



पूवोत्तर पर्वतीय विश्वविद्यालय

पू. प० विवि० परिसर, शिलांग-७९३०२२ (मेघालय)

North-Eastern Hill University

NEHU Campus, Shillong - 793 022 (Meghalaya)

Phone :

Grams : NEHU

No. FA.4-38/TA/Cir/2016-17/ 1421

Dated:22.11.2016

NOTIFICATION

Sub :- Application of exemption for travel in airlines other than Air India.

The 164th EC Meeting held on 1.8.16 vide Resolution No. EC:164:2016:6:6(iii) accepted the instructions contained in OM No. 19024/1/2009/E-IV dated 7.6.16 of the Department of Expenditure, Ministry of Finance, in letter and spirit and Resolved to authorize the Vice Chancellor to grant prior permission to travel by airlines other than Air India in special cases only as per the Guidelines at Annexure 'A'. The concerned official has to apply as per the Proforma at Annexure 'B'.

Ordinarily, exemption will be considered for travel on official duty, only on evidence of requirement to travel at very short notice.

Encl: Annexure A&B

Finance Officer

Copy to:

1. PS to VC for VC's kind information
2. PS to Pro-VC NEHU Shillong for kind information
3. PS to Registrar/FO/COE/UE NEHU Shillong
4. The Librarian NEHU Shillong
5. Chief Medical Officer Health Clinic, NEHU Shillong
6. All Deans of Schools, NEHU Shillong
7. All Heads of Department NEHU Shillong/ NEHU Tura Campus, Tura
8. All Officers, NEHU Shillong/NEHU Tura Campus, Tura.
9. Dy.Registrar(Conference),NEHU Shillong as follow-up action report.


Finance Officer

Annexure- "A"

GUIDELINES FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA

1. Request for seeking relaxation is required to be submitted in the Proforma (Annex. B)
2. The request for relaxation must be submitted to Integrated Finance Division at least 7 working days in advance from date of travel.
3. There is no requirement to seek relaxation for those Sectors on which General/blanket relaxation has been accorded by Ministry of Civil Aviation.
4. Those seeking relaxation on ground of Non-Availability of Seats (NAS) must enclose NAS Certificate issued by authorized travel agents or a copy of the sector specific snapshot of Air India website.
5. As per Ministry of Finance, Department of Expenditure OM No. 19024/1/2009-E.IV dated 13th July, 2009 for sectors which are not connected directly by any of the airlines, an employee must travel by Air India upto the nearest hub. Relaxation will be granted for the remaining segment.
6. Relaxation to travel by airlines other than Air India while availing LTC will be granted only in exceptional circumstances. Non availability of AI flight/seats on a particular day/time would not be considered as a valid ground for seeking relaxation.
7. Availability of lower fare is no criteria for seeking relaxation.
8. Those seeking relaxation on the ground of attending meeting at a particular time, must attach meeting notice and approved tour programme.
9. 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 has code-share partner, the same must be utilised.
10. For invitees from abroad travelling on Government of India funding, efforts should be made to book them on Air India and Air India code share flights to the extent possible.
11. Non-receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right.

Annexure-B

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 / LTC	
6.	In case of official visit, copy of approved tour programme.	
7.	Whether entitled for Air travel 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 print out 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 communication 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 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.	

Signature of the Individual Travelling)*

(Signature of the Head of the Office/Controlling Officer)

RECOMMENDATION OF THE ADMINISTRATIVE DIVISION / MINISTRY

*(Signature of Joint Secretary/Vice Chancellor)

***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.