



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल

शैक्षणिक कार्यालय

IISERB/DOAA/2018/12

January 11, 2018

NOTIFICATION

Sub: Journey cum Travel Approval.

It is notified to all students that reimbursement of expenditures for travel, accommodation charges and consumables during project/research work carried out in other institutes/organization, within India or abroad, will not be admissible if journey cum travel approval is not obtained from competent authority prior to travel.

Dean, Academic Affairs

Guidelines for Travel

Approval of Journey:

No claim will be admissible unless Journey-cum-travel approval is obtained from competent authority prior to travel.

Journey by Air (Only for International Travels):

Journey by Air is permitted with the following conditions:

- a) Travel by Air Indian only.
- b) In Economy class only.
- c) Lower Fare Ticket of Air India only to be purchased.
- d) Air Tickets may be purchased from i) Directly from Booking counters of Air India, ii) AI website, iii) By utilizing the services of Authorized Travel Agents and IRCTC only.

For Guidelines on Air travel – Grant of permission for official air travel by Airlines other than Air India regarding, [Click Here](#).

Journey by Road:

Reimbursement admissible only in respect of journeys performed by vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or local body.

Journey by Rail:

Students are entitled to travel by Rail in AC-III Tier/AC Chair Car by the shortest route to the destination. Travel by Premium Trains is not permissible.

Reimbursement:

Reimbursement shall not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey shall be allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.

Submission of Claim & Forfeiture:

A claim for reimbursement of expenditure incurred on journey under leave travel concession shall be submitted within three months after the completion of the return journey, if no advance had been drawn. Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard.

In case of advance drawn the claim should be submitted within one month from the date of return journey otherwise the amount is advance will be recovered and the claim may be accepted within three months of time from the return journey failing which the claim will be forfeited.

Boarding Pass & Copy of Tickets to be produced:

Boarding Pass & copy of tickets are invariably required to be produced with claim bill as a proof of journey and travel fare.

F. No. 7/4/2016-TS.V
Government of India
Ministry of Human Resource Development
Department of Higher Education
TS-V Section

Shastri Bhawan, New Delhi
Dated 16th May, 2016

To,

1. The Directors
All IIMs.
2. The Directors
All IISERs.
3. The Director,
IISc, Bangalore.

Subject: Guidelines on Air travel- Grant of permission for official air travel by Airlines other than Air India- regarding.

Sir,

P-3-13/2
I am directed to enclose a copy of O.M. No. 29-3/2016-IFD dated 10th May, 2016 received from IFD, Ministry of HRD on the above subject, the contents of which are self explanatory for information and necessary action and to say that the Institutes are required to furnish the required information seeking relaxation for travelling by Airlines other than Air India in the prescribed proforma, with their recommendation and confirming that there is no Air India flight between the Stations.

Yours faithfully,

Enclosed : As above

Sanjeev
(Sanjeev Shrivastva)

Under Secretary to the Government of India

Tel: 011-23074199

Copy to:

1. S.O. (TS-V) Section
2. TS-VII Section



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

New Delhi dated, 4th May, 2016
10th May, 2016

Sub:- Grant of permission for official air travel by Airlines other than Air India- regarding.

Enclosed please find a copy of the D.O letter No.18011/05/2012-AI dated 07.03.2016, received from Secretary, Ministry of Civil Aviation on the above mentioned subject, wherein it has been stated, inter alia, that power for granting relaxation to travel by airlines other than Air India, due to operational or other reasons or on account of non-availability of Air India flights, has been delegated to the Financial Adviser of the Ministry concerned, in lieu of Ministry of Civil Aviation.

2. It may please be noted that for travelling to stations not connected by Air India, the officials may travel by Air India to the hub/point closest to their eventual destination, beyond which they may utilize the services of another airline which should also preferably be an alliance partner of Air India.
3. These instructions also apply to officials in Autonomous Bodies. The cases for relaxation are required to be submitted to the concerned Administrative Bureau in the Ministry. The Bureau in such cases in the light of instructions and with the approval of Bureau Head may submit the case for approval of Financial Advisor.
4. In this connection, copies of Department of Expenditure's O.M No.19024/1/2000-E.IV dated 13th July, 2009 and 16th September, 2010 are also enclosed.
5. All Bureau Heads are requested to kindly take note of instructions mentioned above.

Encl: As above.

Copy to:

1. AS (TE)
2. JS (ICC/Plan)
3. JS (CU&L)
4. JS (TEL)
5. JS (HE)
- ✓ 6. JS (Admn.)
7. Economic Advise, (HE)
8. DDG (STAT)

Fazal Mahmood
(Fazal Mahmood)
Deputy Secretary (Finance)

Copy to: NIC Unit, MHRD, for uploading it in the MHRD's website.

Appendix - 14

आर. एन. चौबे, भा. प्र. से.
R. N. Choubey, I. A. S.



सचिव
भारत सरकार
नागर विमानन मंत्रालय
नई दिल्ली-110 003
SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF CIVIL AVIATION
NEW DELHI-110 003

D.O.No.18011/05/2012-AI

March 7, 2016

Dear Secretary,

As you are aware, the Department of Expenditure (DoE), Ministry of Finance vide their OMs No.F.No.19024/1/2009-E.IV dated 13th July, 2009, 16th September, 2010 and 28th July, 2011, had decided that in all cases of official air travel (both domestic and international) including air travel for the purpose of LTC, where the Government of India bears the cost of air passage, the officials concerned shall travel only by Air India. The DoE had also given mandate to the Ministry of Civil Aviation (MoCA) to grant permission to travel by airlines other than Air India, in case of operational or other reasons or on account of non-availability of Air India flights on any route.

2. Keeping in view the inconvenience faced by the officials in seeking exemption from MoCA, this Ministry had taken up the matter with DoE regarding delegation of powers to the Financial Advisors (FAs) of the Ministries to grant permission to travel by airlines other than Air India. The DoE has now agreed to the said proposal and has asked MoCA to guide the FAs on various aspects of granting exemption in individual cases pertaining to their respective Ministries.

3. You are requested to instruct the FAs in your Ministry to start exercising the power to grant the said permissions w.e.f. 1st April, 2016 in accordance with the instructions contained in the DoE OMs referred to above. I am enclosing a copy each of the three DoE OMs referred to above for the guidance of FAs. Apart from these three basic instructions relating to issue of permission to travel by airlines other than Air India, DoE and DoP&T have issued other related instructions from time to time and the same are available on their respective websites.

4. I look forward to your co-operation for successful implementation of this new arrangement.

Regards,

Yours sincerely,

R.N. Choubey
(R.N. Choubey)

Encl(s): as above.

To:

All Secretaries to the Govt. of India (as per list).

(5)

LA

(22)

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

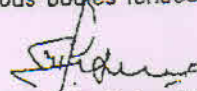
New Delhi, the 13th July, 2009.

OFFICE MEMORANDUM

Subject : Air Travel on official account – both domestic and international.

In partial modification of this Ministry's OM No. F. No. 7(2)/E. Coord/2005 dated 23rd November, 2005 and in supersession of this Ministry's OM No. 19024/1/E.IV/2005 dated 24.3.2006, it has been decided that in all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage, the officials concerned may travel only by Air India.

2. For travel to stations not connected by Air India, the officials may travel by Air India to the hub/point closest to their eventual destination, beyond which they may utilise the services of another airline which should also preferably be an alliance partner of Air India.
3. In all cases of deviation from these orders because of operational or other reasons or on account of non-availability, individual cases may be referred to the Ministry of Civil Aviation for relaxation.
4. All Ministries/Departments of the Government of India are requested to strictly adhere to these instructions.
5. These orders will also apply to officials in autonomous bodies funded by Government of India.


(Y.P. Sehgal)
Deputy Secretary to the Govt. of India.

To

1. All Ministries/Departments of the Government of India, etc..
2. All Financial Advisers.
3. All Heads of Public Sector Enterprises.

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Government of India
Ministry of Finance
Department of Expenditure

New Delhi dated the 16th September, 2010

Office Memorandum

Subject: Guidelines on Air Travel on Tours/LTC.

This Department is receiving repeated references seeking clarifications with regard to purchase of Air tickets through authorized agents and relaxation for travel by Airlines other than Indian Airlines. The following guidelines may be noted for compliance:

1. On Official Tours:

- (i) For travel by Airlines other than Air India because of operational or other reasons or on account of non-availability of Air India flights, individual cases for relaxation to be referred to M/o Civil Aviation, as stated in this Ministry's OM No. 19024/1/2009-E.IV dated 13.07.09.
- (ii) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours.


2. LTC:

- (i) Travel by Air India only.
- (ii) In Economy class only, irrespective of entitlement.
- (iii) LTC-80 ticket of Air India only to be purchased.
- (iv) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC (to the extent IRCTC is authorized as per DoP&T OM No. 31011/6/2002-Estt.(A) dt. 02.12.09).

3. LTC for J&K:

- (i) Relaxation to travel by Private Airlines to visit J&K while availing LTC is available to all the categories of Govt. employees, including those entitled to travel by Air [DoP&T OM No. 31011/2/2003-Estt.(A-IV) dated 18.06.10 and 05.08.10 refer].
- (ii) For purchase of Air tickets, however, the procedure as given under para 2 (iv) above should be followed.

4. All Ministries/Departments of Govt. of India are requested to strictly adhere to these instructions.


(Karan Singh)
Under Secretary to the Govt. of India

To,
All Ministries/Departments of Govt. of India

(7)

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Ministry of Finance
Department of Expenditure
E-IV Branch

The Ministry of Civil Aviation may refer to their OM No. AV.1811/04/2010-AI dated 12.07.2011, wherein clarifications have been issued regarding air travel on Tour/LTC.

2. The M/o Civil Aviation is advised that while considering cases for relaxation to travel by airlines other than Air India, for journeys to be performed while availing of LTC by Govt. officials, the relaxation should be given in exceptional cases only, whenever justified and not in a routine manner, as Govt. officials have the option to reschedule their air travel, while availing LTC.

3. This has the approval of Joint Secretary(Personnel).


(A. Bhattacharya)

Under Secretary to the Government of India

US, M/o Civil Aviation, New Delhi

M/o Finance, D/o Exp. I.D. No. 19024/1/2009-E.IV dt. 28.07.2011.

**DELEGATION OF POWERS TO THE FINANCIAL ADVISORS OF
THE MINISTRIES TO GRANT PERMISSION TO TRAVEL BY
AIRLINES OTHER THAN AIR INDIA W.E.F. 1ST APRIL, 2016 -
APPENDIX - 1.**

**GUIDELINES FOR RELAXATION TO TRAVEL BY AIRLINES
OTHER THAN AIR INDIA VALID TILL 31ST MARCH, 2016.**

1. A Permission Cell has been constituted in the Ministry of Civil Aviation to process the requests for seeking relaxation to travel by airlines other than Air India.
2. The Cell is functioning under the control of Shri B.S. Bhullar, Joint Secretary in the Ministry of Civil Aviation. (Telephone No. 011-24616303). 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
Rajiv Gandhi Bhavan
Safdarjung Airport
New Delhi – 110 003.

Telephone No : 011-24632950 Extn : 2873

**Address : Ministry of Civil Aviation, Rajiv
Gandhi Bhavan, Safdarjung Airport,
New Delhi – 110 003.**

3. Request for seeking relaxation is required to be submitted in the Proforma (Annexure-I) to be downloaded from the website, duly filled in, scanned and mailed to permissioncell.moca@nic.in.
4. Request for exemption should be made at least one week in advance from date of travel to allow the Cell sufficient time to take action for convenience of the officers.
5. Sectors on which General/blanket relaxation has been accorded are available at Annexure-II, III & IV. There is no requirement to seek relaxation for these sectors.
6. 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-Estt. (A) dated 2.12.2009) /a copy of the sector specific snapshot of Air India website i.e. www.airindia.in.

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7. 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.
 8. 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.
 9. 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.
 10. 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.
 11. Availability of lower fare is no criteria for seeking relaxation.
 12. Those seeking relaxation on the ground of attending meeting at a particular time, must attach meeting notice and approved tour programme.
 13. 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.
 14. 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.
 15. 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.
 16. Non-receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right.

ANNEXURE-I

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	From	To	Flight No. Dep. Arr.
Sector 1				
Sector 2				
Sector 3				

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

8. Detailed reason(s) for not utilising Air India services :
9. Attach Non -Availability of Seat Certificate in case
relaxation is required due to non-availability of
seat(s) in the Air India flight(s) :

Signature
(Name & Designation)

