

- **Permission Cell** -e mail : [permissioncell.moca@nic.in](mailto:permissioncell.moca@nic.in)  
-Telephone No : 011-24632950 Extn : 2873  
-Address : Ministry of Civil Aviation, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi – 110 003.

- **All requests to come by e mail in the Proforma (Annexure - A) .**

- Those seeking relaxation to travel by airlines other than Air India are required to apply as per Proforma annexed as Annexure-A and may be e-mailed at the following official website of MOCA :-

[permissioncell.moca@nic.in](mailto:permissioncell.moca@nic.in)

In case of any clarification pertaining to air travel by airlines other than Air India the following officers may be contacted :-

Shri M.P. Rastogi  
Ministry of Civil Aviation  
Rajiv Gandhi Bhavan  
Safdarjung Airport  
New Delhi – 110 003.

Shri Dinesh Kumar Sharma  
Ministry of Civil Aviation  
Rajiv Gandhi Bhavan  
Safdarjung Airport  
New Delhi – 110 003.

On Telephone No: 011-24632950 (Extn. 2873)

- **The Cell is functioning under the control of Sh. G. Asok Kumar, JS(AI) in MoCA.**
- **Sectors on which General/blanket relaxation issued are at Annexure-I & Annexure- II.**
- **Instructions to be followed while seeking relaxation from the Ministry of Civil Aviation:-**

- *Those seeking relaxation on ground of Non-Availability of Seats(NAS) must enclose NAS Certificate/Endorsement from AI Office/Govt. authorized travel agents - M/s. Balmer Lawrie & Co., Ashok Travels & Tours and IRCTC (to the extent IRCTC is authorized as per DoP&T OM No. 31011/6/2002-Estt.(A) dated 2.12.2009)/a copy of the website of AI i.e. [airindia.in](http://airindia.in)*

*Also flight Number with departure & arrival timings, which one wishes to avail, should be given.*

*The request should be sent at least one week in advance from the date of travel.*

- *Those seeking ex-post fact approval on ground of **NAS** must enclose the documentary evidence as mentioned above and a copy of ticket purchased.*
- *For sectors which are not connected directly by any of the airlines, as per Ministry of Finance Order, an employee must travel by Air India upto the nearest station. Relaxation will be granted for the remaining segment. Flight with stop-overs between two destinations is not to be treated as direct flight. Non-availability of direct flight is not the criteria for seeking relaxation.*

- *Ministry of Finance, Deptt. Of Expenditure vide ID No.19024/01/2009-E-IV dated 28<sup>th</sup> July, 2011, have clarified that since Govt. Officials have the option of revising their travel plans, relaxation to travel by airlines other than Air India while availing LTC will be granted only in exceptional circumstances. Therefore, non availability of AI flight/seats on a particular day/time would not be considered as a valid ground for seeking relaxation.*
- *Availability of lower fare is no criteria for seeking relaxation.*
- *Non-availability of seats in Executive Class would not entail grant of relaxation and the journey has to be performed in Economy Class.*
- *Those seeking relaxation on the ground of attending meeting at a particular time, must attach meeting notice and approved tour programme.*
- *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 with its code- share foreign airlines partner, is available, the same must be utilised.*
- *In continuation of above point, relaxation will not be granted on account of late receipt of approval from Ministry of Civil Aviation/ receipt of grants approval from the funding agency /visa/transit visa/long journey hours etc.etc.*
- *For invitees from abroad, efforts should be made to book them on Air India and Air India code share flights to the extent possible.*
- *Adherence to the approved route list on international sectors must be observed.*
- *Cases involving fixed amount of reimbursement like sea passage fare, 11nd class AC rail-fare etc., non-entitled officers. need not be referred to Ministry of Civil Aviation.*
- *For cases regarding Air India tickets purchased from unauthorised agents, relaxation requests duly forwarded by Deptt. Head, may be directly referred to Under Secretary, E-IV Section, Ministry of Finance, Deptt. of Expenditure, North Block, New Delhi.*
- *Non-receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right.*

PROFORMA

1. Name with designation
2. E-mail address :
3. Mobile/telephone/fax no. :
4. Address along with Department/Ministry :
5. Whether on duty or LTC (Purpose) :
6. Details of family members in case of LTC :
7. Complete sector for which travel is intended with flight numbers, and departure and arrival timings of flights :

