Subject: Delegation of powers to Financial Advisers to accord exemption for air travel in airlines other than Air India in individual cases – uploading DOE’s O.M. dt. 7.6.2016 on the portal/website of both Ministry of Health & Family Welfare and Ministry of AYUSH – reg.

In terms of Department of Expenditure’s O.M. dt. 13.7.2009, in all cases of official air travel (both domestic and international) including air travel for the purpose of LTC, where the Govt. of India bears the cost of air passage, the official concerned shall travel only by Air India. The said instructions of DOE also stipulate that permission may be granted to travel by airline other than Air India in case of operational or other reasons or on account of non-availability of Air India flight on any route.

However, in terms of the extant (revised) Guidelines for relaxation to travel by airlines other than Air India, powers have been delegated vide Ministry of Finance (Department of Expenditure)’s O.M. dt. 7.6.2016 to Financial Adviser of the concerned Ministry/Department.

As a result a large number of requests from individuals/officials of different categories in both Ministry of HFW and Ministry of AYUSH (Proper) beside attached/subordinate offices and Autonomous/statutory bodies (viz. Councils, Institutes, Hospitals/Dispensaries, etc.) under the administrative control of these two Ministries, seeking relaxation of AS&FA under the rules to travel by other airlines other than Air India in connection with official tour or otherwise, are being received on a regular basis.

However, it has been observed that either the requests are not forwarded by the individuals/organizations in the revised Proforma, or the same are not duly recommended by the Joint Secretary of the concerned division in this Ministry. Precisely, the instructions/guidelines contained in Ministry of Finance (Department of Expenditure)’s O.M. dt. 7.6.2016 are not being properly complied with. As a result, IFD is finding extremely difficult to process the requests for consideration of AS&FA which are often received at short notice with the aforesaid shortcomings.

Although IFD has already circulated the aforementioned fresh guidelines of DOE alongside the revised proforma forwarded with DOE’s O.M. dt. 7.6.2016, through the respective Joint Secretaries of the concerned divisions in both Ministry of HFW (including DHR and NACO) and Ministry of AYUSH vide O.M. dt. 29.6.2016. However, it appears that the respective divisions have not further circulated or given wide publicity about the same among the attached/subordinate offices/organizations under their control. Therefore, it seems that majority of the attached offices/organizations are unaware of the revised/extant guidelines of Ministry of Finance/Department of Expenditure.

Hence, it may be prudent to give wider publicity to the revised guidelines of DOE and for the information/knowledge of all concerned, it is for consideration that IFD’s O.M. 29.6.2016 along with DOE’s O.M. 7.6.2016 (Annexed) containing the relevant fresh guidelines on the subject may be uploaded on the portal/website of both Ministry of Health & Family Welfare and Ministry of AYUSH.

For orders please,

(R.C. Sharma)
Section Officer
8.9.2016
No.28-13/2016-IFD  
Government of India  
Ministry of Health & Family Welfare  
Integrated Finance Division  
New Delhi, the 29th June, 2016  

Office Memorandum

Subject: Delegation of powers to Financial Advisers to accord exemption for air travel in airlines other than Air India in individual cases – reg.

In continuation of Integrated Finance Division(IFD)'s O.M even number dt. 3.6.2016, the undersigned is directed to enclose a copy of the Ministry of Finance(Department of Expenditure)'s O.M. No. 19024/1/2009-E.IV on the above mentioned subject, containing detailed revised guidelines and proforma for seeking relaxation for travel by airlines other than Air India and to regulate the individual claims.

2. All the Departments in the Ministry of Health & Family Welfare and Ministry of AYUSH may please see for information and compliance, at their level as well as by the attached/subordinate offices and institutions under their respective administrative control.

Encl. : As above

(Vandana Jain)  
Director(IFD)

To

All officers in the rank of Joint Secretary and equivalent in the Ministry of Health & Family Welfare (including DGHS, NACO and DHR) and Ministry of AYUSH

Copy also to:

i. NITI Ayog  
(Shri Alok Kumar, Adviser(Admin.) – for information & necessary action  
ii. PPS to Secy(HFW)/PPS to DGHS/PPS to Secretary(DHR)/PPS to Secy.(AYUSH) - for information  
iii. PPS to AS&FA
No. 19024/1/2009-E.IV
Government of India
Ministry of Finance
Department of Expenditure

***

New Delhi, dated the 7th June, 2016.

OFFICE MEMORANDUM

Sub:- Delegation of powers to Financial Advisers to accord exemption for air travel in airlines other than Air India in individual cases - rex.

Reference is invited to Department of Expenditure's O.M. of even number dated 13th July, 2009 which provides that in all cases of air travel, both domestic and international, wherein the Government of India bears the cost of air passage, officials have to travel in Air India only. For cases of air travel by Airlines other than Air India because of operational or other reasons or on account of non-availability, the powers were vested with Ministry of Civil Aviation to accord exemption in individual cases.

2. The matter has been examined in consultation with the Ministry of Civil Aviation. Accordingly, powers are hereby delegated to the Financial Advisors of the Ministries/Departments to accord exemption for air travel, both Domestic and International, by Airlines other than Air India. In respect of individual cases of Autonomous Bodies, the Financial Advisors of the concerned Ministry/Department will accord exemption for Air travel by Airlines other than Air India. The individual cases of Financial Advisors for air travel in Airlines other than Air India, will be approved by the administrative Secretary of the concerned Ministry.

3. To regulate the Individual claims, guidelines and proforma for seeking relaxation for travel by Airlines other than Air India, are enclosed at Annexure - A & B.

Deputy Secretary to the Government of India
Tel.23092276

To
All Financial Advisors (as per list)

Copy to: Secretary, All Ministries/Departments (As per list)
GUIDELINES FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA

1. Request for seeking relaxation is required to be submitted in the Proforma (Annex. 8).

2. The request for relaxation must be submitted to Integrated Finance Division at least 7 working days in advance from date of travel.

3. There is no requirement to seek relaxation for those Sectors on which General/blanket relaxation has been accorded by Ministry of Civil Aviation.

4. Those seeking relaxation on ground of Non-Availability of Seats (NAS) must enclose NAS Certificate issued by authorized travel agents or a copy of the sector specific snapshot of Air India website.

5. As per Ministry of Finance, Department of Expenditure OM No. 19024/1/2009-EIV dated 13th July, 2009 for sectors which are not connected directly by any of the airlines, an employee must travel by Air India upto the nearest hub. Relaxation will be granted for the remaining segment.

6. Relaxation to travel by airlines other than Air India while availing LTC will be granted only in exceptional circumstances. Non availability of AI flight/seats on a particular day/time would not be considered as a valid ground for seeking relaxation.

7. Availability of lower fare is no criteria for seeking relaxation.

8. Those seeking relaxation on the ground of attending meeting at a particular time, must attach meeting notice and approved tour programme.

9. For foreign travel cases, where full or partial grants are received, journey has to be performed on Air India upto the place upto 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 utilised.

10. For invitees from abroad travelling on Government of India funding, efforts should be made to book them on Air India and Air India code share flights to the extent possible.

11. Non-receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right.

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

<table>
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<tr>
<th>SL No.</th>
<th>Item of Information</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1.</td>
<td>Name</td>
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<td>2.</td>
<td>Designation</td>
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<td>3.</td>
<td>Name of the organization/Division</td>
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<td>4.</td>
<td>Date of visit</td>
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<td>5.</td>
<td>Whether Foreign travel / Domestic travel / LTC</td>
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<td>6.</td>
<td>in case of official visit, copy of approved tour programme.</td>
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<td>7.</td>
<td>Whether entitled for Air travel as per rules</td>
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<td></td>
<td>If not, copy of approval of competent authority for air travel</td>
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<td>8.</td>
<td>Detailed reasons for seeking permission to travel in airlines other than Air India (Foreign/Domestic)</td>
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<td>9.</td>
<td>Attach print out of communication with official website of Air India and Govt, authorized travel agents viz. Ashok Travel &amp; Tours, Balmer Lawrie &amp; Co. and IRCTC regarding the above reasons or official communication from Air India and these agencies.</td>
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<tr>
<td>10.</td>
<td>In case of foreign travel, whether full or part journey is proposed through alliance partner of Air India</td>
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<tr>
<td>11.</td>
<td>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.</td>
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(Signature of the individual travelling)*  (Signature of the Head of the Office)

RECOMMENDATION OF THE ADMINISTRATIVE DIVISION/MINISTRY

*(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.