

PROFORMA FOR SEEKING RELAXATION FOR TRAVEL BY OTHER AIRLINES

1. Name with designation :

2. E-mail address :

3. Mobile/telephone/fax no. :

4. Name of Division in DeitY or Autonomous body :

5. Purpose of official duty :

6. Sector for which exemption from Travel by Air India :

Sector*	Date	From	To	Flight No. Dep. Arr.
Sector 1				
Sector 2				
Sector 3				

7. Detailed reason(s) for not utilizing Air India services :

8. Airfare of Flight proposed other than Air India :

9. Recommendation of GC/Head of Office :

Signature
(Name & Designation)