

Postal wing

F. No.9-1/2016-FC (Posts)  
Government of India  
Ministry of Communications & IT  
Department of Posts  
(Integrated Finance Wing)

New Delhi, the 24<sup>th</sup> August, 2017

OFFICE - MEMORANDUM

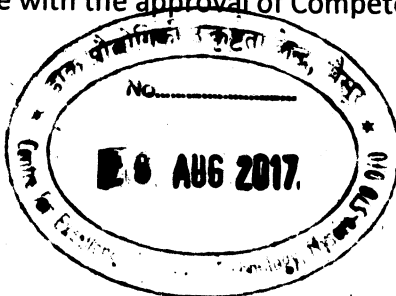
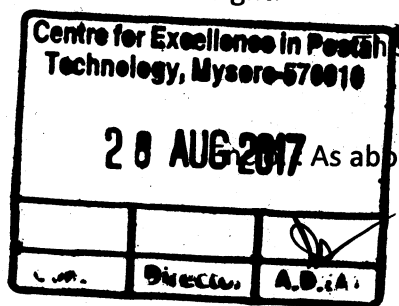
**Subject : Exemption for travel in airlines other than Air India – reg.**

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Consequent upon the delegation of powers to the Financial Advisors to accord exemption for air travel in airlines other than Air India in individual cases, this office is receiving requests from the officers seeking exemption for air travel by airlines other than Air India.

While processing such proposals, it has been observed that in spite of repeated instructions issued by the Directorate vide letter no. 17-01/2015-PAP dated 28.07.2016, OM no. 9-1/2016-FA (Posts) dated 09.08.2016 and dated 28.02.2017 (Copies enclosed for ready reference), requests for seeking exemption are being submitted in the last days / hours of the proposed journey and that too with incomplete/insufficient reasons/documents in prescribed Performa (Revised) as required vide Directorate OM no. 9-1/2016-FA (Posts) dated 28.02.2017. This results in avoidable delay in processing such cases and higher expenditure due to the last minute booking of tickets. It is also seen that even without obtaining approval of the competent authority, the journey by airlines other than Air India is performed and at a later stage requests seeking ex-post facto approval are submitted, violating the instructions on the subject.

In view of the above, it is once again reiterated that the requests in the revised Performa complete in all respect are submitted to JS&FA at least 7 working days in advance from date of travel so that adequate time is made available for processing in Integrated Finance Wing. It may also be noted that non-receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right.



*Nirdosh*  
(Nirdosh Kumar Yadav)  
Director (FA)

To,

1. PPS to Secretary (Posts)/PPS to Members, Postal Services Board.
2. Secretary (PSB) / All Sr. DDsG/ DDsG in Postal Directorate.
3. All Heads of Postal Circles.
4. Chief General Manager (BD & MD) / (PLI).
5. All GMs (PA&F) / Directors of Accounts (Postal) in Postal Circles.
6. Principal/Directors of all Postal Training Centres.
7. Departmental Website through PTC Mysore.

F.No.9-1/2016-FC (Posts)  
Department of Post  
Integrated Finance Wing

New Delhi 28<sup>th</sup> February 2017

To

All Heads of Circles  
All GM (Finance)/DA (P)  
Directors, RAKNPA/PTCs

Sub: Exemption for travel in airlines other than Air India – Reg.

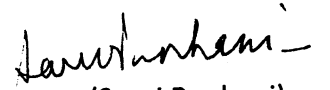
Ref: Directorate letter no. 17-01/2015-PAP dated 28.07.2016  
2. IFW OM No. 9-1/2016-FA (Posts) dated 09.08.2016

While processing requests from officers seeking exemption for air travel by airlines other than Air India, it is seen that such requests are being submitted in the last days/ hours of the proposed journey and also with incomplete/insufficient reasons for seeking exemption. This results in avoidable delay in processing such cases and higher expenditure due to the last minute booking of tickets.

In view of the above, the Proforma for seeking relaxation is modified so that all the necessary information is furnished by the officers without any omission.

It may be ensured that the requests in the revised Proforma (enclosed) are submitted to JS&FA at least 7 working days in advance from date of travel so that adequate time is made available for processing in Integrated Finance Wing.

It is reiterated that non-receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right.



