



**OFFICE OF THE REGISTRAR**  
**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR**  
AN INSTITUTE OF NATIONAL IMPORTANCE  
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No. RMS/5241/16

Date: 20/07/2016

**ORDER**

This is for information of all concerned that the Department of Higher Education, Ministry of Human Resource Development has issued delegation of powers to Financial Advisers to accord exemption for Air Travel in Airlines other than Air India in individual cases vide its Office Memorandum No. 29-3/2016-IFD dated 05.07.2016 in connection with the O. M. No. 19204/1/2009-E-IV dated 07.06.2016 by the Ministry of Finance, Department of Expenditure along with guidelines and proforma for seeking relaxation for travel by Airlines other than Air India for the Autonomous Bodies under the administrative control of Ministry of Human Resource Development . A copy of the O.M. No. 29-3/2016-IFD dated 05.07.2016 and a copy of O.M. No. 19204/1/2009-E-IV dated 07.06.2016 along with guidelines and proforma are enclosed as Annexure 1 and Annexure 2.

As per the office memorandum, all individual cases for seeking relaxations/exemptions to travel by an Airline other than Air India should be forwarded by the Registrar/Head of Institution after due scrutiny as per the above guidelines of the Department of Expenditure to the concerned Bureau/Joint Secretary concerned in the Ministry of Human Resource Development and not to the JS & FA, Ministry of Human Resource Development.

This is issued as per the direction of the Director(Acting).

Sd/-  
(Dr. Biman Bandyopadhyay)  
Registrar

Encl: As stated above.

Copy forwarded for information and necessary action to:-

- 1) Director(Acting)
- 2) All Deans
- 3) All Heads of the Departments/Centres/  
Director of Schools
- 4) All Officers
- 5) Institute Website

With a request to circulate it amongst the faculty members and non teaching employees of their respective Dept./ Schools/Centres

  
(Dr. Biman Bandyopadhyay)  
Registrar

No.29-3/2016-IFD  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Integrated Finance Division

New Delhi,  
Dated the, 1<sup>st</sup> July, 2016


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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.

The undersigned is directed to enclose herewith a copy of O.M. No, 19204/1/2009-E-IV dated 07.06.2016 received from Ministry of Finance, Department of Expenditure along with guidelines and proforma for seeking relaxation for travel by Airlines other than Air India on the above cited subject and to request to circulate the O.M. under reference to all Autonomous Bodies under the administrative control of Ministry of Human Resource Development for information and strict compliance.

2. Individual cases for seeking relaxations/exemptions, to travel by an Airline other than Air-India, should be forwarded by the Registrar/Head of Institutions concerned, after due scrutiny as per the above guidelines of the Department of Expenditure, to the concerned Bureau Head/Joint Secretary concerned in the MHRD and not to the JS&FA MHRD, directly who in turn, may forward the proposal with their recommendation to JS&FA, MHRD, for consideration/grant of the requisite exemption.

  
(Arun Kumar)  
Under Secretary (IFD)

Encl: As above.

- |                                                                  |   |                                                                                                                                                                                    |
|------------------------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. All Bureau Heads in Department of Higher Education            | } | With the request to kindly issue the above instructions to the Autonomous Bodies/Central Educational Institutions (CEIs) under their administrative control for strict compliance. |
| 2. All Bureau Heads in Department of School Education & Literacy |   |                                                                                                                                                                                    |

Copy to: PPS to Secretary (HE)/PPS to Secretary (SE&L) for information.

Copy also to: Sr. Tech. Director, NIC Unit, MHRD - with the request to upload it on the website of MHRD.

*Handwritten notes:*

JS(TEL) - 89117(L)/2/16 -

Air Camp

6/7/16

JS (W)

All Div. Heads

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.

  
67/06/2016  
(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)



## 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.

Annexure- "A"

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 utilized.
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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