**ANNEXURE-B**

**PROFORMA FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA**

**(To be submitted to MHRD through Registrar Office)**

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| --- | --- | --- |
| **SR. NO.** | **Item of Information** | **Remarks** |
| 1 | Name :  |  |
| 2 | Designation :  |  |
| 3 | Name of the organization/Division: **Visvesvaraya National Institute of Technology, Nagpur** |  |
| 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:  |  |
| 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 of 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: **Undertaking is enclosed.** |  |

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(Signature of the individual travelling)\* (Signature of the Head of the Office)

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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.

**UNDERTAKING**

I hereby undertake that in case permission is granted for air journey other than by air India, I will avail the cheapest available ticket in the entitled category among the options of various private airlines operating in that sector.

 (Name and Signature)

Place: Nagpur

Date: