



**कार्यालय, रक्षा लेखा नियंत्रक,
नं.1, स्टाफ रोड, सिकंदराबाद - 500 009.**

दूरभाष/Tel : 040-27843385

फैक्स/Fax : 040-27817275

महत्वपूर्ण परिपत्र

सं.प्रशा/वेतन/5022/छु.या.रि./15

दिनांक : 06.04.2015

सेवा में,

1. प्रभारी अपर नियंत्रक,
वे.ले.का. (अ.श्रे) ई.एम.ई.,
सिकंदराबाद
2. प्रभारी सहायक नियंत्रक
वे.ले.का. (अ.श्रे) सेना आयुध कोर,
सिकंदराबाद
3. सभी अधीनस्थ कार्यालय (मानक सूची के अनुसार)
4. मुख्य कार्यालय के सभी अनुभाग ।

विषय: निजी वायुसेवा से यात्रा करने पर नागरिक उड्डयन मंत्रालय के नियमों
में छूट प्राप्त करने हेतु दिशा-निर्देश ।

उपरोक्त विषय पर मुख्यालय कार्यालय के दिनांक 17.03.2015 के महत्वपूर्ण परिपत्र सं.
AN/XIV/14162/TA/DA/LTC/VOL-III की प्रति सभी संबंधित पक्षों के मार्गदर्शन एवं अनुपालन हेतु
परिचालित की जाती है ।

हस्ता/-

वरिष्ठ लेखा अधिकारी (प्रशा/वेतन)

मूलप्रति पर नहीं:

प्रभारी अधिकारी

ई.डी.पी. केंद्र : कृपया परिपत्र को र.ले.नि., सिकंदराबाद की वेबसाइट पर अपलोड करें ।
(स्थानीय)

हस्ता/-

वरिष्ठ लेखा अधिकारी (प्रशा/वेतन)

Controller General of Defence Accounts,
Ulan Batar Road, Palam , Delhi Cantt-110010

IMPORTANTCIRCULAR

No.AN/XIV/14162/TA/DA/LTC/Vol-III

Dated: 17/03/2015

All PCsDA/CsDA
P C of A(Fys)Kolkata [Through CGDAMail Server]

Subject: Guidelines for seeking relaxation of rules from Ministry of Civil Aviation on account of travel by private airlines.

A reference is invited to this HQrs Important Circular bearing No.AN/XIV/14162/TA/DA.LTC/Deviation dated 28/02/2011 under which Ministry of Civil Aviation guidelines/instructions to be followed before referring cases to the Ministry for seeking relaxation of rules on account of air travel by private airlines were circulated.

2. Now, in the light of fresh guidelines uploaded on Ministry of Civil Website (copy enclosed) the undersigned have been directed to state that all requests from Officers/staff seeking relaxation of rules on account of travel by private airlines may be forwarded through e-mail on official website of MoCA (permissioncell.moca(a)nic.in) in the proforma annexed. Further, instruction laid down therein providing details of documents/information to be enclosed may be complied with. Also to avoid reference from officers/ staff whose case does not merit consideration for relaxation as Laid down by MoCA under the instructions issued, the contents of the circular may be widely publicised.

3. This is for your guidance and compliance please.

This has the approval of Jt.CGDA(AN).

Sd/--
(S. C. Gupta)
For CGDA

Copy to:

1. AT-I/AT-IISection (local)
2. AN-IV/ AT-IVSection (Local) .
3. EDP Section (local)-With a request to upload the circular on CGOAWebsite
4. CENTRAD,Brar Square, Delhi Cantt
5. Library (local)
6. MNB(Local)
7. Secretary General, AIDAA(CB)Pune [through PCDA(O)Pune]
8. Secretary General, AIDAEA(HQ)Kolkata [through PCA(Fys)Kolkata]

Sd/--
(S. C. Gupta)
For CGDA

* 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 -110 003.

- All requests to come by email in the Proforma (Annexure " A)
- 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 emailed 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 -110 003.

Shri Dinesh Kumar Sharma
Ministry of Civil Aviation
RaJivGandhi Bhavan
Safdarjung Airport
New Delhi - 110 003.
On Telephone No: 011-24632950 (Extn. 2873)

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

Sectors on which General/blanket relaxation issued are at Annexure I & Annexure II

- 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. Ba/mer Lawrie & Co., Ashok Travels & Tours and IRCTe (to the extent IRCTC is authorized as per DoP&T OM No. 31011/6/2002-Estt.(A) dated 2.12.2009)/0 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 0 copy of ticket purchased.*

Sectors which are not connected directly by any of the airlines, 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.

Ministry of Finance, Deptt. Of Expenditure vide IDNo.19024/01/2009-E-IV dated 28th July, 2011, have clarified that since Govt. Officials have the option of revising their travel plans, relaxation to travel by airlines other than Air India while availing LTC will be granted only in exceptional circumstances. Therefore, non availability at AI flight/seats on a particular day/time would not be considered as a valid ground 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 per/armed 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 foreign travel cases, where full or partial grants are received, journey has to be per/armed 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 with its code-share foreign airlines partner, is available, the same must be utilised.
- In continuation of above point, relaxation will not be granted on account of late receipt of approval from Ministry of Civil Aviation/ receipt of grants approval from the funding agency / visa/transit Visa/long journey hours etc. etc.
- For invitees from abroad, efforts should be made to book them on Air India and Air India code share flights to the extent possible.
- Adherence to the approved route list on international sectors must be observed.
- Cases involving fixed amount of reimbursement like sea passage fare, IIInd class AC rail-fare etc, non-entitled officers. need not be referred to Ministry of Civil Aviation.
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- For cases regarding Air India tickets purchased from unauthorised agents, relaxation requests duty 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.

PROFORMA

1. Name with designation :
2. E-mail address :
3. Mobile/telephone/fax no. :
4. Address along with Department/Ministry :
5. Whether on duty or LTC(Purpose):
6. Details of family members in case of LTC :
7. Complete sector for which travel is intended :
with flight numbers, and departure and arrival
timings of flights

Sector	Date	From	To	Flight No	
				Dep	Arr
Sector 1					
Sector 2					

8. Sector for which relaxation is required to travel
by airlines other than Air India.

Sector	Date	From	To	Flight No	
				Dep	Arr
Sector 1					
Sector 2					

9. Date(s) of travel-to & fro wherever applicable
10. Detailed reason(s) for not utilising AI services
11. Whether NAC in accordance with the instructions
of Ministry of Civil Aviation on the subject, is attached
or not; if not, why?

Signature
(Name & Designation)

Forwarded by :