Sector	Date	From	To	Flight No.	
				Dep.	Arr.
Sector 1					
Sector 2					

8. Sector for which relaxation is required to travel by airlines other than Air India. :

Sector	Date	From	To	Flight No.	
				Dep.	Arr.
Sector 1					
Sector 2					

9. Date(s) of travel-to & fro wherever applicable :
10. Detailed reason(s) for not utilising AI services :
11. Whether NAC in accordance with the instructions of Ministry of Civil Aviation on the subject, is attached or not; if not, why? :

Signature

(Name &amp; Designation)

**Forwarded by :**

No. AV.18011/05/2012-AI  
भारत सरकार /Government of India  
नागर विमानन मंत्रालय /Ministry of Civil Aviation

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राजीव गांधी भवन /Rajiv Gandhi Bhawan,  
सफदरजंग एअरपोर्ट /Safdarjung Airport  
नई दिल्ली /New Delhi,  
Dated: 27<sup>th</sup> February, 2014

**OFFICE MEMORANDUM**


**Subject:** Air Travel on official account – relaxation of government instructions regarding.  
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In continuation of this Ministry's O.M. of even number dated: 27.09.2013 granting general/blanket relaxation to travel by airlines other than Air India for official purpose/LTC or TA on 37 sectors, where AI does not provide services as per given Annexure – I, of the above said O.M. it has been decided to include another 26 sectors where Air India presently does not provide services as per enclosed Annexure – II, (37+26= 63 routes) subject to condition that whenever Air India or its subsidiaries start operating on any sector(s) given in Annexure –I or/and Annexure-II, this sanction shall become null and void for that particular sector(s) for the period of operation of flights Air India or its subsidiaries on that sector(s) or until further orders/ updation on routes.

2. The purchase of air ticket would be continued as per Ministry of Finance's O.M. No.19024/1/2009-E.IV dated 16.09.2010 i.e. (a) either from AI's website or booking counter or (b) through government authorised travel agents namely M/s Balmer & Lawrie & Co., M/s Ashok Travel & Tours, and IRCTC (to the extent IRCTC is authorized as per DoP&T OM No.31011/6/2002-Estt.(A) dt.02.12.09). Before booking a ticket, the updated routes available on Air India's official web-site [[airindia.com](http://airindia.com)] be consulted for operation of any AI flight or its subsidiaries flight on any of 63 routes and obtain a printout of it, for settling T.A claim. While settling the T.A claim, the officer/official concerned would also give an undertaking that the ticket(s) have been bought at the lowest fare available on the day of booking.

3. As per MoF, D/o Expenditure's instructions, individual cases for relaxation for sectors/city pairs **not** covered in Annexure-I and Annexure-II, may continue to be sent to Ministry of Civil Aviation for obtaining relaxation/ approval.

**Encl.: Annexure-I, Annexure - II**

  
(Amit Ghoshal)  
Under Secretary to the Govt. of India  
Tel: 24610364

To

1. All Ministries/Departments of the Government of India for circulation to all attached/subordinate/autonomous bodies under their jurisdiction.
2. Ministry of Finance, (Attn. Shri A Bhattacharya, U.S), E.IV Division, North Block, New Delhi w.r.t. their O.M. No.19024/1/2009-E.IV dated 31.05.2013.
3. Department of Personnel & Training (Attn. Shri B Bandyopadhyay, U.S), North Block, New Delhi. [their O.M. No.31011/2/2006-Estt.(A) dated 27<sup>th</sup> July, 2009].
4. DGCA, (Attn. Shri S.K. Singh, Dy.Dir.), S.J. Airport, New Delhi w.r.t. U.O. Note No.23-05/2010-AED dated 7.8.2013.
5. Director, NIC Cell, M/o Civil Aviation for uploading on the website of the Ministry.
6. Shri Anil Mehta, GM, Air India Ltd., S.J. Airport, New Delhi with a request to upload on AI's official web site.



