

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	Whether Foreign travel/Domestic Travel	
6	In case of official visit, copy of approved tour programme.	
7	Whether entitled for Air travels 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 printout of communication with official website of Air India and Govt. authorized travel agents viz. Ashok Travels & Tours, Balmer Lawrie & Co. and IRCTC regarding the above reasons or official communications 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 officials 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.	

Signature of the individual travelling

Signature of the Head of the Office

RECOMMENDATION OF THE ADMINISTRATIVE DIVISION/MINISTRY

(Signature of Joint Secretary)