

New Delhi, the 13th July, 2009.

OFFICE MEMORANDUM

Subject: Air Travel on official account – both domestic and international.

In partial modification of this Ministry's OM No. F.No. 7(2)/E.Coord/2005 dated 23rd November, 2005 and in supersession of this Ministry's OM No. 19024/1/E.IV/2005 dated 24.03.2006, it has been decided that in all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage, the officials concerned may travel only by Air India.

2. For travel to stations not connected by Air India, the officials may travel by Air India to the hub/point closest to their eventual destination, beyond which they may utilize the services of another airline which should also preferably be an alliance partner of Air India.

3. In all cases of deviation from these orders because of operational or other reasons or an account of non-availability, individual cases may be referred to the Ministry of Civil Aviation for relaxation.

4. All Ministries/Departments of the Government of India are requested to strictly adhere to these instructions.

5. These orders will also apply to officials in autonomous bodies funded by Government of India.

Sd/-
(Y.P.Seagal)

**PROFORMA FOR SEEKING RELAXATION , SEND FAX AS BELOW, YOU
WILL GET APPROVAL BY FAX WITHIN A DAY**

To

Shri.S.K.Chhikara

Under Secretary,

Ministry of Civil Aviation,

Rajiv Gandhi Bhawan,

(Phone: 24610364)

Safdarjang Airport,

(FAX: 24651132)

New Delhi – 110003.

Sub: Air Travel on official account – relaxation regarding.

Sir,

The following officers of Employees' Provident Fund Organization are required to go on official tour by air as per details given below:

<u>Sl.No.</u>	<u>Name of Officer</u>	<u>Sector</u>	<u>Date of Travel</u>
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- 1.
- 2.
- 3.

2. On query from the travel agency, it has been found that:-

(i) the Air India flight in this sector is not available.

(ii) the seat on the date is not available.

3. You are therefore requested to kindly relax the condition and grant permission to travel by Private Airline and convey through Fax No. XXXXXXXXXXXX

Yours faithfully,

(NAME)

XXXXX Provident Fund Commissioner

Phone: XXXXXXXXXXXX

Fax: XXXXXXXXXXXX