

**ANNEXURE-I**

**PROFORMA FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIRINDIA**

1.	Name with designation	:	
2.	E-mail of the officer	:	
3.	Name of the Organization/Division	:	
4.	Date of visit	:	
5.	Whether Foreign travel/Domestic travel/LTC	:	
6.	In case of official visit, kindly link approved tour programme	:	
7.	Whether entitlement for Air travel as per Rules, (if not, kindly link the approval of competent authority for air travel)	:	
8.	Reasons for seeking permission to travel in airlines other than Air India (foreign/Domestic)	:	
a.	Whether Air India does not have flights in that sector at all	:	
b.	Whether Air India does not have flights in that sector on the schedule date of travel	:	
	If so, kindly confirm why the date cannot be rescheduled	:	
c.	Whether there is no availability of ticket in the entitled class of travel in Air India flights in that sector on the scheduled date of travel.	:	
	i. If so, kindly confirm why the officer cannot travel in the class below the entitlement on the date of scheduled travel, if the tickets are available on that date in the class below the entitlement.	:	
	ii. If case ticket are available in the entitled class on other than scheduled date of travel, can the date travel be rescheduled?	:	
d.	Any other reasons	:	
9.	Kindly either link print out from official website of Air India and Govt. authorized travel agents viz. Ashok Travels & Tours, Balmer Lawrie & Co.	:	

	and ITCTC regarding the above reasons or official communication from Air India and these agencies.		
10.	In case of foreign travel, if full or part journey is proposed through alliance partner of Air India, ticket should be obtained from the offices or official websites of Air India or authorized agents viz. Balmer Lawrie & Co., Ashok Travels & Tour, IRCTC, for obviating any complication while preferring the reimbursement claim.	:	
11.	Kindly link an 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. The ticket needs to be booked using the airlines own official website or through authorized agents, viz. Balmer Lawrie & Co., Ashok Travels & Tour, IRCTC.	:	
12.	Destination if travel in case of LTC a) Other than J&K b) J&K	:	
13.	Relaxation to travel by airlines other than Air India while availing LTC will be granted only in exceptional circumstance. Please cite the exceptional reasons.	:	
14.	Kindly link recommendation of head of the Department/organization (attached/sub-ordinate offices)	:	

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(Signature of the individual travelling)

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(Signature of the Head of the Organization)

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(Signature of Deputy Director General/Controlling Officer)