



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN : NEW DELHI**

F.No. 8(4)/2006-Cash-I

Dated 08<sup>th</sup> April, 2013.

**OFFICE MEMORANDUM**

**Subject :- Obtaining approval of Ministry of Civil Aviation for traveling in Pvt. Airlines.**

This is in continuation of O.M. of even no. dated 19.04.12 and subsequent O.M. dated 10.05.12 on the subject mentioned above. It has been noticed that while seeking approval from Ministry of Civil Aviation for travelling in Pvt. Airlines the required documents have not been submitted alongwith the prescribed proforma failing which permission is not being granted by M/O Civil Aviation. The Ministry of Civil Aviation has formulated certain guidelines for seeking approval/relaxation for traveling in Pvt. Airlines which are being reproduced hereunder:-

1. Those seeking relaxation on ground of Non-Availability of Seats(NAS) enclose NAS Certificate/Endorsement from AI Office/Govt. authorized travel agents/a copy of the website of AI i.e. airindia.in Also flight No. with departure 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.
2. Those seeking ex-post facto approval on ground of non-availability of seats must enclose the documentary evidence as mentioned above and a copy of ticket purchased. Otherwise the application will be rejected.
3. As per Ministry of Finance Order, an employee must travel by Air India upto the nearest station. For example while traveling to North East Region, the Officer should travel upto Kolkata by AI, if direct AI flight to destination is not available, and seek relaxation for the sector not connected by Air India. Similarly, sectors which are not connected directly by any of the airlines, the journey may be performed by AI to the nearest station of the destination.

It is requested that above requirements may kindly be fulfilled while sending request for obtaining approval of Ministry of Civil Aviation.

This issues with the approval of the Competent Authority.

(DILIP ROY)

UNDER SECRETARY(Cash)

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- 3 ✓ Sh. Hans Raj, Information System Officer(DKMA), KAB-I, New Delhi for posting the above mentioned letter in the ICAR website.
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