(Saroj Punhani)

Joint Secretary & Finance Advisor

Copy to:

1. PPS to Secretary (Posts)/PPS to Members, Postal Services Board.
2. Secretary (PSB) All DDsG, Postal Directorate/CGM, BD&MD/CGM, PLI Directorate.
3. Departmental Website through PTC Mysore.

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

(To be submitted to JS&FA of Dept. of Posts. 7 working days in advance)

S. No.	Item of Information	Remarks																								
1.	Name																									
2.	Designation																									
3.	Purpose of Visit																									
4.	Whether Foreign Travel / Domestic Travel / LTC																									
5.	Attach - - Approved Tour Programme, in case of official visit	Attached / Not Applicable																								
6.	Attach - - Details of Family Members in case of LTC	Attached / Not Applicable																								
7.	<b>Sector for which relaxation is required:</b> <table border="1"><thead><tr><th>Sector</th><th>Date</th><th>From</th><th>To</th><th>Flight No. Dep. Time : Arr. Time :</th><th>Comparative airfare-Air India/Private airlines</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Sector	Date	From	To	Flight No. Dep. Time : Arr. Time :	Comparative airfare-Air India/Private airlines																			
Sector	Date	From	To	Flight No. Dep. Time : Arr. Time :	Comparative airfare-Air India/Private airlines																					
8.	<b>Detailed Reasons for not utilizing Air India Services :</b> <b># (Guidelines overleaf)</b> (a) If due to operational reasons, details of such reasons must be given and necessary documents in support of the same must be attached. (b) If due to non-availability of seat (s) in Air India flight, proof for the same must be attached.	Attached/Not Applicable  Attached/Not Applicable																								

I undertake to avail the cheapest available ticket in the entitled category among the options of various private airlines operating in the sector in case permission is granted

(Signature of the individual travelling)\*

Recommended for relaxation

(Signature of the Head of Department)\*

\* Note: In case the individual travelling is holding the appointment of JS or above, no separate approval of Head of the Department is required.

# Note: The following may be kept in mind in this regard:

- (a) Availability of lower fare is no criteria for seeking relaxation.
- (b) In terms of MoF DoE OM No. 19024/1/2009-E.IV dated 13.07.2009, for sectors not connected directly by any of the airlines, the employees must travel by Air India to the hub/point closest to the eventual destination. Relaxation will be granted for the remaining segment.
- (c) Those seeking relaxation on the ground of attending meeting at a particular time, must attach **Meeting Notice & Approved Tour Programme**.  
In cases (b) & (c) above, **Print Out of sector-specific snapshot of official web site of Air India/ Govt. authorized travel agents in proof of the above reasons or official communication from Air India/Authorized Agents** must be attached.
- (d) Those seeking relaxation on the ground of non-availability of seat (s) must enclose **'Non-availability of Seat Certificate'** issued by Authorized Travel Agents or a copy of the sector specific snapshot of Air India website.
- (e) For foreign travel cases, journey has to be performed on Air India up to the place up to which Air India is available beyond which they may utilize the services of another airline which should also preferably be an alliance partner of Air India,
- (f) 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.

Forwarded to :

The Joint Secretary & Financial Advisor,  
Department of Posts,  
Dak Bhawan, New Delhi 110001

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**For Use in Integrated Finance Wing, Postal Directorate**

- (i) May be considered in view of the reasons furnished
- (ii) May not be considered, in view of .....

ASO/FA

ADG (FA)

Director (FA)

Permitted / Not permitted

JS&FA

Forwarded to:

F. No.9-1/2016-FC (Posts)  
Department of Posts  
(Integrated Finance Wing)

New Delhi, the 09<sup>th</sup> August, 2016

OFFICE - MEMORANDUM

Sub: Delegation of Powers to Financial Advisors to accord exemption for air travel in airlines other than Air India in individual cases— reg.

Ref: (i) OM of even no. dated 13.06.2016

(ii) Letter No. F.No.17-01/2015-PAP dated 28.07.2016

Consequent on the delegation of powers to the Financial Advisors to accord exemption for air travel in airlines other than Air India in individual cases, this office is receiving requests from the officers seeking exemption for air travel by airlines other than Air India.

2. However, while processing such proposals, it is seen that in most of the cases, proposals are being submitted in the last days/hours of the proposed journey and also with incomplete/insufficient reasons for seeking exemption. This results in much difficulty and avoidable delay in processing such cases.

