

Government of India  
Ministry of Water Resources, River Development & Ganga Rejuvenation

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 14th March, 2017

**OFFICE MEMORANDUM**

**Subject: Booking of air ticket through authorised agencies/permission to travel by Airlines other than Air India –Instructions- reg**

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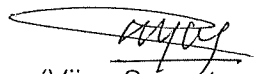
The undersigned is directed to invite attention to this Ministry's O.M. of even number dated 03.05.2016 (copy enclosed) on the aforesaid subject. This *inter alia* also contained instructions for booking of tickets for the journey from authorized agents only viz Balmer & Lawrie & Co., Ashoka Travels and IRCTC. It may be noted that restriction for booking by authorised agents is applicable even where tickets are booked for travel by national carrier. It is observed that the applications received in IFD seeking relaxation to travel by Airlines other than Air India, are not as per the guidelines issued by the IFD vide the aforesaid OM. Instance have also come to notice where tickets have been booked from various web booking sites. A copy of the directions issued is re-circulated as per enclosures for information and compliance.

2. It is requested that all the SMDs/organisations may circulate the guidelines to offices/organisations under their control with advice to inform their subordinate offices, for wider circulation and smooth procedure. It is reiterated that

- a. The application should be in the prescribed proforma (Appendix-B) with all required documents including tour approval, proof of non-availability of tickets etc.
- b. Where applications are being sent on e-mail, these are not be sent on email-id of JS&FA or other IFD officers but on designated email i.e. [rtpa-mowr@nic.in](mailto:rtpa-mowr@nic.in)
- c. Tickets for the journey should be booked from authorized agents only viz Balmer & Lawrie & Co., Ashoka Travels and IRCTC.

3. Relaxation on account of ignorance/unawareness about the issued guidelines would not be entertained or responded to.

4. This issues with the approval of JS&FA.

  
(Vijay Srivastava)  
Under Secretary (IFD)  
Tel. 23719302

Encl: As stated.

To,

All Wing/Organisations heads (as per list attached)

Ministry of Water Resources

1. Joint Secretary (Admn), Ministry of Water Resources, Shram Shakti Bhavan, New Delhi
2. Joint Secretary (PP), Ministry of Water Resources, Shram Shakti Bhavan, New Delhi
3. Mission Director, National Water Mission, CGO Complex, Lodi Road, New Delhi.
4. ADG( Statistics), Ministry of Water Resources, Lok Nayak Bhavan, Room No.6, Khan Market New Delhi- 10003.
5. Commissioner(SPR), Ministry of Water Resources, Shram Shakti Bhavan, New Delhi
6. Commissioner (FM), Ministry of Water Resources, Block 11, 8<sup>th</sup> Floor, C.G.O. Complex, New Delhi-110003

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 3<sup>rd</sup> May, 2016

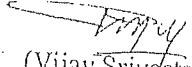
OFFICE MEMORANDUM

**Subject: Delegation of powers to Financial Advisors (FAs) of the ministries to grant permission to travel by Airlines other than Air India – streamlining of procedure for MOWR, RD&GR.**

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1. Department of Expenditure (DoE), Ministry of Finance vide their OM No. F.No.19024/1/2009-E-IV dated 13th July, 2009, 16th September, 2010 and 28th July, 2011, had decided that in all cases of official air travel (both domestic and international) including air travel for the propose of LTC, where the Government of India bears the cost of air passage, the officials concerned shall travel only by Air India.
2. The Dept. of Expenditure had also given mandate to the Ministry of Civil Aviation (MoCA) to grant permission to travel by airlines other than Air India, in case of operational or other reasons or on account of non-availability of Air India flights on any route.
3. Secretary, MoCA vide his DO No.18011/05/2012-AI dated 07th March, 2016 has conveyed that keeping in view the inconvenience faced by the officials in seeking exemption from MoCA, MoCA had taken up the matter with Dept. of Expenditure regarding delegation of powers to the Finance Advisors (FAs) of the Ministries to grant permission to travel by airlines other than Air India.
4. Accordingly, with a view to streamline the proposals for relaxation for consideration of JS&FA for travel by airlines other than Air India to exceptional in the spirit of directions, the following procedure be followed.
  - a. The guidelines of MoCA (Appendix A), would be admissible except to the extent being modified in the following paras.
  - b. General/blanket relaxation of various Sector are notified by MoCA from time to time and sectors where such relaxation has been presently accorded are available at Annexure-II, III & IV of aforesaid guidelines. There is no requirement to seek relaxation for these sectors for official tours.
  - c. Relaxation for travel on LTC by other than Air India would be available only for sectors notified by MoCA from time to time.
  - d. Relaxation for such travel for participation in Trainings (both domestic and abroad) would not be given, and the officers may make arrangements sufficiently in advance.
  - e. In relation to domestic official tours other than trainings, the proposal in prescribed format (Appendix B) signed by the officer concerned (*personal staff in relation to officers in MOWR, RD&GR at the level of JS & above, Members and Chairman, CWC and Chairman, CGWB*) should reach JS&FA at least three working days before the scheduled travel. Outstation officers can make request through fax/email addressed to **rtpa-mowr@gov.in**.
  - f. Except in relation to officers of JS level and above working in MOWR, RD&GR proper; Members and Chairman, CWC; and heads of organisations; all officers seeking such concession would refer the proposal with approval of their controlling officers.

- g. In case of autonomous bodies being funded by MOWR, RD&GR and non-officials; the proposals would be routed through concerned SMD's in MOWR, RD&GR with recommendation of SMD Wing Head.
  - h. In case of tours abroad, such request should be accompanied by Deputation Order issued; the relaxation being requested should be supported by recommendation and certified itinerary from authorised travel agents M/s Balmer Lawrie & Co., Ashok Travels & Tours and IRCTC; and the request signed by the concerned officers themselves, except in relation to officers in the scale of Secretary to Govt. of India.
  - i. No ex-post facto relaxation would be accorded except with the approval of Secretary(WR, RD&GR) who is Chief Accounting Authority in relation to budget grants of MOWR, RD&GR. Further, in relation to ex-post facto proposals being posed vetting comments of concerned Administration Wing, Finance Wing and recommendations of Head of Organisation would be made available to IFD.
  - j. Concession being accorded would be limited only to relaxation from travel by National Carrier i.e. Air India and the travel otherwise should be in conformity with directions of DOPT and DOE as issued from time to time. Admissibility of claims and audit objection/recoveries on this account should therefore, be handled accordingly.
5. This issues with the approval of Secretary, Ministry of Water Resources, River Development & Ganga Rejuvenation.

  
 (Vijay Srivastava)  
 Under Secretary (IFD)  
 Tel. 23719302

Encl: As stated.

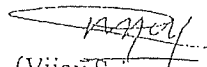
MOWR, RD&GR

1. AS&MD, National Water Mission, C.G.O. Complex, New Delhi-110003
  2. Joint Secretary (Admn), Ministry of Water Resources, Shram Shakti Bhavan, New Delhi
  3. Joint Secretary (PP), Ministry of Water Resources, Shram Shakti Bhavan, New Delhi
  4. Joint Secretary(Pen River), Ministry of Water Resources, Krishi Bhavan, Room No.236A, New Delhi
  5. ADG( Statistics), Ministry of Water Resources, Lok Nayak Bhavan, Room No.6, Khan Market New Delhi-110003.
  6. Commissioner(SP), Ministry of Water Resources, Shram Shakti Bhavan, New Delhi
  7. Commissioner (Ganga), Ministry of Water Resources, Block 11, 8<sup>th</sup> Floor, C.G.O. Complex, New Delhi-110003
  8. Commissioner(Indus), Ministry of Water Resources, Block 11, 8<sup>th</sup> Floor, C.G.O. Complex, Lodhi Road, New Delhi-110003
  9. Commissioner(B&B), Ministry of Water Resources, Block 3, 2<sup>nd</sup> Floor, Near ITBP Building, C.G.O. Complex, New Delhi-110003
  10. Economic Advisor, Ministry of Water Resources, Shastri Bhavan, New Delhi
- Attached/subordinate Offices and Organisations of MOWR, RD&GR
1. Chairman, Central Water Commission, Sewa Bhavan, R.K. Puram, New Delhi.

2. Mission Director, National Mission for Clean Ganga (NMCG), Rear Wing, 3rd Floor, MDSS Building 9, CGO Complex, Lodi Road, New Delhi-110003
3. Chairman, CGWB, Jamnagar House, New Delhi.
4. Director General, National Water Development Agency, Community Centre, Saket, New Delhi-110017.
5. Director, NIH, Jalvigyan Bhawan, Roorkee - 247667 (Uttaranchal).
6. Chairman, Brahmaputra Board, Basistha, Guwahati - 781029 (Assam)
7. Director, CWPRS, P.O. Khadakwasla, Pune - 411024
8. Director, CSMRS, Hauz Khas, New Delhi
9. Chairman, GFCC, Sinchai Bhawan, 3rd Floor, Patna - 800015 (Bihar)
10. Member, Upper Yamuna River Board, Wing No.4, GF, West Block-1, R.K. Puram, New Delhi
11. Chief Engineer, Betwa River Board, Nandanpura, Jhansi - 284003 (UP).
12. Member Secretary, Polavaram Project Authority, Krishna Godavari Bhawan, H.No. 11-4-648, (1st floor), AC Guards, Hyderabad-500 004
13. Controller of Accounts, Ministry of Ministry of Water Resources, River Development & Ganga Rejuvenation, Shastri Bhawan, New Delhi.

Copy along with enclosures also to:

1. PS to Hon'ble Minister(WR, RD&GR)
2. PS to Hon'ble MOS(WR, RD&GR)
3. Sr. PPS to Secretary (WR, RD&GR)
4. PPS to SS (WR, RD&GR)
5. PPS to JS&FA
6. Under Secretary (E-Gov) - with request to put the circular on web-site of MOWR.

  
 (Vijay Srivastava)  
 Under Secretary (IFD)  
 Tel. No. 23719302

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

1. A Permission Cell has been constituted in the Ministry of Civil Aviation to process the requests for seeking relaxation to travel by airlines other than Air India.

2. The Cell is functioning under the control of Shri B.S. Bhullar, Joint Secretary in the Ministry of Civil Aviation. (Telephone No. 011-246163903). In case of any clarification pertaining to air travel by airlines other than Air India, the following officers may be contacted:

Shri M.P. Rastogi  
Ministry of Civil Aviation  
Rajiv Gandhi Bhavan  
Safdarjung Airport  
New Delhi – 110 003.

Shri Dinesh Kumar Sharma  
Ministry of Civil Aviation  
Rajiv Gandhi Bhavan  
Safdarjung Airport  
New Delhi – 110 003.

Telephone No : 011-24632950 Extn : 2873

Address : Ministry of Civil Aviation, Rajiv  
Gandhi Bhavan, Safdarjung Airport,  
New Delhi – 110 003.

3. Request for seeking relaxation is required to be submitted in the Proforma (Annexure-I) to be downloaded from the website, duly filled in, scanned and mailed to [permissioncell.moca@nic.in](mailto:permissioncell.moca@nic.in).

4. Request for exemption should be made at least one week in advance from date of travel to allow the Cell sufficient time to take action for convenience of the officers.

5. Sectors on which General/blanket relaxation has been accorded are available at Annexure-II, III & IV. There is no requirement to seek relaxation for these sectors.

6. Those seeking relaxation on ground of Non-Availability of Seats (NAS) must enclose NAS Certificate issued by authorized travel agents – M/s BalmerLawrie & Co., Ashok Travels & Tours and IRCTC (to the extent IRCTC is authorized as per DoP&T OM No. 31011/6/2002-Fstt.(A) dated 2.12.2009) / a copy of the sector specific snapshot of Air India website i.e. [www.airindia.in](http://www.airindia.in).

7. The Non-availability of seats certificate to be provided should be as per the journey to be performed e.g. for the journey from Dibrugarh to Delhi, the non-availability of seat certificate should be for Dibrugarh-Kolkata and Kolkata-Delhi route separately and not for Dibrugarh-Delhi route.
8. Those seeking post facto approval on ground of Non availability of seats certificate must enclose the documentary evidence as mentioned above and a copy of ticket purchased for the journey by private airline.
9. As per Ministry of Finance, Department of Expenditure OM No. 19024/1/2009-E.IV dated 13<sup>th</sup> 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.
10. 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.
11. Availability of lower fare is no criteria for seeking relaxation.
12. Those seeking relaxation on the ground of attending meeting at a particular time, must attach meeting notice and approved tour programme.
13. 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.
14. 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.
15. Cases involving fixed amount of reimbursement like sea passage fare rail-fare etc. for officials non-entitled to travel by air, need not be referred to Ministry of Civil Aviation.
16. Non-receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right.

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Sl. No.	Sectors
01	Ahmedabad – Pune- Ahmedabad
02	Ahmedabad- Jaipur- Ahmedabad
03	Ahmedabad- Indore- Ahmedabad
04	Bangalore-Coimbatore- Bangalore
05	Bangalore- Vishakhapatnam –Bangalore
06	Chennai-Coimbatore- Chennai
07	Chennai-Tuticorin-Chennai
08	Chandigarh- Srinagar-Chandigarh
09	Guwahati - Dibrugarh- Guwahati
10	Guwahati –Bagdogra- Guwahati
11	Hyderabad-Bhubaneswar- Hyderabad
12	Hyderabad- Bhopal- Hyderabad
13	Hyderabad-Cochin- Hyderabad
14	Hyderabad-Coimbatore- Hyderabad
15	Hyderabad-Nagpur- Hyderabad
16	Hyderabad- Rajamundry- Hyderabad
17	Hyderabad- Raipur- Hyderabad
18	Hubli- Bangalore- Hubli
19	Jaipur-Jammu- Jaipur
20	Jaipur-Hyderabad-Jaipur
21	Kolkata- Raipur- Kolkata
22	Kolkata-Visakhapatnam-Kolkata
23	Lucknow- Patna- Lucknow
24	Lucknow-Kolkata-Lucknow
25	Mumbai- Bhuj- Mumbai
26	Mumbai-Diu- Mumbai
27	Mumbai-Nanded- Mumbai
28	Mumbai-Porbandar- Mumbai
29	Mumbai- Jabalpur- Mumbai
30	Mumbai-Pune- Mumbai
31	Mumbai – Vadodara- Mumbai
32	Nagpur-Kolkata- Nagpur
33	Nagpur-Hyderabad- Nagpur
34	Nagpur-Pune- Nagpur
35	Nagpur-Bangalore- Nagpur
36	Nagpur-Indore- Nagpur
37	Varanasi-Kolkata-Varanasi

Proforma for seeking relaxation to travel by other than Air India

Appendix B

Nature of Visit	Domestic Tour/Tour Abroad				
Particulars of the Officer seeking relaxation	Name				
	Designation				
	Organisation				
	Email				
	Telephone No.				
	Mobile No.				
Purpose of Visit (as per Deputation order in relation to travel abroad)					
Duration of Visit (as per Deputation order in relation to travel abroad)					
Class of travel and Air Fare involved					
Air Fare of Air India for the date of journey/sector of travel if Air India or partner airlines is operating in the sector					
Complete sector for which travel is intended Including the sector(s) for which relaxation is required <i>Sector(s) for which relaxation is required may be indicated by (#) mark.</i>	Sector*	Date	From	To	Flight No. Dep. Arr.
	Sector 1				
	Sector 2				
Reasons for relaxation being requested and why the travel cannot be rescheduled (urgency should be clearly brought out and cryptic language like urgent meeting etc. should be avoided. Please attach Non -Availability of Seat Certificate in case relaxation is required due to non-availability of seat(s) in the Air India flight(s)					

It is certified that the aforesaid journey is by the shortest possible route/permissible class and otherwise meets the requirements of DOPT/DOE instructions.

Name & Signature of Officer/authorised signatory\*

Recommended/Not Recommended

Name & Signature of the Controlling Officer\*

Enclosures\*

\*As per directions issued vide IFD circular No.2/2016.



S.No.	Sectors
1	Agartala-Guwahati-Agartala
2	Amritsar-Srinagar-Amritsar
3	Bhopal-Raipur-Bhopal
4	Bangalore-Tuticorin-Bangalore
5	Bangalore-Raipur-Bangalore
6	Bangalore-Pondicherry-Bangalore
7	Bangalore-Belgaum-Bangalore
8	Chennai-Kozhikode-Chennai
9	Chennai-Rajamundry-Chennai
10	Chennai-Tiruchirapali-Chennai
11	Chennai-Vishakhapatnam-Chennai
12	Delhi-Gorakhpur-Delhi
13	Guwahati-Aizawl-Guwahati
14	Hyderabad-Indore-Hyderabad
15	Hyderabad-Pondicherry-Hyderabad
16	Indore-Nagpur-Indore
17	Indore-Bangalore-Indore
18	Jorhat-Guwahati-Jorhat
19	Jorhat-Kolkata-Jorhat
20	Mumbai-Hubli-Mumbai
21	Mumbai-Surat-Mumbai
22	Mumbai-Belgaum-Mumbai
23	Mumbai-Bhavnagar-Mumbai
24	Patna-Ranchi-Patna
25	Varanasi-Kolkata-Varanasi
26	Varanasi-Lucknow-Varanasi

Annexure -IV

S.No.	Sectors
1	Bhopal-Jabalpur-Bhopal
2	Bhubaneswar-Kolkata-Bhubaneswar
3	Bhubaneswar-Visakhapatnam-Bhubaneswar
4	Calicut-Bangalore-Calicut
5	Chennai-Belgaum-Chennai
6	Chennai-Bhubaneswar-Chennai
7	Chennai-Pune-Chennai
8	Guwahati-Jaipur-Guwahati
9	Guwahati-Silchar-Guwahati
10	Kolkata-Patna-Kolkata
11	Kolkata-Ranchi-Kolkata
12	Pune-Indore-Pune
13	Pune-Kochi-Pune
14	Mumbai-Hubli-Mumbai
15	Visakhapatnam-Vijayawada-Visakhapatnam