

FN-15/1/2020-IFD Section-MOWR-Part(2)  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, River Development & Ganga Rejuvenation

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 14/10 October 2021.

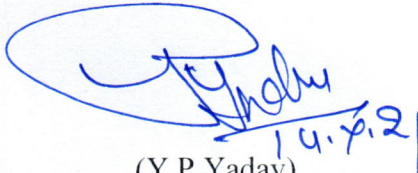
**OFFICE MEMORANDUM**

**Subject: Seeking the prior relaxation to travel by airlines other than Air India – reg.**

The undersigned is directed to invite attention to this Department's OM No. G-14019/2/2019-IFD dated 06.08.2020 on the aforesaid subject circulated to all the Offices/Units.

2. As per the DoE's OM Nos. F.No.19024/1/2009-E-IV dated 13.07.2009, 16.09.2010 and 19.07.2017 the officers of the Government are required to travel by Air India only. Travel by airlines other than Air India on tour and transfer can be undertaken with proper justification and only after obtaining prior permission/relaxation. A format of application has also been prescribed for this purpose.
3. Vide the above mentioned OM dated 06.08.2020, all the officers were requested to submit the application for approval to travel by Pvt airlines in cases of non-availability of seats/AI flight in the prescribed format, attached as annexure, to the said OM dated 06.08.2020 along with relevant documents viz. approved tour programme, proof of non-availability of seat in Air India, mode of booking of air tickets etc.
4. Despite clear instructions by Ministry of Finance, to seek relaxation in the prescribed manner a number of requests are still being received seeking prior relaxation to travel by airlines other than AI without requisite information in the format prescribed and without the relevant documents. Further, the requests are being received in IFD just before the commencement of the journey or seeking ex-post facto approval after the journey is completed. This approach is not correct as per the instructions of Ministry of Finance.
5. Hence, all the officers of the department are once again requested to send the applications seeking the prior approval to travel by airlines other than AI, in the prescribed proforma along with the requisite documents, atleast a week before the commencement of the journey. The applications for such relaxation, duly completed in all respects, may be sent to the designated email of IFD i.e. [rtpa-mowr@nic.in](mailto:rtpa-mowr@nic.in).
6. This issues with the approval of JS&FA (WR,RD&GR).

*Encls. As above.*

  
(Y.P. Yadav)  
Under Secretary (Fin-II)  
Tel: 23719302

**To,**

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

**Copy for information to:**

- i. PPS to JS&FA
- ii. Deputy Secretary (Finance)

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

Shram Shakti Bhawan, Rafi Marg  
 New Delhi, Dated 6<sup>th</sup> 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.



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

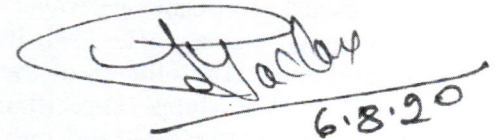
IV. Travel by airlines other than Air India on tour and transfer be undertaken with proper justification and only after obtaining prior permission/relaxation.

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<br>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 :<br><br>A. Non-Availability of seat in Air India flight,<br>OR<br>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:



.....  
(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.

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(Signature of the individual travelling)\*

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(Signature of the Head of the Office)

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