(Amit Ghoshal)

Under Secretary to the Govt. of India

Sl. No.	Sectors
01	Ahmedabad – Pune- Ahmedabad
02	Ahmedabad- Jaipur- Ahmedabad
03	Ahmedabad- Indore- Ahmedabad
04	Bangalore-Coimbatore- Bangalore
05	Bangalore- Vishakhapatnam –Bangalore
06	Chennai-Coimbatore- Chennai
07	Chennai-Tuticorin-Chennai
08	Chandigarh- Srinagar-Chandigarh
09	Guwahati - Dibrugarh- Guwahati
10	Guwahati –Bagdogra- Guwahati
11	Hyderabad-Bhubaneswar- Hyderabad
12	Hyderabad- Bhopal- Hyderabad
13	Hyderabad-Cochin- Hyderabad
14	Hyderabad-Coimbatore- Hyderabad
15	Hyderabad-Nagpur- Hyderabad
16	Hyderabad- Rajamundry- Hyderabad
17	Hyderabad- Raipur- Hyderabad
18	Hubli- Bangalore- Hubli
19	Jaipur-Jammu- Jaipur
20	Jaipur-Hyderabad-Jaipur
21	Kolkata- Raipur- Kolkata
22	Kolkata-Visakhapatnam-Kolkata
23	Lucknow- Patna- Lucknow
24	Lucknow-Kolkata-Lucknow
25	Mumbai- Bhuj- Mumbai
26	Mumbai-Diu- Mumbai
27	Mumbai-Nanded- Mumbai
28	Mumbai-Porbandar- Mumbai
29	Mumbai- Jabalpur- Mumbai
30	Mumbai-Pune- Mumbai
31	Mumbai – Vadodara- Mumbai
32	Nagpur-Kolkata- Nagpur
33	Nagpur-Hyderabad- Nagpur
34	Nagpur-Pune- Nagpur
35	Nagpur-Bangalore- Nagpur
36	Nagpur-Indore- Nagpur
37	Varanasi-Kolkata-Varanasi

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Annexure -II

S.No.	Sectors
1	Agartala-Guwahati-Agartala
2	Amritsar-Srinagar-Amritsar
3	Bhopal-Raipur-Bhopal
4	Bangalore-Tuticorin-Bangalore
5	Bangalore-Raipur-Bangalore
6	Bangalore-Pondicherry-Bangalore
7	Bangalore-Belgaum-Bangalore
8	Chennai-Kozhikode-Chennai
9	Chennai-Rajamundry-Chennai
10	Chennai-Tiruchirapali-Chennai
11	Chennai-Vishakhapatnam-Chennai
12	Delhi-Gorakhpur-Delhi
13	Guwahati-Aizawl-Guwahati
14	Hyderabad-Indore-Hyderabad
15	Hyderabad-Pondicherry-Hyderabad
16	Indore-Nagpur-Indore
17	Indore-Bangalore-Indore
18	Jorhat-Guwahati-Jorhat
19	Jorhat-Kolkata-Jorhat
20	Mumbai-Hubli-Mumbai
21	Mumbai-Surat-Mumbai
22	Mumbai-Belgaum-Mumbai
23	Mumbai-Bhavnagar-Mumbai
24	Patna-Ranchi-Patna
25	Varanasi-Kolkata-Varanasi
26	Varanasi-Lucknow-Varanasi

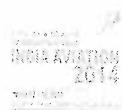


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Results Framework Document for Ministry of Civil Aviation (2013-2014)



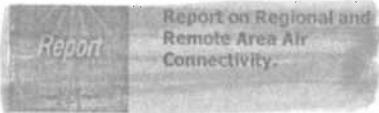
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### In Focus

- Consultation Paper on Ombudsman for Civil Aviation
- Press release on Consultation Paper on Ombudsman for Civil Aviation
- Advertisement for the post of Chairperson in the Airports Economic Regulatory Authority (AERA)
- Circular inviting application for the post of Finance Officer
- Expression of Interest for work of Project Management Agency for establishment of Rajiv



**Reports**  
Study Report on Competitive Framework of Civil Aviation Sector in India

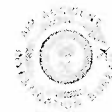


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Strategic plan of the Ministry of Civil Aviation (MoCA) for year 2010-15.

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PERMIT  
GUIDELINES FOR RECEIVING PERMISSIONS  
TO TRAVEL BY PRIVATE AIRLINES,  
+ PERMISSION CELL IN MoCA