3. In view of this, it is requested that the guidelines issued in this regard may be followed scrupulously and the requests seeking exemption are forwarded in the prescribed Proforma.

4. In this regard, the instructions issued by Department of Expenditure, Ministry of Finance communication OM No. 19024/1/2009-E.IV dated 7<sup>th</sup> June 2016 along with the Proforma for furnishing necessary information, communicated vide Directorate F.No.17-01/2015-PAP dated 28.07.2016 are brought to the notice of all concerned for strict compliance.

5. Accordingly, it is reiterated and requested that all individual cases seeking exemption for air travel by airlines other than Air India may be forwarded, strictly in line with these instructions, i.e. as per guidelines in the Annexure – 'A' and in the prescribed Proforma duly filled in all respects as per Annexure - 'B'. Such proposals, complete in all respects, duly supported with all requisite documents,

should reach this office at least seven working days in advance from the date of travel. Non receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right. Ex-post facto approvals will not be considered under any circumstances.

6. While forwarding requests seeking permission for travel through airlines other than Air India, the officers may ensure that they avail the cheapest available ticket in the entitled category among the options of various private airlines operating in that sector and specifically give their undertaking in this regard, as per Sl. No. 11 of the prescribed Proforma. Instructions issued in this regard by the Department of Expenditure (DoE), Ministry of Finance vide their O.M's No. F.No.19024/1/2009-E.IV dated 13<sup>th</sup> July, 2009, 16<sup>th</sup> September 2010 and 28<sup>th</sup> July 2011, may also be taken into consideration by all concerned.



(Saroj Punhani)  
JS&FA

Copy to :

1. PPS to Secretary (Posts)/ PPS to all Members /PPS to JS&FA.
2. All Sr. DDsG/ DDsG in Postal Directorate.
3. All Heads of Postal Circles.
4. Chief General Manager (BD & MD Directorate).
5. Chief General Manager (PLI Directorate).
6. Principal/Directors of all Postal Training Centres.
7. All GMs (PA&F) / Directors of Accounts (Postal) in Postal Circles.



(Nirdosh Kumar Yadav)  
Director (FA)

F.No:17-01/2015-PAP  
GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATION AND IT  
DEPARTMENT OF POSTS  
(ESTABLISHMENT DIVISION)

DAK BHAWAN, SANSAD MARG, NEW DELHI – 110 001

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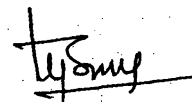
THE 28 July, 2016

Dy. No. 4-6  
Director (FA) 29/7/16

ALL HEADS OF CIRCLES,  
ALL GM (PAF)/DAS (P),  
ALL DIRECTORS POSTAL STAFF COLLEGE INDIA/PTCs.

**Sub: Delegation of powers to Financial Advisors to accord exemption for air travel in airlines other than Air India in individual case – reg.**

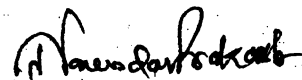
I am directed to forward herewith a copy of the Ministry of Finance, Department of Expenditure's Office Memorandum No.19024/1/2009-E.IV dated 07<sup>th</sup> June, 2016 on the subject cited above for kind information and further necessary action in this regard.

  
(K.V. Vijayakumar)  
Assistant Director General (Estt.)

Encl: As above.

Copy to:

1. PPS to Secretary (Posts).
2. All Members of Postal Services Board.
3. JS&FA (Posts).
4. DDG (PAF)/Secy. (PSB))/GM (F) BDD/CGM (PLI).
5. All other DDs. (G) in Postal Directorate.
6. CPMG, Delhi Circle, New Delhi – 110 001.
- 7.8 Guard File/Spare Copy.
9. DEPTL WEB SITE Through: PTC MYSORE.

  
(Narender Prakash)  
Section Officer (PAP)

*Handwritten notes:*  
Dy. (FA) To  
28/7/16  
01.08.16  
ADG (FA)

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

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New Delhi, dated the 7<sup>th</sup> 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-reg.**

Reference is invited to Department of Expenditure's O.M. of even number dated 13<sup>th</sup> 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 Advisers 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.

  
07/06/2016  
(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)



**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. B)
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-E.IV 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.

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

Sl. No.	Item of Information	Remarks
1.	Name	
2.	Designation	
3.	Name of the 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 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. 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.	

\_\_\_\_\_  
(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.