Sl. No.	Sectors
01	Ahmedabad – Pune- Ahmedabad
02	Ahmedabad- Jaipur- Ahmedabad
03	Ahmedabad- Indore- Ahmedabad
04	Bangalore-Coimbatore- Bangalore
05	Bangalore- Vishakhapatnam –Bangalore
06	Chennai-Coimbatore- Chennai
07	Chennai-Tuticorin-Chennai
08	Chandigarh- Srinagar-Chandigarh
09	Guwahati - Dibrugarh- Guwahati
10	Guwahati –Bagdogra- Guwahati
11	Hyderabad-Bhubaneswar- Hyderabad
12	Hyderabad- Bhopal- Hyderabad
13	Hyderabad-Cochin- Hyderabad
14	Hyderabad-Coimbatore- Hyderabad
15	Hyderabad-Nagpur- Hyderabad
16	Hyderabad- Rajamundry- Hyderabad
17	Hyderabad- Raipur- Hyderabad
18	Hubli- Bangalore- Hubli
19	Jaipur-Jammu- Jaipur
20	Jaipur-Hyderabad-Jaipur
21	Kolkata- Raipur- Kolkata
22	Kolkata-Visakhapatnam-Kolkata
23	Lucknow- Patna- Lucknow
24	Lucknow-Kolkata-Lucknow
25	Mumbai- Bhuj- Mumbai
26	Mumbai-Diu- Mumbai
27	Mumbai-Nanded- Mumbai
28	Mumbai-Porbandar- Mumbai
29	Mumbai- Jabalpur- Mumbai
30	Mumbai-Pune- Mumbai
31	Mumbai – Vadodara- Mumbai
32	Nagpur-Kolkata- Nagpur
33	Nagpur-Hyderabad- Nagpur
34	Nagpur-Pune- Nagpur
35	Nagpur-Bangalore- Nagpur
36	Nagpur-Indore- Nagpur
37	Varanasi-Kolkata-Varanasi

Annexure -III

S.No.	Sectors
1	Agartala-Guwahati-Agartala
2	Amritsar-Srinagar-Amritsar
3	Bhopal-Raipur-Bhopal
4	Bangalore-Tuticorin-Bangalore
5	Bangalore-Raipur-Bangalore
6	Bangalore-Pondicherry-Bangalore
7	Bangalore-Belgaum-Bangalore
8	Chennai-Kozhikode-Chennai
9	Chennai-Rajamundry-Chennai
10	Chennai-Tiruchirapali-Chennai
11	Chennai-Vishakhapatnam-Chennai
12	Delhi-Gorakhpur-Delhi
13	Guwahati-Aizawl-Guwahati
14	Hyderabad-Indore-Hyderabad
15	Hyderabad-Pondicherry-Hyderabad
16	Indore-Nagpur-Indore
17	Indore-Bangalore-Indore
18	Jorhat-Guwahati-Jorhat
19	Jorhat-Kolkata-Jorhat
20	Mumbai-Hubli-Mumbai
21	Mumbai-Surat-Mumbai
22	Mumbai-Belgaum-Mumbai
23	Mumbai-Bhavnagar-Mumbai
24	Patna-Ranchi-Patna
25	Varanasi-Kolkata-Varanasi
26	Varanasi-Lucknow-Varanasi

Annexure -IV

S.No.	Sectors
1	Bhopal-Jabalpur-Bhopal
2	Bhubaneswar-Kolkata-Bhubaneswar
3	Bhubaneswar-Visakhapatnam-Bhubaneswar
4	Calicut-Bangalore-Calicut
5	Chennai-Belgaum-Chennai
6	Chennai-Bhubaneswar-Chennai
7	Chennai-Pune-Chennai
8	Guwahati-Jaipur-Guwahati
9	Guwahati-Silchar-Guwahati
10	Kolkata-Patna-Kolkata
11	Kolkata-Ranchi-Kolkata
12	Pune-Indore-Pune
13	Pune-Kochi-Pune
14	Mumbai-Hubli-Mumbai
15	Visakhapatnam-Vijayawada-Visakhapatnam



Indian Institute of Science Education and Research Bhopal

Journey Cum Travel Approval

Account Head: **DST-Inspire/CSIR/UGC**

Budget Head: **Contingency**

Budget under the head of:

S.No.	Content	Details
1.	Name of the Students & Roll No.:	
2.	Department	
3.	Journey Period	From : To:
4.	Travel Destination	
5.	Purpose of journey	
6.	Mode of Travel	AIR: Rail: Road: Others:
7.	Approximate fare (To & Fro)	
8.	Signature of the Traveler	

Forwarded & recommended by	Approved as per Rules
HOD/DoAA	DoAA/Director

For Office Use Only

Is there enough balance in the relevant head	YES:	No:
Assistant/Accountant	Coordinator/ Finance Officer/ Registrar	