



ASSAM UNIVERSITY, SILCHAR
FINANCE DEPARTMENT
CIRCULAR

No. AUF/638/2011-12/1944

Date: 16.09.2016

Sub: Delegation of power to accord exemption for Air Travel in Airline other than Air India in Individual Case- reg.

Please find enclosed OM bearing No. 29-3/2016-IFD dated 01.07.2016 and No. 19024/1/2009-E.IV dated 07.06.2016 along with copy of GUIDELINES FOR RELAXATION TO TRAVEL BY AILINES OTHER THAN AIR INDIA and a copy of proforma for seeking relaxation for travel by other airlines which is received from MHRD, New Delhi.

Head of Department may circulate the same to the internal members under them and external members while inviting for information and strict compliance.

Hence forth it is to be ensured that any TA bill of individual case or external members may be submitted/forwarded only after compliance of the aforesaid guidelines so that bill may be paid as per rule.


Finance Officer(i/c)
19.9.16

Copy for information and necessary action to:

1. PS to VC for kind information of the Vice-Chancellor, AUS.
2. PVC, Assam University, Diphu Campus.
3. Registrar, Assam University, Silchar.
4. Librarian/Controller of Examination/Director, CDC/Director, IQAC, Director, Computer Centre, AUS.
5. All Deans/All HoDs, Assam University, Silchar and Diphu campus.
6. All Joint Registrars, Assam University, Silchar.
7. All Deputy Registrars/Assistant Registrars, Assam University, Silchar and Diphu campus.
8. Medical Officer, Assam University, Silchar and Diphu campus.
9. Hindi Officer, Assam University, Silchar.
10. All Section Officers, Assam University, Silchar and Diphu campus.
11. Director, Computer Centre with a request to upload the same in the University website.


Finance Officer(i/c)
19.9.16

No. 29-3/2016-IID ✓
Government of India
Ministry of Human Resource Development
Department of Higher Education
Integrated Finance Division

New Delhi.
Dated the 1st July, 2016

OFFICE MEMORANDUM

Sub: Delegation of powers to Financial Advisers to accord exemption for Air Travel in Airlines other than Air India in individual cases - Reg.

The undersigned is directed to enclose herewith a copy of O.M. No. 19204/1/2009-I-IV dated 07.06.2016 received from Ministry of Finance, Department of Expenditure along with guidelines and proforma for seeking relaxation for travel by Airlines other than Air India on the above cited subject and to request to circulate the O.M. under reference to all Autonomous Bodies under the administrative control of Ministry of Human Resource Development for information and strict compliance.

2. Individual cases for seeking relaxations/exemptions, to travel by an Airline other than Air-India, should be forwarded by the Registrar/Head of Institutions concerned, after due scrutiny as per the above guidelines of the Department of Expenditure, to the concerned Bureau Head/Joint Secretary concerned in the MHRD and not to the JS&FA MHRD, directly who in turn, may forward the proposal with their recommendation to JS&FA, MHRD, for consideration/grant of the requisite exemption.

Encl: As above

c/c


(Arun Kumar)
Under Secretary (IID)

- 1 All Bureau Heads in Department of Higher Education
- 2 All Bureau Heads in Department of School Education & Literacy

With the request to kindly issue the above instructions to the Autonomous Bodies/Central Educational Institutions (CEIs) under their administrative control for strict compliance.

Copy to: PPS to Secretary (HE)/PPS to Secretary (SE&L) for information. 89117(13)/2016
Copy also to: Sr. Tech. Director, NIC Unit, MHRD - with the request to upload it on the website of MHRD. 89117(15)/2016

No. 19024/1/2009-E.IV
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, dated the 7th June, 2016.

OFFICE MEMORANDUM

Sub:- Delegation of powers to Financial Advisers to accord exemption for air travel in airlines other than Air India in individual cases-reg.

Reference is invited to Department of Expenditure's O.M. of even number dated 13th July, 2009 which provides that in all cases of air travel, both domestic and international, wherein the Government of India bears the cost of air passage, officials have to travel in Air India only. For cases of air travel by Airlines other than Air India because of operational or other reasons or on account of non-availability, the powers were vested with Ministry of Civil Aviation to accord exemption in individual cases.

2. The matter has been examined in consultation with the Ministry of Civil Aviation. Accordingly, powers are hereby delegated to the Financial Advisors of the Ministries/Departments to accord exemption for air travel, both Domestic and International, by airlines other than Air India. In respect of individual cases of Autonomous Bodies, the Financial Advisors of the concerned Ministry/ Department will accord exemption for Air Travel by Airlines other than Air India. The individual cases of Financial Advisers for air travel in airlines other than Air India, will be approved by the administrative Secretary of the concerned Ministry.

3. To regulate the individual claims, guidelines and proforma for seeking reimbursement for travel by airlines other than Air India, are enclosed at Annexure -A & B.


07/06/2016
(Nirjala Devi)
Deputy Secretary to the Government of India
Tel.23093276

To
All Financial Advisors (as per list)

Copy to: Secretary, All Ministries/Departments(As per list)

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GUIDELINES FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA

Those seeking relaxation on ground of Non-Availability of Seats (NAS) must enclose NAS Certificate issued by 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-List.(A) dated 2.12.2009) / a copy of the sector specific snapshot of Air India website i.e. www.airindia.in.

2. The Non-availability of seats certificate to be provided should be as per the journey to be performed e.g. for the journey from Dibrugarh to Delhi, the non-availability of seat certificate should be for Dibrugarh-Kolkata and Kolkata-Delhi route separately and not for Dibrugarh-Delhi route.
3. Those seeking post facto approval on ground of Non availability of seats certificate must enclose the documentary evidence as-mentioned above and a copy of ticket purchased for the journey by private airline.
4. 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.
5. Relaxation to travel by airlines other than Air India while availing L1C 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.
6. Availability of lower fare is no criteria for seeking relaxation.
7. Those seeking relaxation on the ground of attending meeting at a particular time, must attach meeting notice and approved tour programme.
8. 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.
9. 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.
10. Cases involving fixed amount of reimbursement like sea passage fare rail-fare etc. for officials non-entitled to travel by air, need not be referred to Ministry of Civil Aviation.
11. Non-receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right.

PROFORMA FOR SEEKING RELAXATION FOR TRAVEL BY
OTHER AIRLINES

1. Name with designation
2. E-mail address
3. Mobile/telephone/fax no.
4. Ministry/Department along with address
5. Whether on duty or for LTC purpose
6. Details of family members in case of LTC
7. Complete sector for which travel is intended:
Including the sector(s) for which relaxation is
required

Sector*	Date	Place of visit		Flight No. Dep./Arr.
		From	To	
Sector 1				
Sector 2				
Sector 3				

Sector(s) for which relaxation is required may be indicated by () mark.

8. Detailed reason(s) for not utilizing Air India service:
9. Attach certificate in case of non-availability of
seat(s)/flight of Air India on the given route.

Signature
(Name & Designation)

Factual verification has been done as per the guidelines of the Ministry of Civil Aviation and requisite document have been attached and the case is recommended for the relaxation.

Signature with seal
(Registrar/Finance Officer)
Phone
Date:

To,
CC Bureau, MHRD, Shastri Bhawan, New Delhi