

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

CDFD/11/NOT/7
July 13, 2017

NOTICE

Vide D.O. No. 18011/05/2012-AI dated 7th March 2016 of Secretary, Ministry of Civil Aviation to all Ministries / Departments has delegated the powers to the Financial Advisers of the respective Ministries to grant permission to travel by airlines other than Air India with effect from 1st April 2016, with due approval of Department of Expenditure, Ministry of Finance. The delegated powers has to be exercised in accordance with the instructions contained in the DoE's OM Nos. 19024/1/2009-E.IV dated 13.7.2009, 16.9.2010 and 28.7.2011. 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.

All the eligible staff of CDFD are requested to follow the guidelines issued by the Ministry of Civil Aviation regarding seeking relaxation to travel by airlines other than Air India as stated below :

- (1) Request for seeking relaxation is required to be submitted in the Proforma (Annexure – B)
- (2) Request for exemption should be made at least 15 days in advance from the date of travel
- (3) 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.
- (4) 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-Est.(A) dated 2.12.2009)/a copy of the sector specific snapshot of Air India website i.e. airindia.in
- (5) 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.
- (6) Those seeking post facto approval on ground 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.
- (7) 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.

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

As per the above guidelines, it is decided that :

- (a) the official who wish to seek relaxation to travel by airlines other than Air India is required to apply as per Proforma enclosed as **Annexure – B**
- (b) the duly filled in application enclosed has to be submitted to the Competent Authority (Director) for his endorsement and the same may be forwarded to Administration
- (c) the Administration will further send the request to Financial Adviser, Department of Biotechnology (DBT), New Delhi for their approval / concurrence.

This issues with the approval of the Director, CDFD.


(J SANJEEV RAO)
Head – Administration

Copy to :

- (1) All Notice Boards
- (2) All Group Heads (by email) – with a request to disseminate to all eligible officers among your group
- (3) I/c – Bioinformatics – to place on the CDFD website
- (4) Director Secretariat
- (5) Concerned File

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)

RECOMMENDATION OF THE ADMINISTRATIVE DIVISION / MINISTRY

***(Signature of Joint Secretary)**

*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.

Annexure-II

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-Kozhikodé-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