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

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| Sl. No. | Item of Information |  | Remarks |
| 1. | Name |  |  |
| 2. | Designation |  |  |
| 3. | Name of Organization/ 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 |  |  |
| 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 |  |  |

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| (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 Head of the Organization 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.