



टाटा मूलभूत अनुसंधान संस्थान
TATA INSTITUTE OF FUNDAMENTAL RESEARCH
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परमाणु ऊर्जा विभाग की स्वायत्त संस्था,
भारत सरकार एवं समविश्वविद्यालय
**An Autonomous Institution of the Department of Atomic Energy,
Government of India and a Deemed University**

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OFFICE ORDER OD-6-2015

Air Travel by non-Air India flights

Air Travel by non-Air India flights are not authorised in the normal process and notices have been displayed on the subject on many occasions. Under special circumstances air travel can be done by non-Air India flights with the prior approval of Ministry of Civil Aviation. In case it is not possible to get prior approval due to special circumstances, post-fact approval is mandatory. Settlement of claims in the past, in respect of travel by non-Air India flights have been objected to by various Audits. In view of the above, it will not be possible for Accounts section to settle the claims for air travel by non- Air India flights without the approval of the Ministry of Civil Aviation.

Booking of Air Tickets

Booking of air tickets are to be done only through authorised sources/agents, i.e.; travel section of TIFR, M/s Balmer Lawrie & Co Ltd, IRCTC, Ashoka travels or directly from Air India. Accounts section will not be able to settle claims in respect of tickets purchased through other sources/agents.

Air Travel by non-entitled staff members

Air travel by non-entitled staff members are permitted only if authorised by the Secretary of the Administrative Department, i.e.; Secretary DAE. Departments/sections that require certain non-entitled staff members to travel by air for unavoidable reasons are requested to take prior approval from Secretary, DAE before booking of tickets. All staff members are to ensure that they are authorised to travel by air.

**Sd/-
(S.P. Trivedi)
Director**