

No.G-14019/2/2019-IFD
Government of India
Ministry of Jal Shakti
DoWR,RD&GR

Shram Shakti Bhawan, Rafi Marg
New Delhi, Dated 6th Aug. 2020

OFFICE MEMORANDUM

Subject: Travel by airlines other than Air India and booking of tickets through the agencies/websites not authorised by the Government- instructions regarding.

The undersigned is directed to invite attention to this Department's OM No. 14.06.2014-IFD (Part) dated 03.05.2016 on the aforesaid subject circulated to all the Offices/Units.

2. Department of Expenditure (DoE), Ministry of Finance vide their OM Nos. F.No. 19024/1/2009- E-IV dated 13.07.2009, 16.09.2010 and 19.07.2017 have issued instructions regarding travel by airlines other than Air India and booking of tickets through the agencies/websites not authorised by the Government. As per these guidelines, the officers of the Government are required to travel by Air India only. Travel by airlines other than Air India on tour and transfer be undertaken with proper justification and only after obtaining prior permission/relaxation. Also, as per the aforesaid instructions it is mandatory to purchase tickets through the Authorized agencies viz M/s Balmer Lawrie & Company Limited M/s Ashoka Travels & Tours(under ITDC) and Indian Railway Catering and Tourism Corporation Ltd. (IRCTC) or directly from the Official website of the concerned airlines.
3. **Travel by the airlines, other than Air India, without prior permission/ relaxation or purchasing of tickets from the agencies other than the authorised agents mentioned in para 2 above is not permitted. Further, purchasing of tickets from the websites other than those of the airlines such as makemytrip.com, easemytrip.com, cleartrip.com, goibibo.com etc., is also not permitted.**
4. Despite specific and unambiguous instructions of DoE, a large number of requests are received seeking post-facto relaxation for payment/reimbursement against the ticket purchased through unauthorized agencies/agents/websites on the ground that the officer was not aware of the instructions. As most of these cases are required to be referred to DoE, which does not agree to such requests, avoidable work load is generated for DoE and this Deptt. for grant of relaxation.
5. The matter has been reviewed and the following instructions are reiterated:
 - I. The officers are required to travel by Air India only.
 - II. Tickets shall be purchased directly from Airlines (booking counters/official e/ website of airlines), or through the Authorized Agencies viz M/s Balmer Lawrie & Company Limited, M/s Ashoka Travels & Tours (under ITDC) and Indian Railway Catering and Tourism Corporation Ltd.(IRCTC) only.

III. **Under no circumstances the tickets shall be purchased from any source other than those mentioned in para (II) above.**

IV. Travel by airlines other than Air India on tour and transfer be undertaken with proper justification and only after obtaining prior permission/relaxation.

V. The application for approval to travel by Pvt airlines in the cases of non-availability of seats / AI flight may be submitted in the proforma attached as Annexure along with all the relevant documents viz. approved tour programme, proof of non-availability of seat in Air India, non plying of Air India flight for the sector of journey, mode of booking of air tickets etc.

VI. All applications for relaxation shall be submitted on the designated e-mail of IFD only i.e, "rtpa-mowr@nic.in". In no case the same should be sent on any other email.

6. The above instructions may be brought to the notice of all the officers/staff for strict compliance. Relaxation on the ground of ignorance/unawareness of these instructions will not be considered. /

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



(Y.P. Yadav)
Under Secretary (IFD)

Encl: Annexure

To,

1. All Wing Heads
2. Heads of all the Organisations/Bodies under the Deptt
3. All Division Heads
4. All Section Heads

ANNEXURE-A**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.	Copy of approved tour programme (Required to be attached)	
6.	Whether entitled for Air travel as per rules If not, copy of approval of competent authority for air travel	
7.	Whether permission to travel in airlines other than Air India (Foreign / Domestic) is sought due to : A. Non-Availability of seat in Air India flight, OR B. Non-operation of Air India flight in the given sector	
8.	Attach document/proof in support of the reasons given at S.No.7, (downloaded from Air India website or obtained from booking counter of Air India)	
9.	In case of foreign travel, whether full or part journey is proposed through alliance partner of Air India	
10.	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. (Required to be attached)	

Any other relevant information/clarification: