
 <p>सत्यमेव जयते</p>	<p>भारत सरकार Government of India</p>	<p>रक्षा मंत्रालय Ministry of Defence</p>	
	<p>रक्षा लेखा महानियंत्रक Controller General of Defence Accounts</p> <p>उलान बटार रोड़, पालम, दिल्ली छावनी-110010 Ulan Batar Road, Palam, Delhi Cantt – 110010 Ph No. 011 – 25665571, 25665572 , FAX No. 011- 25674779. (IFA WING) E-Mail : cgdanewdelhi@nic.in & cgdaifa@gmail.com</p>		

Circular No. 24 of 2018

No.IFA/10/(IV)TA

Dated: 02.11.2018

To

All PIFAs/IFAs

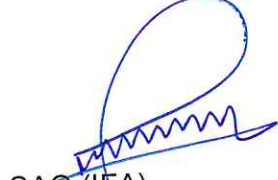
(Through CGDA Website)

Sub:- Grant of Permission for journeys performed by officers/officials in Airlines other than Air India

The copies of following OM issued by Ministry of Defence with regard to Grant of Permission for journeys performed by officers/officials in Airlines other than Air India, are circulated herewith for information and compliance.

Sl no	Letter no & Date
01	No. 34/PCPA/cor/fin/MO/2016/126 dt 28.5.18
02	AV-18050/I/2017/AI dt 5.6.2017
03	No. 34/PCPA/cor/Fin/MO/2016 dt 14.6.2018
04	No. 34/PCPA/cor/Fin/MO/2016/514 dt 29.6.2016
05	No. 34/PCPA/cor/Fin/MO/2016/517 dt 25.7.2016

This issues with the approval of Sr Jt CGDA (Fin)


SAO (IFA)

Circular / Orders

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No.34/PCPA/Cor/Fin/MO/2016/126
Government of India
Ministry of Defence (Fin)
(Main Office)

New Delhi 29 May, 2018

OFFICE MEMORANDAM

Subject Permission to travel by private airlines on the sectors where Air India does not operate its flight.

The undersigned is directed to refer to this office's OMs of even number dated 14-06-2016, 21-06-2016, 29-06-2016 and 25-07-2016 on the subject cited above and to enclose herewith a copy of Ministry of Civil Aviation's O.M. No. AV-18050/1/2017-AI dated 05.06.2017 for information and necessary action.

2. The issues with the approval of Addl. FA (AK) & JS.



(M. P. Singh)
AFA (MO)

Encl. as above

To:

1. CGDA, Ulan Batar Road, Delhi Cantt — It is requested to circulate the O.M. to all concerned IFAs and to post the same on the website of CGDA/PCDA/CDAs for wider circulation.
2. DGDE
3. Addl. FA (SM) & JS, DRDO
4. DGOF & Chairman, OFB, Ayudh Bhawan, 10/A Sahit Khudi Ram Bose Road Kolkata-700001
5. The office of Standing Panel of Arbitrator, CWE Pune Complex, Gen. Cariappa Marg, Pune-411001

Copy to:-

- i. PS to Hon'ble RM/PS to Hon'ble RRM
- ii. SO to Defence Secretary.
- iii. SO to COAS/SO to CNS/SO to CAS/SO to CISC.
- iv. PPS to Secretary (DP)/Secretary (ESW)/Secretary (R&D).
- v. PPS to FA (DS)/PPS to FA (Acq) & Addl. Secy.,/PPS to DG (Acq).
- vi. PPS to Pr. Adviser (Cost)/All Addl. Secretaries/JSs in MoD.
- vii. All Addl. FAs/ FMs/Adviser (Cost) in MoD (Fin).
- viii. All Directors/DFAs/AFAs in MoD(Fin)
- ix. AO (DAD), MoD (Civil)/AO (Cash), MoD
- x. Hindi Section for Hindi version only.
- xi. NIC Cell for uploading this OM on the Website of MoD.
- xii. Chief Security Officer.
- xiii. Establishment sections of MoD, DRDO, DDP & O/o CAO



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AFA(M)

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Tab A
2018-06-06

IFA
91V



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No. AV-18050/1/2017-AI
Government of India
Ministry of Civil Aviation

Rajiv Gandhi Bhawan,
Safdarjung Airport
New Delhi-110003,
Dated: 05.06.2017

OFFICE MEMORANDUM

Subject: Permission to travel by private airlines on the sectors where Air India does not operate its flight.

The undersigned is directed to refer to Department of Expenditure's D.O. letter No.19024/1/2016-E.IV, dated 23rd May, 2017 regarding grant of general/blanket relaxation to travel by private airlines other than Air India in the four sectors i.e. Jaipur-Jodhpur-Jaipur, Jaipur-Udaipur-Jaipur, Jaipur-Bikaner-Jaipur, Mangalore-Bengaluru-Mangalore, which have not been mentioned in the list of sectors on which general/blanket relaxation has been accorded by Ministry of Civil Aviation .

2. The request for general/blanket relaxation for above sectors has been examined in this Ministry. It has been decided that in any sector, where Air India is not operating, the officers are permitted to travel by Airlines other than Air India and no approval for relaxation/ exemption is required for this purpose.

3. This issues with the approval of Secretary (Civil Aviation).

Chandra Kishore Shukla

(Chandra Kishore Shukla)
Under Secretary to Government of India
Tel: 24619282

Ms Annie G.Mathew,
Joint Secretary (Pers.)
Department of Expenditure
Ministry of Finance,
North Block,
NEW DELHI

Copy to: All Secretaries, Govt. of India
All Financial Advisors, Govt. of India

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MOST IMMEDIATE

No.34/PCPA/Cor/Fin/MO/2016
Government of India
Ministry of Defence(Fin)
(Main Office)

New Delhi, the 14th June, 2016

OFFICE MEMORANDUM

Subject:— Grant of Permission for journeys performed by Officers/officials in Airlines other than Air India—regarding.

The powers to grant relaxation to travel by airlines other than Air India were delegated by Ministry of Civil Aviation to the Financial Advisors of Ministeries/Departments w.e.f. 1-4-2016 vide D.O.No.AV.18011/05/2012-AI, dated 7-3-2016 (copy enclosed).

2. In connection with the above-mentioned delegation of powers, Ministry of Civil Aviation vide their O.M.No. AV.18011/05/2012-AI, dated 20-5-2016 (copy enclosed), have now informed that to avoid unnecessary delays, it has been decided to authorize the FAs of Govt. Organisations to decide these cases without referring them to their administrative Ministry, provided the FA of the organisation is equivalent in rank to a Joint Secretary. However, in case the FA of any organisation is lower in rank than a Joint Secretary, then the proposal from the organisation may be sent to the FA of the administrative Ministry/Department concerned. It has also been clarified by Ministry of Civil Aviation that FAs concerned shall process even those cases where the journey has been performed prior to 1-4-2016.

2.2 Accordingly, respective Principal IFAs/IFAs not below the level of SAG can deal with the cases/requests relating to their respective organisations.

2.3 CGDA may issue appropriate instructions directing respective FAs to follow the criteria prescribed in the guidelines issued by Ministry of Civil Aviation and Ministry of Finance from time to time so that there is uniformity in grant of permission by the respective Financial Advisors. It may be advisable to have an on-line system as was being used by the Ministry of Civil Aviation.

3. As far as Deptt. of DR&D and DRDO Organisation are concerned, the cases shall be dealt with by Addl.FA & JS dealing with DRDO. The cases relating to officers of MoD [excluding Deptt. of DR&D] will be dealt with in MO Section, MoD(Fin).

4. All cases/requests relating to the grant of permission for journeys by Officers/officials in Airlines other than Air India may be processed/decided accordingly. Such cases/requests [as per lists enclosed] received in MoD(Fin) are also forwarded to the office of CGDA/Addl.FA & JS dealing with DRDO, for further necessary action by the respective Financial Advisors.

5. This issues with the approval of Secretary(Defence Finance).

(Signature)
(Ashwani Kumar)
Addl.FA(AK) & Joint Secretary
Tel.23011871

Encl.- as above 1 to 187

To CGDA — It is requested to circulate the O.M. and forward pending cases to respective IFAs.

Copy to:-

M/S/7018

- (i) PS to Hon'ble RM/PS to Hon'ble PRY
- (ii) SO to Defence Secretary
- (iii) SO to COAS/ SO to CNS SO to CAS SO to CISC.
- (iv) PPS to Secretary, DR, Secy to Joint Secretary, R&D.
- (v) PPS to Addl. Secy to CGDA.

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forward

MOST IMMEDIATE

No.34/PCPA/Cor/Fin/MO/2016

Government of India
Ministry of Defence(Fin)
(Main Office)

New Delhi, the 21st June, 2016

OFFICE MEMORANDUM

Subject:— **Grant of Permission for journeys performed by Officers/officials in Airlines other than Air India—regarding.**

In partial modification of this office earlier O.M. of even number, dated 14-6-2016, it has been decided that the cases of grant of relaxation to travel by airlines other than Air India, pertaining to DRDO Organisation shall be dealt with by respective IFAs not below the level of SAG. A list of cases received in MoD(Fin), pertaining to DRDO Organisation is forwarded herewith to CGDA for onward transmission to respective IFAs(annexure-A).

2. Further, it has also been decided that the cases pertaining to Department of DR&D shall be dealt with by Addl.FA & JS dealing with DRDO. A list of cases received in MoD(Fin), pertaining to Deptt. of DR&D is forwarded to Addl.FA & JS dealing with DRDO (annexure-B).

3. This issues with the approval of Secretary(Defence Finance).

Ashwani Kumar
(Ashwani Kumar)
Addl.FA(AK) & Joint Secretary
Tel.23011871

Encl.-as above

To CGDA —It is requested to circulate the O.M. and forward pending cases pertaining to DRDO Organisation to respective IFAs.

Copy to:-

- (i) PS to Hon'ble RM/PS to Hon'ble RRM.
- (ii) SO to Defence Secretary.
- (iii) SO to COAS/SO to CNS/SO to CAS/SO to CISC.
- (iv) PPS to Secretary(DP)/Secretary(ESW)/Secretary(R&D).
- (v) PPS to FA(DS)/PPS to FA(Acq.) & Addl. Secy./PPS to DG(Acq.).
- (vi) Sh.Subir Mallick, Addl.FA & JS.
- (vii) PPS to Pr.Adviser(Cost)/All Addl.Secretaries/JSs in MoD.
- (viii) All Addl.FAs/FMs/Adviser(Cost) in MoD(Fin).
- (ix) All Directors/DFAs/AFAs in MoD(Fin).
- (x) Jt.CGDA(AN), O/o CGDA, Ulan Batar Road, Delhi Cantt.
- (xi) AO(DAD), MoD(Civil)/AO(Cash), MoD(Fin).
- (xii) Hindi Section for Hindi version only.
- (xiii) NIC Cell for uploading in the website of MoD.

24/06

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No.34/PCPA/Cer/Fin/MO/2016/5/4

MOST IMMEDIATE

Government of India
Ministry of Defence(Fin)
(Main Office)

New Delhi, the 27 June, 2016

OFFICE MEMORANDUM

Subject:- Grant of Permission for Journeys performed by Officers/officials in Airlines other than Air India—regarding.

The undersigned is directed to refer to this office earlier Office Memorandums of even number, dated 14-6-2016 and 21-6-2016 informing thereby about the decision of Ministry of Civil Aviation contained in their O.M.No. AV.18011/05/2012-AI, dated 20-5-2016 to authorize the FAs of Govt. Organisations to decide these cases without referring them to their administrative Ministry, provided the FA of the organisation is equivalent in rank to a Joint Secretary. It was *inter-alia* conveyed that respective Principal IFAs/IFAs not below the level of SAG can deal with the cases/requests relating to their respective organisations and the CGDA was advised to issue appropriate instructions directing respective IFAs to follow the criteria prescribed in the guidelines issued by Ministry of Civil Aviation and Ministry of Finance from time to time so that there is uniformity in grant of permission by the respective Financial Advisors.

2. It has been observed that requests for grant of permission to travel by Airlines other than Air India for official/LTC purposes are being submitted without complete information and requisite documents making it difficult for concerned Sections to process and decide such cases. Accordingly, for the guidance of all concerned and for ensuring uniformity in processing of such cases, it has now been decided to circulate a copy of gist of guidelines on the subject alongwith a proforma for applying for grant of permission to travel by Airlines other than Air India for official/LTC purposes(annexure-A & B). The proforma has been devised considering various guidelines issued from time to time by Ministry of Finance for granting permission/relaxation to travel by Airlines other than Air India.

3. CGDA and JS & Addl.FA dealing with Deptt. of DR&D are requested to bring these instructions to the notice of all concerned with the request to submit their cases in proforma at annexure-B duly filled in accordance with the guidelines at annexure-A.

4. These instructions are also brought to the notice of all concerned in MoD including MoD(Fin) for their guidance

This issues with the approval of Secretary(Defence Finance).

31 No 1 to 72

101. - as above 5/x/2016

CGDA
Addl.FA & JS dealing with Deptt. of DR&D.

av to:-

- (i) PS to Hon'ble RM/PS to Hon'ble RRM
- (ii) SO to Defence Secretary.
- (iii) SO to COAS/SO to CNS/SO to CAS/SO to CISC
- (iv) PPS to Secretary(DP)/Secretary(ESW)/Secretary,R&D
- PPS to FA(DS)/PPS to FA(Acq.) & Addl. Secy/PPS to DG, Acq
- PPS to Pr. Adviser(Cost)/All Addl. Secretaries

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(Ashwani Kumar)
Addl.FA(AK) & Joint Secretary
Tel.23011371

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 MAS 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.

PROFORMA FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA

1	Name with Designation	
2	E-mail Address	
3	Name of the Organisation/Division with Address	
4	Mobile Number/Tel No./Fax No.	
5	Type of Travel (Foreign/Domestic)	
6	Purpose of Travel [Official or LTC]	
7	In case of official visit, kindly link approved tour programme	
8	Whether entitled for Air Travel as per rules (if not, kindly link the approval of competent authority for air travel)	
9	in case of LTC, please explain exceptional circumstances for seeking the relaxation and also attach detail of family members	

10	Complete sector for which travel is intended with flight numbers/Departure/Arrival time including the Sector(s) for which relaxation is required				
	Sector	Date	From	To	Flight No./Departure time/Arrival Time
	Sector-1				
	Sector-2				
	Sector-3				

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

11	Detailed reasons for not utilizing AI Services	
(a)	Whether Air India does not have flights in that sector at all	
(b)	Whether Air India does not have flights in that sector on the schedule date of travel? If so, kindly indicate why the date of travel cannot be re-scheduled (Please enclose official documents in support of reasons such as Govt. Duty Order, Meeting Notice etc.)	

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(c)	<p>Whether tickets are not available in Air India Flights in the entitled class in that sector on the scheduled date of travel? (Please enclose 'Non-Availability of Seats' issued by Govt. Authorized Travel Agents, viz., Balmer Lawrie & Co. etc. or a copy of sector specific snapshot of Air India website)</p> <p>In case tickets are available in the entitled class but timing is not suitable, then please enclose snap of Ai website alongwith documents such as Govt. Duty Order, Meeting Notice, tour programme etc.)</p>	
(d)	Any other reasons	
12	<p>Undertaking from the travelling official that in case permission is granted for air travel by Pvt. Airlines, the officer will avail the cheapest available ticket in the entitled category among the options of various Pvt. Airlines operating in that sector and the ticket will be booked using the airlines own official website or through Govt. authorised travel agents(Balmer Lawrie & Co., Ashoka Travels & Tours etc.) is enclosed.</p>	

(Signature of the Official Travelling)

(Signature of the Head of the Office)

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No.34/PCPA/Corr/Fin/MO/2016/S17

MOST IMMEDIATE

Government of India
Ministry of Defence(Fin)
(Main Office)

New Delhi, the 25 July, 2016

OFFICE MEMORANDUM

Subject:- Grant of Permission for journeys performed by officers/officials in Airlines other than Air India—regarding.

The undersigned is directed to refer to this office earlier Office Memorandums of even number, dated 14-6-2016, 21-6-2016 and 29-6-2016 on the subject cited above and to say that queries are being received from different Defence Offices seeking clarification as to who is the IFA for the purpose of grant of permission to travel by Airlines other than Air India in cases/requests pertaining to officers/officials of Dir. General of Defence Estates(DGDE), Ordnance Factory Organisation and Arbitrator of Standing Panel of Arbitrators(Pune).

2. The matter has been examined in MoD(Fin) and following clarifications are issued:-
 - (a) Since no IFA is attached to DGDE HQS, hence, the cases/requests pertaining to officers/officials of DGDE HQS will be dealt with in MO Section, MoD(Fin).
 - (b) The cases/requests pertaining to officers/officials of DGDE Field Offices will be dealt with by the Command IFA of respective Field Office.
 - (c) The cases/requests pertaining to officers/officials of Ordnance Factories/Board will be dealt with by the respective Controller of Finance & Accounts.
 - (d) The cases/requests pertaining to officers/officials of Arbitrator of Standing Panel of Arbitrators(Pune) will be dealt with in MO Section, MoD(Fin).
3. The office of CGDA may issue appropriate instructions to all concerned accordingly.
4. This issues with the approval of Secretary(Defence Finance).

(Ashwani Kumar)

Addl.FA(AK) & Joint Secretary
Tel.23011871

To

- (i) CGDA.
- (ii) DGDE.
- (iii) DGOF & Chairman, OFB, Ayudh Bhawan, 10/A, Sahit Khudi Ram Bose Road, Kolkata-700001.
- (iv) JS & Addl.FA(RK).
- (v) The Office of Standing Panel of Arbitrators, CWE Pune Complex, Gen. Cariappa Marg, Pune-411001.

Copy to:-

- (i) PS to Hon'ble RM/PS to Hon'ble RRM.
- (ii) SO to Defence Secretary.
- (iii) SO to COAS/SO to CNS/SO to CAS/SO to CISC
- (iv) PPS to Secretary(DP)/Secretary(ESW)/Secretary(R&D)
- (v) PPS to FA(DS)/PPS to FA(Acq.) & Addl. Secy. PPS to DG(Acq.)
- (vi) PPS to Pr.Adviser(Cost)/All Addl. Secretaries/JSs in MoD
- (vii) All Addl. FAs/FMs/Adviser(Cost) in MoD(Fin)
- (viii) All Directors/DFAs in MoD(Fin).
- (ix) CGDA/FA, O/o CGDA, Ulap Bazar Road, Delhi. Cont. No. 02

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