



केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन / Kendriya Vidyalaya Sangathan

18, संस्थानिक क्षेत्र / 18, Institutional Area

शहीद जीत सिंह मार्ग / Shaheed Jeet Singh Marg

नई दिल्ली-16 / New Delhi - 16

F.No.110239/51/Cir./2014/KVS (Budget)

296

Dated: .06.2014

02/17

The following orders issued by Government of India are uploaded on the KVS Website for information and necessary action.

1. Frequently asked questions.
2. G.I Dept. of Pen. & P.W., Notification F.No.1/12 (ii)/2013-P&PW (E), dated 28.3.2014 regarding amendment to GPF (central services) Rules, 1960.
3. G., M.H., & F.W., O.M.No.S.11011/2/2014-CGHS (P), dated 28-3-2014 regarding guidelines for issue of medicines to CGHS beneficiaries from CGHS Wellness Centres.
4. G.I.,Dept. of Per. & Trg., Letter No.F.25014/1/2013-AIS(II),dated 18-3-2014 regarding mobility of personnel amongst Central/State and Autonomous Bodies while working under Pensionable Establishments.
5. G.I.,Dept. of Pen. & P.W.,Letter No.F.No.55/18/2014-P&PW (C), dated 28.3.2014
6. G.I.,Dept. of Pen. & P.W.,Notfn. No.1/12(iv)/2013-P&PW (E), dated 28-3-2014 regarding amendment to CCS (Commutation of Pension) Rules, 1981.
7. G.I.,Dept. of Pen. & P.W., Notfn.No.1/12 (iii)/2013-P&PW (E), dated 28-3-2014 regarding amendment to payment of arrears of pension (Nomination),Rules,1983.
8. G.I.,Dept. of Pen. & P.W., Notfn.No.1/12 (i)/2013-P&PW (E), dated 28-3-2014 regarding amendment to CCS (Pension) Rules, 1972.
9. G.I.,Dept.of Pen. & P.W., O.M.No.F.No.42/10/2014-P&PW (G), dated 9-4-2014 regarding grant of dearness relief to Central Government pensioners/family pensioners -Revised rate effective from 1-1-2014.
10. G.I.,Min.of Civil Aviation,O.M.No.AV.18011/05/2012-AI, dated 27-9-2013 regarding Air Travel on official account -Relaxation of Government instructions.
11. G.I.,Min. of Civil Aviation,O.M.No.AV.18011/05/2012-AI, dated 27-2-2014 regarding Air Travel on official account -relaxation of Government instructions.

Copies of the aforesaid orders may now be got downloaded from the KVS Website for office record.

(S.Muthusivam)

Asstt.Commissioner(Fin.)

Tel.No. 011-26523070

Distribution:

1. The Deputy.Commissioner, KVS, all ROs.
2. The Finance Officer, KVS, all ROs.
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5. The General.Secretary, All Recognized Associations.
6. The Director, ZIET Gwalior, Mumbai, Mysore, Chandigarh & Bhubaneswar.
7. The Asstt.Commissioner, (EDP), KVS (HQ.) with the request to upload the above circulars on the KVS Web site.
8. RTI Cell KVS (HQ.)
9. Guard file.

FREQUENTLY ASKED QUESTIONS

The following FAQs supplement the FAQs in respect of Estt.(Allowances) Section already placed in public domain Vide F.No.21011/08/2013-Estt.(AL).

Establishment (Allowances) Section

Sl.No.	Frequently Asked Questions	Answer
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Children Education Allowance Scheme(CEA)

1.	Whether the examination fees as charged by the school is reimbursable?	“Examination fee” has been included as part of reimbursable items as indicted in Para.1(e) of O.M., dated the 2 nd September,2008,subject to the fulfillment of other existing conditions vide O.M.No.12011/01/2012-Estt.(AL), dated 31-7-2013. The said orders do not have a retrospective effect.
2.	Whether reimbursement of amount of fee paid during 1 st and 2 nd quarter could be claimed in 3 rd or 4 th quarter, without the fee receipts of the 3 rd and 4 th quarter?	“No. As it is reimbursement for the whole year, original receipts for the fee paid for the 3 rd / 4 th quarter has to be submitted to ensure that the child has not dropped out of the school in the mid-session. O.M No. 12011/01/2013-Estt (Allowances), dated 23.4.2013 refers.
3	Whether a Government servant is required to give a certificate that the spouse, if earning, has not claimed CEA?	Yes. In terms of O.M No. 12011/01/2013-Estt. (Allowances), dated 23.4.2013, the claimant Government servant is required to furnish an undertaking that reimbursement of CEA has not been claimed in respect of the child by the spouse of the claimant.

Honorarium

1.	What are the rated if honorarium admissible to MTC/ group ‘D’ officials when they are appointed to work as Dispatch Rider/ Scooter Driver?	The rate of such honorarium is pegged at Rs. 10 per day in terms of this Department’s O.M no. 17011/01/2011-Estt. (AL), dated 17.4.2013
2	What are the rated of honorarium admissible to MTS/ Group ‘D’ officials/ Dispatch Riders/ Scooter Drivers when they are appointed to work as Staff car Drivers?	The rate of such honorarium is pegged at Rs. 20 per day in terms of this Department’s O.M No. 17011/01/201-Estt. (AL), dated 17.4.2013.

Amendment to GPF (Central Services) Rules, 1960

G.S.R. (E).— In exercise of the powers conferred by the proviso to Article 309 and Clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor-General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Provident Fund (Central Services) Rules, 1960, namely:—

1. (1) These rules may be called the General Provident Fund (Central Services) Amendment Rules, 2014.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the General Provident Fund (Central Services) Rules, 1960.—
 - (a) in Rule 5, for sub-rule (3), the following shall be *substituted* namely :—

“(3) Every Nomination shall be made in a common nomination form, namely Form 1 of the Central Civil Services (Pension) Rules, 1972”.
 - (b) First Schedule shall be *omitted*.

Guidelines for issue of medicines to CGHS
beneficiaries from CGHS Wellness Centres

The undersigned is directed to refer to this Ministry's O.M.No.S.11011/8/99-CGHS (P), dated 13-10-1999 vide which CMO In-charge of CGHS dispensaries have been permitted to issue medicines for a maximum period of 3(three) months at a time against a valid prescription of Government specialist to CGHS beneficiaries suffering from chronic illness like diabetes, tuberculosis, heart ailment, hypertension, I.H.D, epilepsy, etc.

2. This Ministry has been receiving representations from beneficiaries regarding the requirement of fresh consultation with Government specialist every three months for re-issue of the prescribed medicines. Requests have been received from beneficiaries to relax this condition as getting an appointment with Government specialists is difficult, especially for the old aged and physically challenged beneficiaries suffering from chronic diseases and requiring constant medication.

3. Acknowledging the difficulties being faced by the beneficiaries in obtaining prescription of Government specialist every three months, it has been decided to clarify that the CMO In-charge of CGHS Wellness Centres are competent to revalidate the prescription on the request of patient, after professionally satisfying himself / herself about the medical condition of the patient and repeat the medicines prescribed by Government specialist to beneficiaries for another three months subject to the following conditions:--

- (a) Medicines shall be issued against a valid original prescription from a Government specialist advising the same.

- (b) CMO i/c may issue the medicines prescribed by a Government specialist for three months at a time during the entire treatment period indicated clearly (e.g., six months / one year) on the prescription.
- (c) CMO i/c may examine and advise the patient on whether to continue with the same medicines as prescribed by the Government specialist or may refer him to the Government specialist for fresh consultation, if required medically.
- (d) CGHS GDMOs of the Wellness Centre may prescribe routine diagnostic tests to the patients before their follow-up consultation with the specialist. They should however, use discretion and not to advise specialized tests / investigations as they can only be advised by the specialists, wherever required.
- (e) Beneficiaries will be issued medicines for maximum three months period at a time. In such cases, where the advice of specialist is only for three months and the CMO i/c is satisfied after professional examination that the same medicines are required to be continued for treatment, the prescription may be revalidated and medicines can be issued for another 3 (three) months, i.e., to a total of 6 (six) months. After six months, the beneficiaries will have to consult the Government specialist and obtain fresh prescription or get the prescription revalidated from the Government specialist in cases where the treatment period is not clearly indicated on the prescription.

4. This issues with the approval of Additional Secretary and Director General, CGHS.

G.I.,Dept. of Per. & Trg.,Letter No.F.25014/1/2013-
AIS(II), dated 18-3-2014

Mobility of personnel amongst Central/State and
autonomous Bodies while working under Pensionable
Establishments

I am directed to refer to the department of Pension and Pensioners' Welfare by its O.M.No.28/30/2004-P & PW (B), dated 28-10-2009 relating to mobility of personnel amongst Central/State and Autonomous Bodies while working under Pensionable Establishments. The applicability of the provisions/guidelines of the aforesaid O.M., dated 28-10-2009 to members of All India Services who have been appointed on or after 1-1-2004 were considered by this Department and it is clarified that the provisions of the aforesaid O.M., dated 28-10-2009, issued by the Department of Pension and Pensioners' welfare in this respect shall be applicable mutatis mutandis to Members of All India service who were a Government servant/autonomous body employee appointed on or before 31-12-2003 and who were governed under the old pension non-contributory Pension scheme of their respective Governments/Organizations.

2. Hence, all concerned State/UT Governments and respective cadre controlling authorities of all India Services may examine and decide such issues subject to verification of service prior to 1-1-2004.

To fix timeline for redressal of grievances

The Department of Pension and Pensioners' Welfare is maintaining Centralized Pension Grievances Redress and Monitoring System (CPENGRAMS) in the portal being maintained and named as "Pensioners' Portal". The pending grievances are constantly reviewed by the Department to ensure its redressal within a time frame. It has been found by the department that grievances are lying pending for unduly long periods and the pensioner concerned is suffering. To obviate the delays in the grievance redressal, it has been found necessary to re-emphasize the guidelines issued by Administrative Reforms and Public Grievances vide its O.M. No. K.15011/2006-PG dated 22-5-2006, which, are as follows:—

- (i) Minimum courtesy of acknowledging a receipt of the complaint may be done within a period of three days of the receipt of the grievances in case of receipt of dak physically and same day in case if it is an online application;
- (ii) Grievances may be redressed within a maximum period of two months of its receipt. Cases where it is not possible to give an immediate reply, an interim reply should be given to the Applicant;
- (iii) Any request made by a pensioner which does not fall under the ambit of pension policy would be a demand and may be tackled accordingly as they do not form part of the approved policy of the Government;
- (iv) Pending vigilance or court cases cannot be included in grievances as they are dependent on the finalization of the cases. Hence the pensioner may be informed of the same and these grievances tackled accordingly.

You are requested to send a copy of the instructions issued to fix the timeline for early redressal of grievances to your subordinate organization also.

In case any further clarification or assistance is required, please do let us know so that together we are able to dispose of the pending grievances within the prescribed time limit of two months.

*G.I., Dept. of Pen. & P.W., Notfn. No. 1/12 (iv)/2013-P&PW (E),
dated 28-3-2014*

Amendment to CCS (Commutation of Pension) Rules, 1981

G.S.R. (E).— In exercise of the powers conferred by the proviso to Article 309 and Clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor-General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Commutation of Pension) Rules, 1981, namely:—

1. (1) These rules may be called the Central Civil Services (Commutation of Pension) Amendment Rules, 2014.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Central Civil Services (Commutation of Pension) Rules, 1981.—

(a) in Rule 7, sub-rule (1), for the words and figure "Form 5", the words and letter "Form A of the Payment of Arrears of Pension (Nomination) Rules, 1983" shall be *substituted*:

(b) Form 5 shall be *omitted*.

GI, Dept. of Pen. & P.W., Notfn. No. 1/12 (iii)/2013-P&PW (E),
dated 28-3-2014

**Amendment to Payment of Arrears of Pension
(Nomination), Rules, 1983**

G.S.R.(E).— In exercise of the powers conferred by Section 15 of the Pensions Act, 1871 (23 of 1871) and Clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor-General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Payment of Arrears of Pension (Nomination) Rules, 1983, namely:—

1. (1) These rules may be called the Payment of Arrears of Pension (Nomination) Amendment Rules, 2014.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Payment of Arrears of Pension (Nomination) Rules, 1983,—
 - (a) in Rule 5,—
 - (i) for sub-rule (5), the following shall be *substituted*, namely—

“(5) In cases where a pensioner wants to modify his/her nomination, including cases where a nominee predeceases the pensioner, a fresh nomination shall be submitted in triplicate in Form ‘A’ to the Pension Disbursing Authority in the manner specified in sub-rule (1) and thereafter the provisions of sub-rule (2) shall apply *mutatis mutandis* with modifications as if it was made under sub-rule (1).”;
 - (ii) sub-rule (6), shall be *omitted*;
 - (b) in Rule 8, for the words “Ministry of Home Affairs (Department of Personnel and Administrative Reforms)”, the words “Ministry of Personnel, Public Grievances and Pensions (Department of Pension and Pensioners’ Welfare)” shall be *substituted*;
 - (c) for Form A, the following shall be *substituted*, namely:—

Form A

(Common Nomination Form for Arrears of Pension
and Commutation of Pension)

[See Rule 5 of Payment of Arrears of Pension (Nomination)
Rules, 1983 and Rule 7 of Central Civil Services
(Commutation of Pension) Rules, 1981]

I, hereby nominate the person /
persons mentioned below and confer on him/her/them the right to receive
in the event of my death, to the extent specified below, amount on account
of the following:—

(i) Arrears of Pension

(ii) Commuted Value of Pension payable under Central Civil
Services (Commutation of Pension) Rules, 1981.

Name, Date of Birth (DOB) and address of the nominee	Rela- tion- ship with em- ployee / pen- sioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB and address of alternate nominee in case the nominee under Column (1) predeceases the employee / pensioner	Rela- tionship with em- ployee / pen- sioner	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor	Conti- gency on happen- ing of which nomina- tion shall become invalid
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place and date:

Signature of Government servant /
Pensioner Telephone No.

Gl., Dept. of Pen. & P.W., Notfn. No. 1/12 (i)/2013-P&PW(E);
dated 28-3-2014

Amendment to CCS (Pension) Rules, 1972

G.S.R. (E).— In exercise of the powers conferred by the proviso to Article 309 and Clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor-General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Pension) Rules, 1972, namely: —

1. (1) These rules may be called the Central Civil Services (Pension) Third Amendment Rules, 2014.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Central Civil Services (Pension) Rules, 1972—
 - (a) in Rule 53, in sub-rule (1), the words and figure “or 2, as may be, as appropriate in the circumstances of the case” shall be omitted;
 - (b) for Form 1, the following shall be substituted, namely:—

“Form 1

**Common Nomination Form for Gratuity, General Provident Fund and
Central Government Employees’ Group Insurance Scheme**

[See Rule 53 of CCS (Pension) Rules, 1972, Rule 5 of General Provident Fund (Central Services) Rules, 1960 and Para. 19.7 of Central Government Employees’ Group Insurance Scheme, 1980]

I, hereby nominate the person / persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:—

- (i) any gratuity the payment of which may be authorized under Rule 50 of CCS (Pension) Rules.
- (ii) amount that may stand to my credit in the General Provident Fund.
- (iii) any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980.

Name, Date of Birth (DOB) and address of the nominee	Relation-ship with employee / pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, relationship and address of alternate nominee in case the nominee under Column (1) predeceases the employee / pensioner	Share to be paid to each	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place and date:

Signature of Government servant

Telephone No.

NOTE 1.— Completely strike out the benefits for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i), (ii) and (iii) above.

NOTE 2.— The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed. The nominee(s) / alternate nominee(s)' shares together should cover the whole amount.

(To be filled in by the Head of Office / Authorized Gazetted Officer)

Received the nominations dated under the following Rules:—

1. Central Civil Services (Pension) Rules, 1972 for Gratuity.
2. General Provident Fund (Central Services) Rules, 1960.
3. Central Government Employees' Group Insurance Scheme, 1980

made by Shri / Smt. / Kumari.

Designation

Office

(Strike out which nomination is not received)

Entry of receipt of nomination(s) has been made in page
..... Volume of Service Book.

Name, Signature and Designation of Head of Office / authorized
Gazetted Officer with seal

Date of receipt

The receiving officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this form."

(c) Form 2 shall be omitted.

G.I Dept. of Pers & P.W.O.M No. 42/10/2014-P&PW(G),
dated 9-4-2014

**Grant of Dearness Relief to Central Government Pensioners/
family Pensioners-Revised rate effective from 1-1-2014**

The undersigned is directed to refer to this Department's O.M No. 42/13/2014-P&W (G), dated the 3rd October, 2013 on the subject mentioned above and to state that the President is pleased to decide that the Dearness Relief (DR) payable to Central Government pensioners/ family pensioners shall be enhanced from the existing rate of 90% to 100% with effect from 1st January, 2014.

2. These orders apply to (i) All Civilian Central Government Pensioners/ Family Pensioners (ii) The Armed Forces Pensioners, Civilian Pensioners paid out of the Defense Service Estimates, (iii) All India Service Pensioners (iv) Railway Pensioners and (v) The Burma Civilian pensioners/ family pensioners and pensioners/ families of displaced Government pensioners from Pakistan, who are Indian Nationals but receiving pension on behalf of Government of Pakistan and are in receipt of ad-hoc ex gratia allowance Rs. 3,500 p.m in terms of this Department's O.M No. 23/1/97-P&PW (B), dated 23.02.1998 read with this Department's O.M 23/3/2008-P&PW (B), dated 15.9.2008.

3. Central Government Employees who had drawn lump sum amount on absorption in a PSU/ Autonomous body and have become eligible to restoration of 1/3rd commuted portion of pension as well as revision of the restored amount in terms of this Department's O.M No. 4/59/97/-P&PW (D), dated 14.7.1998 will also be entitled to the payment of DR @ 100% with effect from 1.1.2014 on full pension i.e the revised pension which the absorbed employee would have received on the date of restoration had he not drawn lump sum payment on absorption and Dearness Pension subject to fulfillment of the conditions laid down in Para 5 of the O.M dated 14.7.1998. In this connection, instructions contained in this Department's O.M No. 4/29/99-P&P (D), dated 12.7.2000 refer.

4. Payment of DR involving a fraction of a rupee shall be rounded off to the next higher rupee.

5. Other provisions governing grant of DR in respect of employed family pensioners and re-employed Central Pensioners will be regulated in accordance with the provisions contained in this Department's O.M No. 45/73/97-P&PW (G), dated 2.7.1999 as amended vide this Department's O.M No. F.No. 38/88/2008-P&PW (G), dated the 9th July, 2009. The provisions relating to regulation of DR where a pensioner is in receipt of more than one pension, will remain unchanged.

6. In the case of retired Judges of the Supreme Court and High Courts, necessary orders will be issued by the Department of Justice separately.

7. It will be the responsibility of the pension disbursing authorities, including the nationalized banks, etc. to calculate the quantum of DR payable in each individual case.

8. The offices of Accountant General and Authorized Public Sector Banks are requested to arrange payment of relief to pensioners, etc., on the basis of these instructions without waiting for any further instructions from the Comptroller and Auditor-General of India and the Reserve Bank of India in view of letter No. 528-TA, II/34-80-II, dated 23-4-1981 of the Comptroller and Auditor-General of India addressed to all Accountant Generals and Reserve Bank of India Circular No. GANB No. 2958/GA-64 (ii) (CGL)/81 dated the 21st May, 1981 addressed to State Bank of India and its subsidiaries and all Nationalized Banks.

9. In their application to the pensioners / family pensioners belonging to Indian Audit and Accounts Department, these orders issue after consultation with the C&AG.

10. This issues with the concurrence of Ministry of Finance, Department of Expenditure conveyed *vide* their O.M. No. 1 (4)/EV/2004, dated the 7th April, 2014.

G.I Min. of Civil Aviation O.M No. AV 1801/05/2012-At.
dated 27.9.2013

Air Travel on official account - Relaxation of Government instructions

Ministry of Finance (MoF) vide O.M. No. 19024/1/2009-E-IV, dated 13.7.2009 inter alia envisaged 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. 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 utilize the services of another airline, etc. Department of Personnel and Training (DoP&T) vide O.M No. 31011/2/2006-Estt. (A), dated the 27th July, 2009 has extended the applicability of the MoF's instructions for LTC purposes. MoF directed that in all cases of deviation of above instructions, etc, individual cases be referred to the Ministry of Civil Aviation for relaxation.

2. Ministry of Civil Aviation has been receiving a number of requests for consideration of blanket / general permission on routes where Air India does not provide service. The matter has been examined in this Ministry in consultation with MoF, D/o Expenditure, DGCA and Air India and it has been decided to extend general / blanket relaxation to travel by airlines other than Air India for official purposes / LTC or TA on sectors where Air India does not provide service as given in Annexure-I, subject to condition that whenever Air India or its subsidiaries start operating on any sector(s) given in Annexure-I, this sanction shall become null and void for that particular sector(s) for the period of operation of flights by Air India or subsidiaries on that sector(s) or until further orders/update on routes.

3. The purchase of air ticket would be continued as per Ministry of Finance's O.M No. 19024/1/2009/E-IV, dated 16.9.2010, i.e (a) either from AI's website of booking counter or (b) through Government authorized travel agents namely, M/s Balmer Lawrie & Co. M/s Ashok Travel and Tours, and IRCTC (to the extent IRCTC is authorized as per DoP & T., O.M No. 31011/4/2002-Estt (A), dated 2.12.2009. Before booking a ticket, the updated routes available on Air India's Official website (air india.com) be consulted for operation of any AI flight or its subsidiaries flight on any of 37 routes and obtain a printout of it, for settling T.A claim. While settling the T.A claim, the officer/ official concerned would also give an undertaking that the ticket have been bought at the lowest fare available on the day of booking.

4. As per MoF, D/o Expenditure's instructions individual cases for relaxation for sectors / city pairs not covered in Annexure-I may continue to be sent to Ministry of Civil Aviation for obtaining relaxation / approval.

ANNEXURE - I

SL No.	Sectors
1.	Ahmedabad - Pune - Ahmedabad
2.	Ahmedabad - Jaipur - Ahmedabad
3.	Ahmedabad - Indore - Ahmedabad
4.	Bangalore - Coimbatore - Bangalore
5.	Bangalore - Vishakhapatnam - Bangalore
6.	Chennai - Coimbatore - Chennai
7.	Chennai - Tuticorin - Chennai
8.	Chandigarh - Srinagar - Chandigarh
9.	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 - Vishakhapatnam - 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

*G.I., Min^l of Civil Aviation, O.M. No. AV. 18011/05/2012-AI,
dated 27-2-2014*

**Air Travel on official account — relaxation
of Government instructions**

In continuation of this Ministry's O.M. of even number, dated 27-9-2013 granting general / blanket relaxation to travel by airlines other than Air India for official purpose / LTC or TA on 37 sectors, where AI does not provide services as per given Annexure - I, of the above-said O.M. it has been decided to include another 26 sectors where Air India presently does not provide services as per enclosed Annexure II, (37+26= 63 routes) subject to condition that whenever Air India or its subsidiaries start operating on any sector(s) given in Annexure - I or/and Annexure-II, this sanction shall become null and void for that particular sector(s) for the period of operation of flights Air India or its subsidiaries on that sector(s) or until further orders / updation on routes.

The purchase of air ticket would be continued as per Ministry of finance's O.M No. 19024/1/2009-E.IV, dated 16.9.2010 i.e (a) wither from AI's website or booking counter or (b) through Government authorized travel agents namely M/s Balmer Lawrie & Co. M/s Ashok Travel and Tours, and IRCTC (to the extent IRCTC is authorized as per DoPT &T., O.M No. 31011/6/2002-Estt (A), dated 2.12.2009. Before booking a ticket, the updated routes available on Air India's Official website (air india.com) be consulted for operation of any AI flight or its subsidiaries flight on any of 63 routes and obtain a printout of it, for settling T.A claim. While settling the T.A claim, the officer/ official concerned would also give an undertaking that the ticket have been bought at the lowest fare available on the day of booking.

3. As per MoF, D/o Expenditure's instructions, individual cases for relaxation for sectors / city pairs not covered in Annexure-I and Annexure-II, may continue to be sent to Ministry of Civil Aviation for obtaining relaxation / approval.

Annexure - I

Not printed (refer Annexure-I to Sl. No. 99 of this issue).

Annexure - II

Sl. 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 - Tiruchirappalli - 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

Sl. No.	Sectors
22	Mumbai - Belgaum - Mumbai
23	Mumbai - Bhavnagar - Mumbai
24	Patna - Ranchi - Patna
25	Varanasi - Kolkata - Varanasi
26	Varanasi - Lucknow - Varanasi

ANNEXURE - A

PRO FORMA

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 utilizing 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 and Designation)

Forwarded by:

- ◆ **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 e-mail in the Pro forma (Annexure - A).

- ◆ Those seeking relaxation to travel by airlines other than Air India are required to apply as per Pro forma annexed as Annexure-A and may be e-mailed 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
Rajiv Gandhi Bhavan
Safdarjung Airport
New Delhi - 110 003.

On Telephone No: 011-24632950 (Extn. 2873)

- ◆ **The Cell is functioning under the control of Sh. G. Asok Kumar, JS (AD) 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. Balmer Lawrie & Co., Ashok Travels & Tours and IRCTC (to the extent IRCTC is authorized as per DoP&T, O.M. No. 31011/6/2002-Estt. (A), dated 2-12-2009) / a copy of the website of AI i.e. airindia.in*

Also flight Number with departure and 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 facto approval on ground of NAS must enclose the documentary evidence as mentioned above and a copy of ticket purchased.
- ◆ For 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, Department of Expenditure vide ID No. 19024/01/2009-E-IV, dated the 28th July, 2011, have clarified that since Government 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 of 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 performed 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 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 with its code - share foreign airlines partner is available, the same must be utilized.
- ◆ 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, II class AC rail-fare etc., non-entitled officers, need not be referred to Ministry of Civil Aviation.
- ◆ For cases regarding Air India tickets purchased from unauthorised agents, relaxation requests duly 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.