

UNIVERSITY OF DELHI

Ref: No./Fin-VI/
Dated: 21/05/2015

The Dean/Head,
Department of
University of Delhi,
Delhi/New Delhi.

Subject:- Request for relaxation to travel by airlines other than Air India.

Dear Sir/Madam,

This is in reference to the University letter Ref.No.Br. Fin-VI/Air/Road Fare/2011 dated 08/12/2011 wherein the Guidelines for Travel by Taxi/Own Car/Private Airlines were circulated.

In continuation of the above circulated guidelines I am to draw your kind attention to the following points which are to be noted and followed while seeking relaxation as per instructions of the Ministry of Civil Aviation :-

1. Requests are to be made on the official e-mail (permissioncell.moca@nic.in) so that a return reply can be sent by Ministry of Civil Aviation by e-mail also. Request sent by other means will not be processed in future.

- **Permission cell**
 - e-mail : Permissioncell.moca@nic.in
 - Telephone No : 011-24632950 Extn : 2873
 - Address : Ministry of Civil Aviation,
Rajiv Gandhi Bhavan, Safdarjung Airport,
New Delhi-110003.

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

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

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-110003.

Shri Dinesh Kumar sharma
Ministry of Civil Aviation
Rajiv Gandhi Bhavan
Safdarjung Airport
New Delhi-110003.

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

- The Cell is functioning under the control of Sh. B.S. Bhullar, JS(BS) in MoCA

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- Sectors on which General/blanket relaxation issued are at Annexure-I & Annexure-II
- Official website of Ministry of Civil Aviation's is to be used for seeking permission to travel by Airline other than Air India.
- **Toll free no. 18001801407** (This number may be used by the Department concerned for knowing the actual fare.)

3. **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 02.12.2009)/a copy of the website of AI i.e. 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 airline, 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.
- 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 cases regarding Air India tickets purchased from unauthorized 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.

The above information may please be used for seeking relaxation by the Department concerned itself,

Thanking You

Yours Faithfully

J.R.(Finance)