



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

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

Dated 19<sup>th</sup> October, 2012.

**OFFICE MEMORANDUM**

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

It has been observed that while seeking approval from Ministry of Civil Aviation for traveling in Pvt. Airlines the requests submitted are not proper in many cases. Hence, we are facing difficulties in taking approval from M/o Civil Aviation when dates of Departure/Arrival and destination is not correctly mentioned. It is, therefore, requested to send the requests at least 05 days prior to the scheduled journey in the format attached herewith.

This issues with the approval of the Competent Authority.

(DILIP ROY)

UNDER SECRETARY(Cash)

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- ✓ 3 Shri Hans Raj, Information System Officer (DIPA), KAB-I, New Delhi for posting the above mentioned letter in the ICAR Web-site.
- 4 Guard File.

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**FORMAT FOR OBTAINING APPROVAL TO TRAVEL IN PRIVATE AIRLINES**

To

The Under Secretary(Cash)  
Indian Council of Agricultural Research  
Krishi Bhavan, New Delhi

Sub: Seeking permission from Ministry of Civil Aviation for journey in Pvt. Airlines.

Please arrange to provide permission from Ministry of Civil Aviation as per detail given under:-

Name of the passenger & designation	
Proposed travel details:	
Date of onward journey	
Date of return journey	
Sectors to be traveled with flight Nos.	
Reasons for seeking approval	
Hqrs. of the official seeking approval. In case proposed journey is not from Hqrs., reasons thereof.	

Signature of sender with designation

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail Id \_\_\_\_\_