005 dated 24.3.2006, it has been decided that in all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage, the officials concerned may travel only by Air India.

2. For travel to stations not connected by Air India, the officials may travel by Air India to the hub/point closest to their eventual destination, beyond which they may utilise the services of another airline which should also preferably be an alliance partner of Air India.
3. In all cases of deviation from these orders because of operational or other reasons or on account of non-availability, individual cases may be referred to the Ministry of Civil Aviation for relaxation.
4. All Ministries/Departments of the Government of India are requested to strictly adhere to these instructions.
5. These orders will also apply to officials in autonomous bodies funded by Government of India.

  
(Y.P. Sehgal)  
Deputy Secretary to the Govt. of India.

To

1. All Ministries/Departments of the Government of India, etc..
2. All Financial Advisers.
3. All Heads of Public Sector Enterprises.



**O M dated 29<sup>th</sup> July 2010 on Air Travel on official account-  
both domestic and international**

No. 19024/1/2009-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure  
E-IV Section  
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New Delhi dated the 29<sup>th</sup> July, 2010.

**Office Memorandum**

**Sub: Air travel on official account- both domestic and international.**

The undersigned is directed to refer to this Department's OM dt. 13.07.2009(copy enclosed) on the subject cited above, which mandated air travel only by Air India in all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage. Further, the para 3 of the said OM stipulates that in all cases of deviation from these orders because of operational or other reasons or on account of non-availability, individual cases may be referred to the Ministry of Civil Aviation for relaxation.

2. References are being received in this Ministry for extension of periods of deputation abroad due to non-availability of seats in Air India flights. As extensions in deputations entail additional costs, M/o Civil Aviation is advised that in all cases of official tours, where the tickets by Air India are not available on the scheduled day of travel as per approved tour itinerary, Government officials may be exempted from the requirement to travel only by Air India.

Encls: As stated.

  
(Karan Singh)

Under Secretary to the Govt. of India

Ministry of Civil Aviation  
(Shri Prashant Narain Sukul, Joint Secretary)  
Rajiv Gandhi Bhawan  
Safdarjang Airport, New Delhi

**Copy to:**

All Secretaries to the Govt. of India  
All Financial Advisers



**Expenditure Management-Economy Measures and  
Rationalisation of Expenditure O M dated 22<sup>nd</sup> March, 2010**

No.7(1)/E.Coord/2009  
Ministry of Finance  
Department of Expenditure  
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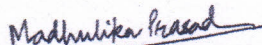
New Delhi, the 22<sup>nd</sup> March, 2010.

**OFFICE MEMORANDUM**

**Subject : Expenditure Management – Economy Measures and  
Rationalisation of Expenditure.**

Reference is invited to OM No.7(1)/E.Coord/2009 dated 7<sup>th</sup> September, 2009 through which, inter alia, the following instructions had been issued regarding domestic and foreign travel:-

- (i) No travel on Government account by air will take place by first class; and
  - (ii) All domestic travel on Government account by air will take place only by economy class, irrespective of the entitlement.
2. The matter has been reviewed and it has been decided that w.e.f. 1<sup>st</sup> April, 2010, travel on Government account by air, both domestic and international, may take place by the entitled class. However, the austerity measures will remain in place for travel by air (where admissible) on LTC, which would continue to be restricted to economy class irrespective of the entitlement.

  
( Madhulika P. Sukul )  
Joint Secretary (Pers.)

All Secretaries to the Government of India

Copy to:

- 1. The Cabinet Secretary
- 2. The Principal Secretary to the Prime Minister
- 3. The Secretary, Planning Commission
- 4. All Financial Advisers
- 5. Joint Secretary (E), DoP&T