

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

1.	Name	
2.	Designation	
3.	Name of the organizations/ 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 agent 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.	

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**(Signature of the individual travelling)\***  
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**(Signature of the Head of the Office)**  
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**RECOMMENDATION OF THE ADMINISTRATIVE DIVISION/ MINISTRY**

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**\*(Signature of Joint Secretary)**  
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**\*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.

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