

राष्ट्रीय अध्यापक शिक्षा परिषद्  
(भारत सरकार का एक सांविधिक निकाय)



National Council for Teacher Education  
(A STATUTORY BODY OF THE GOVERNMENT OF INDIA)

**Dr. Vijaykumar.R.**

**Deputy Secretary**

No. F. NCTE-Insp011/258/2018-Insp Section-HQ

Date- 05<sup>th</sup> December, 2018

**CIRCULAR**

**Subject: Guidelines on Air Travel on official tours.**

As per Govt. of India's guidelines and circular issued from time to time, the following instructions may be ensured for air travel on official tours.

1. That air travel, either domestic or international where GOI bears the cost of air passage, the officials have to travel by Air India flight only.
2. If travel stations are not connected by Air India, the officials may travel by Air India to the hub/point close to their eventual destinations beyond which they may utilize the services of another flight which should preferable be an Alliance partner of Air India.
3. Air tickets may be purchased directly from the air line booking counters/office/website of airlines ([www.air-india.com](http://www.air-india.com)) or through authorised agents of Air India i.e. M/S Balmer Lawrie and Company, M/S Ashok Travels & Tours and IRCTC.
4. Before booking a ticket updated routes available of Air India official website may be consulted for any Air India flight or its subsidiary flight.
5. The official may ensure to avail the lowest ticket fare available on the day of booking.
6. For cases of travel by airline other than Air India, for whatever reasons it may be, each individual must obtain the sanction of the Administrative Secretary of the concerned Ministry after approval from Financial Adviser of the said Ministry only, duly applying in the prescribed proforma available in the website. These powers cannot be delegated further to the FA of the Autonomous body/Statutory organisations.
7. The Ministry of Civil Aviation have no power to accord sanction w.e.f. 26/07/2016 (as per Govt. of India circular).
8. It is mandatory to submit the Original Boarding Pass along with the TA bill as a proof of undertaking the journey.

The rules may be adhered to in word and spirit.

This issues with the approval of the competent authority.

**Copy for information to:**

1. All RD's of ERC, NRC, WRC, SRC NCTE -for compliance
2. Shri Satish Kumar, US (EDP) :-for circulating it to all emplaned VT Members and uploading on NCTE Website.
3. All Emplaned Visiting Team Members.
4. US(Acct.), NCTE Dwarka Building.
5. US(GA), NCTE.

(Dr. Vijaykumar. R) 05/12/18  
Deputy Secretary

डॉ. विजयकुमार. आर  
Dr. VIJAYKUMAR. R  
उप सचिव/ Deputy Secretary

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and uploading on NCTE Education  
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