

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.)	

(c)	<p>Whether tickets are not available in Air India Flights in the entitled class in that sector on the scheduled date of travel?</p> <p>(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)